

Crescent Ridge Townhomes
Board of Directors Meeting Minutes
November 26, 2024 | 5:00 PM
Location: Rocktown Realty (via Zoom)
218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Chad Branson, Joseph Wangerow, & Chad Wood

Guest Attendees: (none)

POA Management: Bernard Hamann & Kristin Bosworth – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 5:01 PM (Vice President Chad Wood)
2. Approval of Minutes from Previous Meeting (8/27/24): Chad W. motions to approve the minutes as written & Joseph seconds – motion passes.
3. Financial Review (through 10/31/24): Current cash on hand is \$156,816.45, with total assets of \$156,816.45. Including some prepaid income of \$3,705.96 & owner contribution of \$1,000.00, total liabilities & capital are also \$156,816.45. Total income at this time is \$129,280.96 & total expenses are \$79,221.99, giving the association a net income of \$50,058.97.
4. Community Update
 - a. Inspections/Violations
 - i. 1214 Harvest Landscaping/ARC: Conversations have been had with the owner & his son. The power washing was taken care of, but the landscaping & ARC are still outstanding. The owner has sent over an ARC application, which is being emailed to the board for review.
 - ii. 1220 Harvest Landscaping: The property manager spoke to the tenants & the flowers are being removed soon.
 - b. No Parking Signs: Marking & installation has begun at the approved locations. Two signs are up so far, with more to be installed soon. Chad W. asks if there is a deadline & Bernard says it should be completed within the next couple of weeks. He will contact the vendor to ask for increased priority.
 - c. Entrance Sign: Two quotes have been received, with a third pending.
 - d. Landscaping/Snow Removal: The contracts have been renewed with Curb Appeal for the upcoming year.
 - e. Delinquency: There is one owner who owes \$630 & they have been given a deadline for payment before a warrant in debt is filed. A handful of other owners are getting close to the \$500 threshold. Reminders are sent each month to those with outstanding balances.

- f. Sales: Sales have slowed since there are no new more new units available. Five properties closed so far this year. Bernard says that Rocktown Realty doesn't have any difficulty in renting their managed units & Chad B. agrees for the properties managed by Old Dominion Realty.

5. Old Business

- a. Rock Removal/Mulch Installation: This idea has been tabled for now.
- b. Lighting: A rough estimate provided by Dominion Energy puts each light pole at \$2,000. Solar lights would likely be about half the price. Bernard notes that a project with Dominion could be more disruptive to the property, while longevity could be an issue with using solar lights. Chad B. says that trenching should be minimal from the transformers to the lights & the locations would depend on where those transformers are (should be about every other building). Bernard thinks this should be able to be done without affecting dues & suggests starting with three lights. The initial request from homeowners was for the entrance, bus stop, & mailbox areas. Rocktown will get more information/pricing from Dominion.
- c. Bus Shelter: This idea has been tabled for now.

6. New Business

- a. Waste Stations: Waste stations are approximately \$300 per station & Curb Appeal could add their maintenance onto their monthly invoices. Rocktown will get pricing from them to send to the board for review, & Bernard notes that there is a new local company that is providing this sort of service. Chad B. suggest getting enough stations to allow for less frequent trips, primarily when mowings are already scheduled.
- b. 2025 Annual Budget: Chad B. notes that he will be paying for half the cost of the entrance sign, so that expense will not be as high as anticipated. He also points out that the community is not "playing catch up" & the financials are tracking the way they should be. Chad B. motions to approve the budget as presented & Chad W. seconds – motion passes. A copy will be posted on the Crescent Ridge website.

7. Open Forum for Owners:

- Chad B. was told that street signs are typically not put in if there's a larger road nearby that already indicates the street, but the signs were paid for & he's following up on their installation. Chad W. has noted that stop signs on Earthshine are angled away from drivers when they're approaching & haven't been fixed yet. Chad B. says they were installed by a third party vendor, who went back to straighten/level them. The angle was not adjusted, but this can be investigated further.

- Bernard says that he still needs FinCEN numbers from Chad W. & Joseph; he has already received Chad B.'s. FinCENs are the preferable way to get the required CTA information to Rocktown Realty, rather than keeping a copy of board members' IDs, etc. Chad B. confirms that it is an easy process & much more secure when dealing with personal information. He also emphasizes the importance of having this completed before the January 1st deadline.
 - Joseph says that there is some siding on 1104 Bluemoon that appears to be pulling away, so Rocktown will contact the owner(s). Kristin says that the owner of 1200 Bluemoon has also been made aware of a similar issue & that is being addressed.
 - Chad W. asks about the van parked at 1137 Harvest & Bernard confirms that the owner was contacted about removing it.
 - Bernard says that the basketball hoop on Bluemoon has not been removed. The board would like to give a notice per the rules & regulations, then fine if necessary. Bernard will follow up with the owner.
8. Next Meeting: Annual Meeting – Thursday March 13, 2025 @ 6 PM – Rocktown Realty (via Zoom)
 9. Adjournment: 5:44 PM (Chad B.)