

# AVALON WOODS II

## Avalon Woods II Board Meeting Minutes

November 8, 2023 | 5:00pm

**Location: Rocktown Realty Office & Zoom Videoconference**  
**218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Megan Austin, Richard Frutuozo, & Michael Noble

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 5:02pm (Megan); All 3 Board members are present; quorum has been established.
- 2. Review & approve of previous minutes:** None.
- 3. Manager's Report:**
  - a. Trash:** Last month, one of the dumpsters in the community was getting missed by Waste Management and caused it to be overfilled.
    - i. We were able to get with Waste Management, who got this back on track and provided a courtesy tip to the association.
    - ii. Commonwealth Cleaning was asked to move their pick-up day to Wednesday, and this has helped immensely.
    - iii. Megan created a map and some reminders about the dumpsters to send to the community. Rocktown will distribute.
  - b. Parking:** Rocktown reached out to the units that were provided by Megan that were noted to have more than 2 vehicles and were utilizing visitor spaces regularly.
    - i. Megan notes that 2387 King Arthurs and 841 Merlins are still an issue. Rocktown will follow up with both units.
  - c. Delinquency:** All accounts should be correct with credits and balances from Matchbox, and there are some owners who are a few months past due.
    - i. Some have made payments on their accounts, and Rocktown will keep an eye on each account and send notices out as necessary for them to get caught up.
  - d. CD's:** Bernard recommends that the association invest in some short-term CD's, 3-6 months, so that we don't run into a liquidity issue.
    - i. The association cannot speculate with homeowner funds and the institutions used must be FDIC-insured.
- 4. Financial Review (YTD, October 31<sup>st</sup>):** The association currently has \$98,087.63 in total cash and reserves through the end of October.
- 5. Old Business:** None.

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### **6. New Business:**

- a. Landscape & Snow Bids
  - i. Rocktown was able to obtain bids from Johnson's Landscaping and Season After Season, who we have worked with in other associations.
    - 1. All Board members are in favor of going with the bid from Season After Season, with some edits made to the scope of work. Rocktown will reach out to them about the edits and getting the contract signed.
- b. Reserve Study Bids
  - i. Rocktown was able to obtain bids from DMA and Global Solution Partners for an updated reserve study to be done, as the last one was completed in 2016.
    - 1. All Board members are in favor of going with the bid from Global. Rocktown will reach out to them to get the contract in place.
- c. 2024 Budget
  - i. Rocktown is working on drafting the budget for next year and will present that to the Board for approval once it has been set.
- d. 2024 Meeting Schedule
  - i. The Board is good with meeting on a quarterly basis next year.
  - ii. The annual meeting will be held in early February at 6pm via Zoom.
  - iii. The Board meetings will be held in May, August, & November at 5pm.
    - 1. Rocktown will send dates to the Board, and once agreed upon, will post to the website so they will be available to owners.

### **7. Member Input:**

- a. There is concern that the owner of 781, 821, 831, & 841 Merlins is creating multi-family homes in each property.
  - i. This is a concern with the governing documents for the association as well as with City zoning requirements.
  - ii. Bernard will reach out to the zoning department on this tomorrow, 11/9, and will follow up with the owner and the Board.
- b. 811, 821, & 831 Merlins have bushes that are growing over the sidewalk and need to be trimmed. Rocktown will reach out to the owners to have these addressed.

### **8. General comments/questions: None.**

### **9. Adjournment: 6:04pm (Megan)**

### **10. Next Meeting: TBD**