



Meadowbrook Property Owners' Association
Board Meeting Minutes
Thursday, October 12, 2023 | 6:00pm
Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801

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

Board Absentees: Michael Litwin, John Woods, & Drew Preston

Other Attendees: Keara Saylor - Owner

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

1. **Call meeting to order & establish quorum:** 6:04pm (Bonnie); We have 5 of 8 Board members present, quorum has been established.
2. **Review & approve previous meeting minutes from September 5, 2023:** Michael motions to approve the minutes as written, Holly seconds, motion passes.
3. **Manager's Report:**
 - a. **Delinquency Letter:** Following direction by the Board, the letters were sent to 23 delinquent owners via certified mail last week.
 - i. The certified mail charges were paid by the association and each owner was also charged a fee for this to reimburse the association for the expense.
 - ii. The owners have 60 days from receipt of the letters to pay and will be filed on if no payment has been made.
 1. A lien will be placed against the property and a warrant in debt will be filed against each owner. WID's will appear on credit scores and be flagged.
 - b. **Basketball Hoops:** Three properties with the permanent basketball hoops were contacted to remove them by the end of September, and as of last week, nothing has been done.
 - i. Holly motions to send certified notices to each owner stating that if the basketball hoops are not removed within 10 days of receipt of the notice, they will be removed by the association and the owners will be charged for the removal. Michael seconds. Motion passes.
 1. Nasir and Bernard will translate the notices as needed.
 - ii. **Finn. Court update:** Last week, Bernard was contacted by Michael Litwin stating that the tenant spoke with VDOT when they were out marking the roads and was told that there was no issue with the hoop being there.
 1. Rocktown followed up with Jeff Nicely at VDOT who stated via email that they were out inspecting the community to make a list of items that need to be addressed prior to VDOT accepting the streets and



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that “the basketball goal will be on the list” and “will need to be removed in order for VDOT to accept the street.”

2. Bernard has spoken to the owner of the property who acknowledged that the hoop will be removed, which they had also stated previously.
 - c. 251 Suffolk: Bernard went to the home and spoke with the residents about removing the couch and other furniture from the property. The couch has been removed, but there are still items on the side of the property that were not. Bernard will follow up with them again.
 - d. John Woods reached out this afternoon stating that he needed to resign as secretary of the Board.
 - i. Holly is unanimously nominated to take his place as secretary.
 - ii. Rocktown will update this information with the State Corporation Commission and on the website.
4. **Financial Review (YTD, September 30th):** Through the end of September, we have a total operating income of \$63,625.94 and a total operating expense of \$59,322.33, for a net income of \$4,303.61.
 - a. The large discrepancy comes from the 23 owners who have not paid anything towards 2023 dues.
 - b. The association's budget is good, but the concern is with liquidity due to the delinquency issue.
5. **Old Business:**
 - a. ARC Design Standards: Deferred to next meeting - Holly will send notes to the Board to review prior to the next meeting.
 - b. Rules & Regulations: Deferred to next meeting - Holly will send notes to the Board to review prior to the next meeting.
 - i. Nasir states that the roads in the community are extremely dirty due to the construction and asks if Sergey can clean them up.
 1. Rocktown will reach out to him.
 - c. Walking Trails: This agenda item will also be moved to the next meeting.
 - i. Bonnie mentions that there is an owner by the walking trail that has 'No Trespassing' signs up, but these signs may also belong to the owners of the vacant lot on the other side of the trail
 1. We need to confirm who put up the signs prior to addressing.



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- ii. Larry mentions that there is an owner on Merino who may be cutting down trees in the common area.
 - 1. Rocktown will contact the owner.
 - d. Owner Communication – Forum/Newsletter: Holly was able to find a free option for a forum for the association and asks the Board members to take a look at the link she sent and see if they think this is something they would like to have.
 - e. 2024 Landscape Bids: Rocktown reached out to 5 or 6 vendors to submit landscape bids for next year and received 2, Johnson's (incumbent) and Season After Season.
 - i. The bids are comparable, with Johnson's coming in a little lower than SAS.
 - ii. Michael motions to approve the bid from Johnson's, Holly seconds, motion passes. Rocktown will reach out to Johnson's and sign the contract.
 - 1. Larry mentions that the trees in the median near the entrance need to be trimmed. Rocktown will reach out to Johnson's to take care of this.
- 6. **New Business:**
 - a. Holly would like to propose adding recreational areas for children to play, such as a basketball court, soccer field, etc.
 - i. Michael states that we need to take into consideration the ongoing costs of maintenance and the liability to the association.
 - ii. Holly asks that Rocktown obtain some estimates to add a basketball court so the Board can at least see what something like this would cost.
- 7. **Member Input:**
 - a. Larry mentions that there is an owner on Merino that has a truck cab parked on the street at their property.
 - i. Rocktown will reach out to the owner about this and also instructs the Board that the Sheriff's Department can be contacted about the truck cab parking on the street, due to the streets being public.
- 8. **General comments/questions:** None.
- 9. **Adjournment:** 7:07pm
- 10. **Next Meeting:** TBD – Rocktown will look at dates for the next meeting and will send those to the Board prior to scheduling.