



**Meadowbrook Property Owners' Association
Board Meeting Minutes
Thursday, November 16, 2023 | 6:00pm
Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801**

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

Board Absentees: Michael Morrison, John Woods, & Bonnie Andrade

Other Attendees: Bill Thompson & Fran Imbrescia - Owners

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Michael); We have 4 of 7 Board members present, quorum has been established.
- 2. Review & approve previous meeting minutes from October 12, 2023:** Holly motions to approve the minutes as written, Michael seconds, motion passes.
- 3. Manager's Report:**
 - a. Delinquency - As of today, we have 12 owners that have paid their 2023 dues in full. We will follow up in early December and file on any owners that have not paid.
 - i. There is a lot on Tanners Court that has not paid dues since it was purchased. This lot recently sold, and we were not contacted by the closing company about the delinquent dues. We are in contact with the seller's agent and the closing company to see what can be done.
 - b. Basketball Hoops – Finn Ct. Update: The basketball hoops on Finn Court and Buck Run have been removed; however, the one on Wiltshire has not been taken down. We have the owner here to address the Board.
 - i. The basketball hoop was put up for the kids in the community, as they don't have anywhere to play.
 - ii. Owner can get letters showing prior approval from the association.
 1. Bernard states that VDOT is who has been pushing the requirements. We will send the owner the notice from VDOT about this.
 - c. 251 Suffolk – Some of the trash and bulk items were removed today, but if the remainder has not been done by the end of the day tomorrow, 11/17, we will send someone there to take care of it and charge the owner.
 - d. Landscaping – Johnson's had said they would take care of trimming the trees in the median on Suffolk for \$750. Larry & Michael will check this weekend to see if they can take care of it and will let Rocktown know by email.
 - e. Common Area Transfer – The common areas are taxable until they have been transferred to the HOA, and this is Sam's responsibility.



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- i. There is a shed behind the first home on Suffolk that currently belongs to Sam. Rocktown will follow-up with him on his intentions with the shed.
 - ii. There are some mailboxes in the community that are damaged. Rocktown will reach out to the owners to replace them.
 - 1. There are no numbers on the mailbox at 251 Suffolk.
- 4. Financial Review (YTD, October 31st):** Through the end of October, we had \$73,048.19 in total operating income and \$65,820.86 in total operating expense, for a net income of \$7,227.33.
- 5. Old Business:**
 - a. ARC Design Standards – Holly drafted some notes regarding architectural review.
 - i. Rocktown will get information from Sam about the type of mailboxes for the community.
 - ii. Holly will make some edits to the notes and will distribute to the Board to discuss at the next meeting.
 - b. Rules & Regulations – Tabled until the next meeting.
 - c. Walking Trails – Tabled until the next meeting. Board members have not sent requirements to Holly to help create a scope of work for the trails.
 - d. Owner Communication – Forum/Newsletter – Holly will send final version of the newsletter to Rocktown to distribute to owners by mail and email.
 - i. The forum will be pushed to the next Board meeting.
 - ii. Rocktown will send meeting links and notices for Board meetings to owners from now on.
- 6. New Business:**
 - a. 2024 Budget – Rocktown presented the draft budget for 2024 and the Board members present requested that other Board members have an opportunity to weigh in.
 - i. Rocktown will send the budget to the Board for approval via email and will then ratify the email vote at the next Board meeting.
 - b. 2024 Meeting Schedule – Holly suggests that we continue monthly meetings for January – April and then readdress. The annual meeting will be held in June, as it was this year.



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- i. Rocktown will send dates to the Board for the meetings to get them scheduled.

7. Member Input:

- a. Mr. Imbrescia mentions that there are five residents that continuously speed through the community. One of these residents is on the corner of Wiltshire and Suffolk.
 - i. Rocktown will reach out to them, but as these are public streets, the sheriff's department should also be contacted.
- b. Rocktown will get quotes for installing a basketball court in the community.

8. General comments/questions: None.

9. Adjournment: 7:08pm (Michael)

10. Next Meeting: TBD