



**Cedar Point Board Meeting Minutes  
March 11, 2025 | 6:00pm**

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

Board Attendees: Gail Mitchell, Lisa Souder, David Bates, Chad Williams, & Paula Miller Board  
Absentees: Samantha Lamas & Cindy Parnell Management Attendees: Bernard Hamann,  
Kayleigh Sponaule, & Sandra Craig – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Gail); we have 5 of 7 Board members present to begin the meeting, quorum has been established.
- 2. Approval of meeting minutes from December 10, 2024:** Gail motions to approve the minutes as written, Lisa seconds, motion carries.
- 3. Financial Update (YTD, February 28<sup>th</sup>):** We have \$16,575.50 in total operating income through the end of February and \$21,366.55 in total operating expense.
  - a. The discrepancy is from snow removal and timing of invoices received and paid.
- 4. Community Update:**
  - a. Dumpster Pad Extension – The project is scheduled to begin at the end of March or early April.
  - b. Retaining Wall – JES is scheduled to come on-site on 3/25 to examine the retaining wall to determine if any work or repairs is needed.
  - c. Steps – Rocktown received two estimates to repair the steps in the front of the community.
    - i. Gail spoke with Andy Shifflett about them, and he stated it's not as easy to repair as one would think and that more work is involved to do it correctly.
    - ii. The Board will vote on the estimates under new business.
  - d. Vehicles/Towing – JL Towing has gone through the community and towed vehicles without passes.
    - i. They typically go through at night and have flashlights to check for passes.
  - e. Delinquency – The association is filing a lien and warrant in debt on one unit that is over \$1,000 past due.



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- i. There are two other units that were given until the end of March to pay their balance or set up a payment plan.
  - ii. There is a unit the association filed on in 2023 that has since filed for Chapter 13 and Chapter 7 bankruptcy, respectively.
    - 1. The typical order of collection is taxes, bank, then HOA, so the association will likely not get the funds back.
- f. Retention Pond Maintenance – The association is currently under contract with ExactStorm for inspections twice a year.
  - i. Rocktown has been working with Gil Coleman (Coleman Engineering), who can file reports with Rockingham County and do inspections of the Bio-Retention Ponds, which would only be once per year. They can then direct the landscapers how to address any needed repairs or issues.
  - ii. Rocktown will reach out to Gil to get set up with the association for next year.

**5. Old Business:** None.

**6. New Business:**

- a. Steps – Lisa motions to approve the estimate from VMS for the steps, Paula seconds; motion carries with 4 approvals and 1 opposed.
- b. Sidewalk Salting – The association did not pay to have the vendor blow the salt off the sidewalks.
  - i. The vendors use their best judgment as to when/if salt should be applied.
  - ii. Bids are obtained for landscaping and snow removal every year; the Board can change vendors if they are not happy with the work they are doing.
- c. Front Visitor Spaces – The asphalt in the front left visitor space at the front of the community is damaged and Rocktown is obtaining estimates for repairs.
  - i. A few Board members have seen the Waste Management truck sitting in this space, and Rocktown has informed the representative so that this doesn't continue to happen.



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- d. Email Correspondence – Please only include all Board members and Rocktown’s team on emails for issues that need urgent attention. Otherwise, just let Rocktown know, and topics can be addressed at the upcoming Board meeting.

**7. Member Input:**

- a. Add reminder about AC window units to the community spring reminders.
- b. Add language to rule #8 about there being an immediate \$50 for trash outside the front door.
- c. Chad mentions that he is willing to trim back the trees at the entrance whenever necessary to allow better visibility.
- d. Paula mentions that the white vinyl fence in the rear of the property is stained and needs to be power washed.
  - i. This fence was installed by the Meadowbrook community and Rocktown will discuss this with the Board at their next meeting.

**8. Adjournment:** 7:16pm (Gail)

**9. Next Meeting:** June 10, 2025 at 6:00pm