



**Madison Manor POA
Board of Directors Meeting Minutes**

December 7, 2023 | 4:30 PM

Location: Rocktown Realty (via Zoom)

218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Julie Hamann, Brent Loope, Devon Leeper, & Maggie Zheng

Board Absentees: Thabo Fisher

Management Attendees: Bernard Hamann, Kayleigh Sponaugle, & Sandra Craig – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 4:32pm (Devon); We have 4 of 5 Board members present, quorum has been established.
2. Approval of Minutes from Previous Meeting (6/1/23): Devon motions, Brent seconds, minutes approved as written.
3. Financial Review (through 11/30/23): Current cash on hand is \$84,726.50, with total assets of \$370,171.19. Including some prepaid income of \$6,073.06, total liabilities and capital is also \$370,171.19. Total income at this time is \$341,227.91 and total expenses are \$369,019.54, with a net income of -\$27,791.63.
4. Community Update
 - a. Quest: Quest repairs have been made in 1030-3, 1112-6 & 10, and 1239 Old Furnace, all since November.
 - b. Ugly Bug Treatment: Ugly Bug quarterly treatment is scheduled for Monday, 12/11.
 - c. Breezeway Painting: The breezeways and steps were painted over the summer by Valley Maintenance Services.
 - d. Landscaping Add-ons: Lolli-pop trees were added to the front of each condo entrance with the dog guards around each tree.
 - e. 1018 Main Water Line: In October, we were notified that water was coming up from the ground outside the 1018 building. VMS and 2 Brothers had to dig to find that a 3-inch copper main water line was leaking. The repairs were made and then sod was put down where the ground had been dug.
 - f. Bi-weekly Inspections: We have been doing inspections every other week since June and will continue to do so.
 - g. Delinquency: We do not have a delinquency issue at this time.
 - h. Sales/Occupancy: There have been no issues with units being rented out.
 - There have been 3 sales in 2023, ranging from \$140,000 - \$189,900.



5. Old Business: None.
6. New Business:
 - a. 2024 Budget: Julie motions to ratify the email vote to approve the 2024 budget, Maggie seconds, motion carries.
 - b. 2024 Meeting Schedule: The association will continue to meet on a quarterly basis in March, June, September, & December, with the annual meeting being held in September.
 - c. 2024 Landscaping: Brent motions to ratify the email vote to approve Season After Season's 2024 landscaping & snow removal bid, Julie seconds, motion carries.
 - d. Security/Cameras: We currently have cameras but want to explore better options that can be accessed remotely and will present this to the Board for approval once we have more information.
 - e. Estimate for Brick Mortar & Stucco Repair: VMS prepared an estimate to repair the brick mortar and stucco on the condo buildings.
 - Brent motions to approve the estimate as it is a reserve item and the work needs to be done, Devon seconds, motion carries.
 - f. Officer Positions: Devon will remain as president, Brent will remain as treasurer, and Julie, Maggie, & Thabo will serve as directors.
 - Rocktown will update the website.
7. General Comments/Questions:
 - a. Devon mentions that he saw that the pool house was up for rent.
 - It is up for rent for summer 2024 and the rent will increase from \$1,650/month to \$1,800/month.
 - b. Julie asks if we can do the quest replacement in stacks like we have done for Hunters Ridge.
 - The Board had previously decided to replace quest as needed and there is no money in the reserve study for quest replacement.
8. Date of Next Meeting: Tuesday, March 5, 2024 at 4:30pm
9. Adjournment: 5:05pm (Devon)