



Hall Associates
Commercial REALTORS since 1975

Braxton Park Property Owners Association
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
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MINUTES
BOARD OF DIRECTORS MEETING

October 4, 2022

Pending Review/Approval at Next Board Meeting

	Name	Position	Term Expires
Board Members Present:	Devin Snelick	President	2022
	Stefan Reinhardt	Vice President	2022
	Teresa Hunter	Treasurer	2024
	Carrie Williams	Director	2023
	Brooke Scott	Director	2024
Board Members Absent	Lauren Blanks	Secretary	2023
	Zak Hayes	Director	2023
	Vacant	Director	2024
	Cheryl Bennett	Director	2022
Others Present:	Nikki Pritt	Association Manager	
	Terri Reinhardt	Owner	
	Steven Bishop	Owner	
	Christopher Oliver	Owner	
	Brenda Fairley	Owner	
	Mike Roman	Owner	
	Adam Moore	Owner	

I. DETERMINE QUORUM AND CALL TO ORDER

A quorum was met with five board members in attendance. The meeting was called to order at 6:43 PM at Living Water Ministries located at 1071 Waterlick Road.

II. OWNERS FORUM

Christopher Oliver submitted complaints to the board regarding meeting notices, mailings/communication and management.

Adam Moore stated he would like to see speed limit signs added throughout the neighborhood. He also recommended the board consider a bus stop shelter to be added.

Terri Reinhardt stated that she would like to see the speed limit lower than 15mph and that the signs installed be aesthetically pleasing.

III. APPROVAL OF THE MINUTES

A motion was made (Hunter) and seconded (Reinhardt) to waive the reading of the August 30, 2022 minutes and accept them as written. Motion passed with one abstention (Scott).

IV. FINANCIAL REPORT

Board members receive financial reports each month prior to the meeting to review. It was noted that one invoice needed to be reclassified from pool maintenance to pond maintenance. A motion was made (Scott) and seconded (Snelick) to approve the financials through August 31, 2022 and file for record with the noted change. Motion passed unanimously.

V. UNFINISHED BUSINESS

Retention Pond Improvements – Management and two board members met with Russ Orrison with Perkins and Orrison, the engineer that designed the pond to look at pond C. He will make recommendations to be used to obtain estimates on repairing pond C.

Tree Trimming – This will be scheduled during the winter months which is the appropriate time to trim the trees.

Sidewalks on Mallard – One estimate was received prior to the meeting. Two additional contractors expressed interest in the project and will be taking a look at the sidewalks to provide an estimate for the board's review.

Deck Staining – After a follow up inspection of the decks, there were five decks remaining that had not been stained. The five owners will be discussed in executive session to determine how to proceed.

Sealcoating on Mallard – This item is complete. It was noted that the stretch of Mallard Lane from the Rowse Drive/Braxton Park Circle intersection was not done. It was not included in the scope of work approved. Management was asked to get an opinion from the association's attorney regarding

Pool Drainage – Russ Orrison with Perkins and Orrison also looked at the issue with drainage at the pool. He will sketch out a recommendation for the association to provide to contractors to obtain estimates.

Pool Electrical Work – After review of the estimate from an electrician for different options on regulating the temperature in the back room of the pool house, the board would like additional time to look into the options further.

Exterior Maintenance – Management performed an exterior maintenance inspection on the front of the homes on Logan and Rowse. Any issues were noted and the homeowner will be notified of the needed work. An additional inspection of the fronts of Sprouse and Mallard will take place soon.

Runoff from Storage Company on Logan – Russ Orrison with Perkins and Orrison looked at the area and will provide a recommendation for the storm water runoff from the storage company neighboring the homes on Logan.

Pond Fountain Repairs – The pond fountain motor has been removed from the pond in order to be replaced. The company is experiencing a shortage of motors and has an anticipated date of October before the motor will be installed.

Planting Shrubs at Pool – This item is complete.

Tree Removal at 218 Rowse – This item is complete.

VI. NEW BUSINESS

Snow Removal Agreement – The Board reviewed the snow removal agreement provided by CLC. After discussion, management was asked to obtain additional snow removal estimates from other companies.

Financial Information Distribution – A request from an owner was received to have more information provided in the financial summary than what is posted online. After discussion, the Board determined that the Records Review Cost Schedule that is currently in place is what will be used for any owners requesting this information.

Tree Trimming and Removal at Trash Area on Logan – An estimate was received from CLC to remove one dead tree at the trash area at the upper end of Logan Lane and trim back the remaining trees around the trash area. A motion was made (Hunter) and seconded (Scott) to approve the estimate from CLC for removing the dead tree and trimming the remaining trees at the trash area at the upper end of Logan. Motion passed unanimously.

Boxwood Replacement/Blight Infestation – CLC has recommended removal of several boxwoods throughout the community due to a blight (bacterial/fungal) infestation. An estimate was received for doing half of the boxwoods. After discussion, the board determined that a second opinion was necessary. Management will contact another landscaper to come out and take a look at the boxwoods and also provide an estimate if it is determined that there is a blight infestation.

Planting Trees on Mallard – CLC was asked to provide a quote for planting trees on Mallard. The quote was not received prior to the meeting.

Pool Leaks – Many leaks were fixed in the pool over the summer. There still appears to be a leak ongoing. Management will ask the pool maintenance company to repair.

2023 Budget – A draft of the budget was prepared prior to the meeting for the board's review. After much discussion, it was determined that separate meeting will be held to determine the budget for 2023.

VII. EXECUTIVE SESSION

There was no executive session.

VIII. NEXT MEETING DATE, TIME, LOCATION

The next meeting will be held on October 20, 2022 at 6 pm at Living Water Ministries – 1071 Waterlick Road, Lynchburg, VA 24502. Future meetings are listed online at www.braxtonpark.com.

IX. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 8:56 PM.