



**Meadowbrook Property Owners' Association
Board Meeting Minutes**

Tuesday, January 16, 2024 | 6:00pm

**Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Michael Litwin, Michael Morrison, Holly Early, Larry Heatwole, & Nasir Jalal

Board Absentees: John Woods & Bonnie Andrade

Other Attendees: We had 10 owners join virtually via Zoom.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle

- 1. Call meeting to order & establish quorum:** 6:00pm (Michael L.); we have 4 of 7 Board members present to begin the meeting, quorum has been established.
 - a. Nasir joined the meeting at 6:16pm to give us 5 Board members.
- 2. Review & approve previous meeting minutes from November 16, 2023:** Michael L. motions to approve the minutes as written, Holly seconds, motion passes.
- 3. Manager's Report:**
 - a. Delinquency: Court is scheduled for next week for 4 remaining delinquent owners in the community.
 - b. Basketball Court: We are currently working on obtaining estimates for the concrete slab and a fence for a possible basketball court in a common area of the association. The estimates will be presented to the Board once they have been received.
- 4. Financial Review (YTD, December 31st):**
 - a. Through the end of December, we had a total operating income of \$80,413.18 and a total operating expense of \$73,413.70.
 - b. The common areas have been handed over to the association. Rockingham county has re-classed them and waived the 2023 second half fees. The common areas are now non-taxable.
- 5. Old Business:**
 - a. ARC Design Standards: Rocktown will add what the setbacks are from the governing documents to the document and then redistribute to the Board for an email vote. Once this has been approved, it will be posted to the website and sent to the community.
 - b. Rules & Regulations: The document for rules and regulations is discussed by Board members and Holly will work on editing it. Once the final draft has been approved, the document will be posted on the website and sent to the community.



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- c. Walking Trails: This agenda item will be tabled until the next meeting.
- d. Owner Communication – Forum/Newsletter: The first newsletter was sent out towards the end of last year.
- e. 2024 Budget: Michael L. motions to ratify the email vote to approve the 2024 budget, Michael M. seconds, motion carries.

6. New Business:

- a. Townhome Presentation (Brian Wilfong): This has been pushed to next month's meeting.
 - i. Bernard informs the Board that Mr. Wilfong owns two homes that face route 11 and is wanting to build townhomes in that location. He needs approval from the association to use a small strip of common area for egress and ingress.

7. Member Input:

- a. Fran I. mentions there is still an issue with speeding on Suffolk and that the police were contacted and stated they would patrol the area.
 - i. Rocktown will follow up with Sheriff's department about this.
- b. Jason F. thanks the Board for their hard work this past year.
- c. Brent U. also thanks the Board. It is also mentioned that if basketball hoops are removed, a replacement is needed for the children in the community to have somewhere else to play.
- d. Melanie E. is willing to help provide input regarding the walking trails and what is needed to clean them up and maintain them. She will do a walk through and provide feedback to Holly to help create a scope of work.
 - i. She also mentions there are signs near the walking trail that state 'Beware of Dog' and 'Area under surveillance.'
- e. Michael L. states that the flag at the entrance is torn and needs to be replaced and the flagpole is wobbly and needs to be stabilized. Rocktown will have this taken care of.
 - i. Mentions that the light poles in the community are outdated, so we can decide if the association wants to update them.



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- ii. He is supposed to get on a call with VDOT in the next two weeks about the speed limit signs and radar, as well as for an update on when streets will be handed over.

8. Adjournment: 7:10pm (Michael L.)

9. Next Meeting: February 27, 2024 at 6:00pm