



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

March 5, 2024 | 4:30 PM

Location: Rocktown Realty (via Zoom)  
218 East Market Street, Harrisonburg, VA 22801

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

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 4:30pm (Devon). All Board members are present; quorum has been established.
2. Approval of Minutes from Previous Meeting (12/7/23): Julie motions, Maggie seconds, minutes approved as written.
3. Financial Review (through February 29<sup>th</sup>): Total cash on hand is \$87,900.66, with total assets of \$373,345.35. Including some prepaid income of \$8,040.32, total liabilities and capital is also \$373,345.35. Total income at this time is \$63,883.48 and total expenses are \$86,382.30, with a net income of -\$22,498.82.
4. Community Update
  - a. Quest: We have had some minor quest leaks in units with the season change, but nothing that has warranted quest replacement.
  - b. Key Audit: The first key audit was completed on Friday, 3/1, and there were only a handful of units whose keys did not work. Rocktown has reached out to them to provide updated keys.
  - c. Ugly Bug Treatment: The first quarterly treatment is scheduled for Monday, 3/11.
  - d. Breezeway Cleaning: The scrubbing of the breezeway steps was added into the monthly cleanings this year, which has greatly improved the look of them.
  - e. Utility Door Painting: There were a few utility doors on the rear of the condos on Blue Ridge Drive that were painted to match the green color of the condo doors.
  - f. Landscape Add-Ons: We do not have any planned add-ons for the community at this time, but Julie had mentioned improving the looks of both entrances, so we can reach out to the landscaper for their recommendations.
  - g. Pool House Improvements: The pool house is rented out and owned by the association, and the income is taxable. Property management has recommended that it could use two new bathroom vanities and two new exterior lights in the front. Julie also mentions that we may need to install new flooring and trim; Rocktown will get estimates on this.
  - h. Delinquency: There are three owners that are past due, but only by a few months. They have been contacted about taking care of their balances.



- i. Sales/Occupancy: Three units were sold last year, but there have been none sold since December 2023. For occupancy, the Rocktown managed units are fully rented and Thabo states that his units through Matchbox are as well.
5. Old Business:
  - a. Security/Cameras: Rocktown has been working with Apex Security, which is a local company, on camera installation in other managed communities. They provide 24/7 recording, and the cameras can be accessed remotely. Rocktown will coordinate a site visit with them and present the quote to the Board for review.
6. New Business:
  - a. 1112-1 Concrete Curb Cut Out: A reasonable accommodation request was made by the tenant to have a wheelchair ramp from the parking lot to the sidewalk. Bernard met with J&R Concrete to get an estimate on the curb cut out, as well as adding concrete curbs to the islands with railroad ties in front of the 1116, 1112, & 1034 buildings. The estimate is for \$14,619 and is presented to the Board. Julie motions to approve, Devon seconds, motion passes.
    - The tenants had also requested a ramp in the breezeway to go down to their unit. Bernard met with a representative with the City of Harrisonburg's Community Development about this and they concluded that this could not be done because the gradient would cause the ramp to be so long that it would make it impossible to access the unit.
    - Boards must take any ADA request into consideration.
7. General Comments/Questions:
  - a. Devon asks about where the recording device would be for the cameras.
    - The utility room in the 1010 building has internet connection and there are antennas already on the buildings to help with Wi-Fi.
  - b. Maggie asks if unmanaged units can contact the association if they are locked out.
    - No, because the association has no relationship with the tenants; the owner or property manager should be contacted.
8. Date of Next Meeting: Thursday, June 6, 2024 at 4:30pm
9. Adjournment: 4:58pm (Devon)