



**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**

November 11, 2021

Pending Review/Approval at Next Board Meeting

	<b>Name</b>	<b>Position</b>	<b>Term Expires</b>
Board Members Present:	Devin Snelick	President	2022
	Ed Barnhouse	Vice President	2022
	Teresa Hunter	Treasurer	2021
	Bill Hunter	Director	2021
	Cheryl Bennett	Director	2022
	Zak Hayes	Director	2023
Board Members Absent	Cassidy Williams	Director	2021
	Demond Bolden	Director	2022
	Lauren Blanks	Secretary	2023
Others Present:	Chrissy Greene	Association Manager	
	Brooke & Jamie Scott	Owner	

**I. DETERMINE QUORUM AND CALL TO ORDER**

A quorum was met with board members in attendance. The meeting was called to order at 6:03 PM at Living Water Ministries located at 1071 Waterlick Road.

**II. OWNERS FORUM**

Prior to the meeting, an owner asked that the meetings be set on a routine schedule. However, it was determined that the meetings are scheduled on different days/times to give all owners an opportunity to attend, which may not be the case if they are always held on a specific day/night/week of the month.

Brooke Scott asked about towing enforcement. Has the Board considered how the towing policy is applied? Does someone take a look around every week? The towing is typically handled when it is reported or during a compliance inspection. It is done when it is necessary or reported. Has the Board considered adding a stop sign to the end of Logan? This is a dangerous location without a stop sign. Management will get an estimate on installing a stop sign in this location. A motion was made (Barnhouse) and seconded (Snelick) to install a stop sign in this location at a cost not to exceed \$200. She also indicated that she installed K-Guard gutter guards on her townhome, because they were getting water inside. However, as a side note, they did have to coordinate this with their neighboring owner because the guards have to be installed continuously until the gutter ends. Discussion ensued regarding the pros and cons of the trees. Management will contact Newhites, at the Board's request, to have the trees evaluated on the odd number side of Logan for trimming back off the structures. Finally, she asked about how townhomes would be enforced as the entire townhome versus renting only single rooms. When the Board or management are made aware, they pursue the issue with the owner for correction.

**III. APPROVAL OF THE MINUTES**

A motion was made (Barnhouse) and seconded (B. Hunter) to waive the reading of the September 29, 2021 minutes and accept them as written. Motion passed unanimously.

#### IV. FINANCIAL REPORT

Board members receive financial reports each month prior to the meeting to review. A motion was made (T. Hunter) and seconded (Hayes) to approve the financials through October 31, 2021 with a correction to a Solitude invoice from August that was mis-coded. Motion passed unanimously. Account balances through 10/31/21:

Operating Account:	\$ 76,854.08
Operating Reserve Account:	\$ 31,269.62
Capital Reserve Account:	<u>\$ 80,911.51</u>
	\$189,035.51

#### V. UNFINISHED BUSINESS

**No Trespassing Signs** – these were installed. Complete.

**Land Survey** – bids were obtained. The Board determined not to take action at this time.

**Retention Pond Improvements** – RSG indicated the cost of the project has increased since they originally bid on it in July. An updated bid was submitted. The Board approved the updated bid.

**Pool Work and Schedule** – bids were sent for painting and gunite. Management is working on obtaining a third bid.

**Annual Meeting Prep** – the meeting is scheduled for Thursday December 2, 2021 at 6 PM. There are three seats coming up for re-election. Current board members Bill Hunter, Teresa Hunter and Cassidy Williams are running again. Please contact management if you would like to be placed on the ballot.

**2022 Budget** – an adjustment was made to increase exterminating to include Mallard. A motion (Barnhouse) and seconded (B. Hunter) to approve the budget as amended.

**Electronic Meeting Resolution** – a motion was made (Hayes) and seconded (T. Hunter) to adopt an Electronic Meeting Resolution. Motion passed unanimously.

#### VI. EXECUTIVE SESSION

A motion was made (Hayes) and seconded (Bennett) to go into executive session to discuss possible violations. Motion passed unanimously.

After executive session, a motion was made (Barnhouse) and seconded (Snelick) to send opportunity to correct letters and violation letters with an opportunity to request a hearing. Motion passed unanimously.

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

The next meeting is the Annual Meeting, which will be Thursday December 2, 2021 at 6 pm at Living Water Ministries – 1071 Waterlick Road, Lynchburg, VA 24502.

#### VIII. ADJOURNMENT

There being no additional business to discuss, the meeting was adjourned at 7:26 PM.