



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

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**MINUTES**  
**BOARD OF DIRECTORS MEETING**

October 14, 2020

Pending Review/Approval at Next Board Meeting

	<b>Name</b>	<b>Term Expires</b>	
Board Members Present:	Devin Snelick	President	2022
	Ed Barnhouse	Vice President	2022
	Teresa Hunter	Treasurer	2021
	Cassidy Williams	Director	2021
	Cheryl Bennett	Director	2022
	Bill Hunter	Director	2021
	Claire Paulette	Director	2020
	Rip Wooten	Secretary	2020
	Demond Bolden	Director	2020
Board Members Absent	None		
Others Present:	Nikki Pritt	Association Manager	
	Debbie Wooten	Owner	

**DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with seven board members in attendance. The meeting was called to order at 6:06 PM via video conference. Rip Wooten and Demond Bolden joined the meeting after the call to order. Per the requirement of Virginia House Bill 29 signed by the Governor on April 24, 2020, due to the current Corona Virus Pandemic (COVID 19), this meeting is being held via electronic means (Zoom Video Conferencing). The video conference link was posted on the Braxton Park website ([www.braxtonpark.com](http://www.braxtonpark.com)) in advance of the meeting for owners to attend.

**I. OWNER FORUM**

Debbie Wooten stated that the trash areas have been dirty with people not putting their trash in the trash cans. She stated there was a “No Parking” sign that had fallen on Mallard and needs to be put back on the post. She said there are bushes growing over the “No Turn Around” sign before the car wash.

## II. APPROVAL OF THE MINUTES

A motion was made (Wooten) and seconded (B. Hunter) to approve the minutes from September 15, 2020 as written. Motion passed unanimously.

## III. FINANCIAL REPORT

Board members receive financial reports each month prior to the meeting to review. A motion was made (T. Hunter) and seconded (Barnhouse) to approve the financials through August 31, 2020.

## IV. UNFINISHED BUSINESS

**Retention Pond Improvements** – A request for proposal was sent to two grounds companies to get estimates on making the necessary repairs. Management is waiting for the estimates.

**Pool** – The pool was closed at the end of September. The cover has been placed on the pool and the furniture has been stored. The bathrooms will be winterized. Estimates will be obtained for painting the pool and replacing/repairing the coping in the spring before the pool opens. Some furniture and umbrellas will need to be replaced as well.

**Deck Staining Letter** – A letter was sent to the board for their review. They will approve between meetings.

**Trash Areas** – The problems with the trash areas continue to occur. The janitorial company that was cleaning out the trash area once a week submitted their notice due to the condition of the trash areas. The Board discussed increasing the number of pick ups per week. They also discussed finding someone else to clean out the trash areas once per week. Management will contact the landscaping company to obtain a price and contact an employment agency. A roll off dumpster will be placed on the property from December 24<sup>th</sup> through January 2<sup>nd</sup> for residents who need to dispose of large items, such as Christmas trees, decorations and cardboard boxes. The Board hope this will help to lessen the amount of trash that usually accumulates during the week after Christmas.

**Trees at Family Dollar** – Management has contacted Campbell County to have the trees that are hanging over into Braxton Park Circle trimmed back.

**Entrance Sign Lights** – The electrician was able to repair the entrance lights at the sign again. There is a ground fault interrupter behind the sign that continues to trip when there is a thunderstorm. Now that summer is over, it should no longer be an issue.

**Trees at Pool** – The Board asked management to obtain an estimate on replacing the crepe myrtles at the pool with another type of tree or shrubbery. The petals drop off the trees and create a mess around the pool deck and in the pool. Management will request an estimate from the landscaper.

**Streetlight on Mallard** – Management has put in an order with AEP to have a streetlight installed and is waiting on a call back from AEP.

**Annual Meeting** – The date of the annual meeting has been set for November 16, 2020 at 6pm. Finding a location has been a challenge. A few board members will reach out to some locations to see if they can make a reservation.

**2021 Budget** – A draft of the budget was presented and reviewed. After a few changes were made, a motion was made (Snelick) and seconded (T. Hunter) to approve the budget for 2021 with no increase in dues. Motion passed unanimously.

#### V. NEW BUSINESS

There was no new business to discuss.

#### VI. EXECUTIVE SESSION

A motion was made (Snelick) and seconded (Barnhouse) to go into executive session to discuss possible violations and hold a hearing. Motion passed unanimously.

After executive session a motion was made (T. Hunter) and seconded (Barnhouse) to send letters to several owners notifying them of violations. Motion passed unanimously.

#### VII. NEXT MEETING DATE, TIME, LOCATION

Annual Meeting – November 16, 2020 at 6pm. Location to be determined. Please check the website [www.braxtonpark.com](http://www.braxtonpark.com) frequently for updates.

#### VIII. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 8:07 PM.

## REMINDERS

- The trash areas are used for **household bagged trash only**. There should be no items larger than the trash can placed in the trash area. The lid of the trash can must be able to close securely. No construction items or debris should be placed in the trash cans or in the trash area. Cardboard boxes must be broken down. Anyone who is found to be placing prohibited items in the trash area will be charged for the removal of the item, as well as a fee of \$50 per item.
- Please remember that each lot is individually owned and no one should be in another owner's yard without their permission. The owner's yards are the grassy area in front of and behind the townhome. Any individuals caught damaging the grassy area or other items in yards will be held responsible for repairs. Please make sure all residents of the home are aware that the lots are privately owned and there should be no congregating on other owner's yards for any reason without the owner's permission.
- Residents need to clean up after their pets any time they are outside.
- 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. **Bikes, strollers, wagons, etc. are not permitted to be stored on the front porches at any time.**
- VISITOR PARKING SPACES ARE FOR VISITORS ONLY. Residents parked in visitor spaces will be towed without notice.
- No grills on decks at any time.