

Crossroads Farm POA
Annual Property Owners Association Meeting Minutes

November 21, 2024 | 6:00 PM

Location: Massanutton Presbyterian Church
50 Indian Trail Road, Penn Laird, VA 22846

Board Attendees: Karl Schaeffer, Mike Ruckman, Gene Layman, Frank Gearing, Kate Lowe, Denise Surber, & Ron Dunham

POA Management: Bernard Hamann & Adrianna Ladd – Rocktown Realty

1. Call Meeting to Order & Establish Quorum (30% must be present): 6:03 PM (President Mike Ruckman). With 109 units represented between proxies and owners in attendance, quorum is met.
2. Proof of Notice: Notice of the annual meeting was sent to all homeowners via SignWell. Those owners without an email address on file were sent notices via USPS.
3. Approval of Prior Annual Meeting Minutes (11/15/23): Karl Schaeffer mentions a misspelling of Peale's Park. With that revision, Donn Meyerhoeffer motions to approve the minutes and Vi Dutcher seconds. Motion passes.
4. President's Welcome Message & Report: Mike Ruckman wanted to give everyone a warm welcome and thanks everyone for taking the time to attend the meeting. He thanks all of the board and committee members for their work over the course of the year.
5. Treasurer's Report & 2023-2024 Financial Review: Gene Layman asked for Rocktown to present the financials. Bernard shared that the association currently has \$284,000 in cash and \$670,000 in CDs at an average rate of 4.25%. Total assets are \$956,000. The community is projected to gain \$39,000 in interest this year from the investments and the reserves.
6. Events Committee Report: Kate Lowe shared that eight events were held during the 2024 year, including a 5k & spring festival, 4th of July picnic & parade, and a movie night. A survey will be sent out soon regarding events for 2025.
7. Landscaping Advisory Committee Report: Cindy Wishon shared updates on landscaping within the community (landscaping was completed at the back entrance, two red bud trees should be replaced, and the winter berries should have berries next year). Frank Gearing recommended homeowner workdays to help with landscaping to enhance the neighborhood. Volunteer sign-up sheets were available at the meeting. Frank also suggested having a direct contact on the board to communicate with the landscapers to ensure contract requirements are being met.

8. Rules & Regulations/ARC Committee Report: Hillary Ellis presented the CRF Architectural Review and Violation Procedure Committee's violation procedure and architectural review proposals (a copy of the provided handout is attached for reference). Becky Ruckman expressed concerns about the proposed committee's role in overseeing neighbors' house plans, citing an invasion of privacy. She urged the community to continue fostering a sense of belonging and care for each other's properties. Hillary explained that the purposes of the proposed committees are to address non-compliance issues when current standards are not being followed. One homeowner inquired about the final review form for new builds and if that was being utilized. Karl stated that he would follow up on this with Lenita Webster of Dreaming Tree Designs who reviews all architectural requests for the community.

9. Manager's Report:

- a. Power Washing: The fencing at the front entrance was cleaned by Spotless in preparation for Christmas decorating. They recommended adding this as an annual maintenance item for the future.
- b. Irrigation System: Some sprinkler heads were replaced, and a hose bib was added to the system earlier this year. It had been winterized by Weaver Irrigation but was disturbed during the power washing. Spotless is coordinating with Weaver to have it redone.
- c. Wilton/Markham Common Area: Due to concerns about trees in the common area, some were removed to prevent further damage to neighboring properties. Additional clearing was done at the same time.
- d. Red Cliff Lights: Boring is scheduled to take place on Monday, December 2nd. That will allow wires to be drawn from the streetlight side to the entrance side for illumination of the entrance sign and Christmas lights.
- e. Vacant Lot Mowing: Overall, lot owners kept up well with their mowing throughout the season, and only a few had to be mowed on their behalf. Notice was sent for any remaining lots to be maintained for the end of the year & should be completed soon.
- f. Landscaping & Snow Removal Contracts: Landscaping bids will be completed soon. The snow removal contract was renewed with Momentum.
- g. Summer Mailers: The annual mailers were sent in July, with dues statements and other information about the community. Email statements were also sent as a reminder for the August due date.
- h. 2024 Directory: Directory opt-in forms were sent in the mailers. We expect for this year's edition to be distributed before the end of the year.
- i. Construction Reminders: Reminders have been sent throughout the year ahead of any applicable holidays to avoid work being done on restricted days.
- j. Townhomes: Construction has been ongoing on the townhomes, and we expect for them to be on the market soon. They will be added into the budget for dues collection once they begin to sell.
- k. Delinquency: One owner is delinquent by two years, and they have been informed that a warrant in debt will be filed with the court. Only five other owners still owe for the 2024-2025 dues.
- l. Sales: There is just one original lot left for sale. All others this year have been resales.

10. Old Business:

- a. Fines
- b. Covenants
- c. Committees

Please refer to the aforementioned Rules & Regulations/ARC Committee Report for follow-up on old business.

11. New Business:

- a. Entrance Sign – Homeowners inquired about replacing the front entrance sign, expressing that it's difficult to read the current signage when driving by. Rocktown Realty will work with the Board to get some designs and pricing.
- b. Red Cliff Entrance – Homeowners expressed safety concerns regarding the Red Cliff entrance. Rocktown will contact VDOT to get trees and bushes trimmed to improve visibility.
- c. Main Entrance Light – Homeowners reported that one of the lights at the main entrance is out. Rocktown will contact Dominion to get this repaired.

12. Board of Directors Elections:

- Seven seats for Board of Director with terms of one year. There are seven candidates on the ballot: Mike Ruckman, Karl Schaeffer, Kate Lowe, Gene Layman, Denise Surber, Ron Dunham, and Frank Gearing. Additional nominations may be made from the floor.
- No additional nominations were made. Ron Dunham motions to re-elect the current board. Jim Peters seconds. Motion passes.

13. Adjournment: 7:16 PM (Mike)

CRF Architectural Review and Violation Procedure Committee Proposal

11/1/2024

Violation Procedure Proposal

The committee recommends creating a Violation Procedure Document that establishes a fine and penalty structure for failure to comply with covenants. This document should effectively articulate the intent of regularly problematic covenant language. The committee agrees that the document from The Springs at Osceola serves as an adequate format to create a procedure for Crossroads Farm.

The Violation Procedure document will outline recurring complaints and violations, with the flexibility to be updated as necessary after continuous review by the committee and Board. The initial violation procedure will emphasize the following items:

- Storage of Equipment and Vehicles
- Unsightliness/Neglected Property (i.e. excessive peeling or lack of paint/stain, excessive lawn debris, non-repaired damage, or any deterioration that puts the property in the state that can be seen by the passing public that shows neglect.)
- Restriction of Parking (i.e. parking that blocks any portion of access to neighbor's driveway/walkway, cart paths, mail boxes fire hydrants etc.)
- Construction Hours of Operation
- Completion of exterior property Improvements and interior if the materials, trash container(s) etc. stored outside.

This document should be constructed with the support of Rocktown and/or additional legal guidance, in accordance with the Enforcement of Rules components from the Code of Virginia, as listed below:

Code of Virginia 55.1 – 1819. Adoption and Enforcement of Rules

C. Before any action authorized in this section is taken, the member shall be given a reasonable opportunity to correct the alleged violation after written notice of the alleged violation to the member at the address required for notices of meetings pursuant to § 55.1-1815. If the violation remains uncorrected, the member shall be given an opportunity to be heard and to be represented by counsel before the board of directors or other tribunal specified in the documents.

Notice of a hearing, including the actions that may be taken by the association in accordance with this section, shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association at least 14 days prior to the hearing. Within seven days of the hearing, the hearing result shall be hand delivered or mailed by registered or certified mail, return receipt requested, to the member at the address of record with the association.

D. The amount of any charges so assessed shall not be limited to the expense or damage to the association caused by the violation, but shall not exceed \$50 for a single offense or \$10 per day for any offense of a continuing nature, and shall be treated as an assessment against the member's lot for the purposes of § 55.1-1833. However, the total charges for any offense of a continuing nature shall not be assessed for a period exceeding 90 days.

The committee proposes the following notification system to manage how Rocktown is informed about and addresses potential violations. This system will also include a reporting mechanism to ensure homeowners are informed about neighborhood violations and their resolutions.

- Potential violations will be emailed to Rocktown Management, with Board members copied.
- A summary of all items reported will be presented by Rocktown during Board meetings, including:
 - Violation
 - How it was addressed (e.g., email, conversation with resident, etc.)
 - Whether and how it was corrected

Architectural Review Proposal

The committee recommends enhancing the current architectural review process to include a step wherein adjacent neighbors are informed of any new construction and/or home revision requests submitted to the board. This aims to provide adjacent homeowners the opportunity to ask questions, voice concerns, and potentially identify issues. The committee proposes defining “adjacent” as any homes with common property lines or those directly across the street from the requested construction and/or renovation.

Proposed Process:

- Building applications/plans for new construction or home/lot revisions are submitted to the ARC Review third party and the board.
- The board and/or Rocktown will contact adjacent homeowners and provide proposal documents via email.
- Applicable homeowners will be given 10 days to respond.
- The board and third-party will review documents, collect feedback, and provide comments/needed changes to requesting homeowners within 10 days of receipt.
- The board will provide approval, approval contingent upon requested changes, or denial.