



**Madison Manor POA**  
**Board of Directors Meeting Minutes**  
December 5, 2024 | 4:30 PM  
Location: Rocktown Realty (via Zoom)  
218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Devon Leeper, Julie Hamann, and Thabo Fisher

Board Absentees: Maggie Zheng and Brent Loope

Management Attendees: Kayleigh Sponaugle and Sandra Craig – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 4:32pm (Devon); we have 3 of 5 Board members present, quorum has been established.
2. Approval of Minutes from Previous Meeting (6/6/2024): Julie motions to approve the minutes as written, Thabo seconds, motion carries.
3. Financial Review (through November 30<sup>th</sup>): Total cash on hand is \$39,083.93, with total assets of \$337,528.62. Including some prepaid income of \$5,302.35, total liabilities and capital is also \$337,528.62. Total income at this time is \$357,741.64 and total expense is \$413,319.22, with a net income of -\$55,577.58.
4. Community Update
  - a. Quest: Quest replacement was done in 1030-7 and 1030-8; quest leaks have been repaired as needed, most recently in 1221 Old Furnace.
  - b. Ugly Bug Treatment – The last quarterly treatment for 2024 is scheduled for next Monday, 12/9.
  - c. Condo Door & Trim Painting – This project has been completed.
  - d. Concrete Curbs & Plantings – All of the curbs with the lights have been completed and had plantings added. The wheelchair ramp at the 1014 building is in progress.
  - e. Vandalism – There have been a few reports of children throwing rocks into breezeways, unit doors, into the parking area, etc., but we have not been able to identify where they come from, even with the camera footage. Until this can be pinpointed, general reminders will be sent to the community.
  - f. Cameras – 4 of the security cameras are out of commission and being replaced by Apex Security.
  - g. Line Striping – About Exteriors completed this project this fall.
  - h. Dumpster Enclosure Power Washing – The enclosures and concrete pads were power washed by Spotless.
  - i. Delinquency – One unit is over \$900 past due and has been contacted to pay off the balance or get on a payment plan.
  - j. Sales/Occupancy – Two properties have sold this year: 1116-10 for \$170,000 and 1215 Old Furnace for \$197,000.



5. Old Business: None.
6. New Business:
  - a. 2025 Landscaping – Devon motions to ratify the email vote to approve Curb Appeal for the landscape and snow removal contract for 2025, Julie seconds, motion carries.
  - b. 2025 Budget – The 2025 budget is presented and reviewed with the Board. Julie motions to approve the budget, Devon seconds, motion carries.
  - c. Condo Breezeways – The issue of chipped paint on the breezeway steps and landings is discussed.
    - Various options are considered, such as tile, wood, and staining the concrete; however, concerns with cost and trip hazards arose.
    - Rocktown and the Board will research further on this, with the hopes of finding a solution that would not only look good but also be feasible and cost-effective.
  - d. AC Window Units – The Board discusses the issue of AC window units being installed in the community without approval.
    - Julie motions to add a rule stating that no windows are permitted without management approval, and if not removed within the given timeframe, a \$50 fine per week will be imposed. Thabo seconds the motion, and the motion carries.
    - Rocktown will update the rules & regulations and distribute to all owners.
7. General Comments/Questions: None.
8. Date of Next Meeting: Thursday, March 6, 2025 at 4:30pm
9. Adjournment: 5:00pm (Devon)