



Braxton Park Property Owners Association
HALL ASSOCIATES, INC MANAGING AGENT (540)982-0011
112 Kirk Ave SW - Roanoke Virginia 24011

Chrissy Greene/VP of Association Management – cgreene@hallassociatesinc.com
Nikki M. Pritt/Association Manager – npritt@hallassociatesinc.com

MINUTES
BOARD OF DIRECTORS MEETING

October 9, 2019

Pending Review/Approval at Next Board Meeting

	Name	Term Expires	
Board Members Present:	Debbie Wooten	President	2019
	LaVerne Stark	Vice President	2019
	Rip Wooten	Secretary	2020
	Freddy Black	Treasurer	2019
	Bill Hunter	Director	2021
	Teresa Hunter	Director	2021
	Cassidy Williams	Director	2021
	Claire Paulette	Director	2020
Board Members Absent	Demond Bolden	Director	2020
Others Present:	Nikki Pritt	Association Manager	
	Patricia Elgin	Sherwin Williams	
	Ed Barnhouse	Owner	
	Ed Breslow	Resident	
	Jamie Long	Owner	
	Cheryl Bennett	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 6:01 PM at the Brookville Timberlake Fire Department located at 3640 Waterlick Road in Forest. Bill Hunter, Teresa Hunter and Rip Wooten joined after the call to order.

II. OWNER FORUM

Cheryl Bennett asked when the crepe myrtles will be trimmed. Management will let the grounds company know that it needs to be done.

III. PRESENTATION FROM SHERWIN WILLIAMS REP

Patricia Elgin with Sherwin Williams met with Treasurer Black last week to view the decks in the community and make color recommendations. She presented her findings to the Board which included color samples and product recommendations. The board will use this information to provide to owners as part of the architectural standards so that decks can be similar in color. This would be on file with Sherwin Williams and would be offered at a discounted rate so that owners would be able to purchase the product using the association's name. The Board will determine the color(s) and will provide the color name to Sherwin Williams for their system.

IV. APPROVAL OF THE MINUTES

A motion was made (Stark) and seconded (T. Hunter) to approve the minutes from September 4, 2019 as written. Motion passed unanimously.

V. FINANCIAL REPORT

Financials were reviewed through September 30, 2019. A motion was made (Black) and seconded (D. Wooten) to approve August 2019 and September 2019 financials and file for record. Motion passed unanimously.

VI. UNFINISHED BUSINESS

Architectural Standards – Tabled until the December meeting.

Pond Fountain – The pond fountain has been installed. The water movement from the fountain will help with mosquitos, getting rid of algae, and improving water quality.

Retention Pond Improvements – Campbell County is working on the report and hopes to have it to management by the end of the month.

2020 Budget – The draft of the 2020 budget was reviewed. A motion was made (Black) and seconded (R. Wooten) to approve the budget as presented. Motion passed with seven in favor and one abstention (T. Hunter).

No Turn Around Sign on Mallard – A sign was installed but was smaller than anticipated and will be taken down and installed further down Mallard. A larger sign will be ordered and installed at the beginning of Mallard.

Board Seats – There are three terms expiring at the annual meeting on November 7th. Any owner interested in being placed on the ballot as a candidate for the board, please contact management.

VII. NEW BUSINESS

Pond Fountain Maintenance – A proposal was presented to the board for annual maintenance on the fountain. A motion (D. Wooten) and seconded (R. Wooten) was made to table this item until September 2020. Motion passed unanimously.

Lawn Installation – A motion was made (D. Wooten) and seconded (Stark) to approve the estimate for installing grass seed on Mallard in several bare areas behind townhomes and around the trash area. Motion passed unanimously.

Edging Installation – An estimate was reviewed for removing the current edging and installing new edging in the back yards of several homes. The board determined that this item was not necessary.

Front Sign Beautification – An estimate was reviewed for removing and adding several plants at the front entrance sign. A motion was made (D. Wooten) and seconded (B. Hunter) to table this item until Spring 2020. Motion passed unanimously.

Vandalism – Recently, rip rap (rocks) from the creek bed behind Rowse and Mallard, near the Mallard entrance, have been removed and placed inside a drainage pipe. The association will now have to pay more money to have the rocks placed back in their original position for adequate drainage. Every time something like this is done, it costs the owners more money. The Board encourages all residents and owners to be vigilant in making sure that the association property is treated with respect and report anything that you see happening that could cause damage or cost the association more money to return to its original condition.

VIII. EXECUTIVE SESSION

A motion was made (D. Wooten) and seconded (Stark) to go into executive session to discuss a legal issue. Motion passed unanimously. After executive session there was no action to be taken.

IX. NEXT MEETING DATE, TIME, LOCATION

Executive Session Meeting – October 23, 2019 at 6p at Brookville Timbrook Fire Department. This meeting will be to discuss a legal issue with an owner. No owners will be permitted to observe after the call to order and 15-minute owner's forum.

Annual Meeting – November 7, 2019 at 6:30p at Timberlake United Methodist Church – Hughes Hall.

Organizational/Board Meeting – November 7, 2019 following the annual meeting at the same location.

X. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 8:00 PM.

REMINDERS

- Please remember that all townhomes and the lot around each townhome are individually owned and are considered private property. No one should be in the yard of another townhome without permission. **Please do not walk, congregate or do any other activity in another owners' yard without permission. Please remind all residents of your home about this issue.** The common areas may be used for walking or activity.
- **SLOW DOWN!!** Please watch your speed when driving through the neighborhood. There have been many close calls where children have nearly been hit because of speeding.
- Residents need to clean up after their pets any time they are outside.
- Please instruct anyone taking trash to the trash areas that the bags need to be **placed in a trash bin** and the lid closed securely. Cardboard boxes need to be broken down and stacked neatly in the corner. **If an item does not fit in the trash bin, it cannot be left in the trash area.** No bags of trash should be left outside on the front porch or patios at any time.
- **Only furnishings in everyday use are permitted on the patios and only decorative items, plants and patio furniture are permitted on the front porches/stoops.**
- NO GRILLS ON DECKS.