



**Meadowbrook Property Owners' Association**

**Board Meeting Minutes**

**Tuesday, March 19, 2024 | 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

Board Absentees: Michael Litwin & John Woods

Other Attendees: We had 5 owners join virtually via Zoom.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:01pm (Holly); We have 4 of 6 Board members present, quorum has been established.
- 2. Review & approve previous meeting minutes from February 27, 2024:** Holly motions to approve the minutes as written, Michael M. seconds, minutes pass.
- 3. Manager's Report:**

- a. Delinquency:** All owners that were filed on for non-payment of 2023 dues have paid.
  - i.** There is one owner who is now over \$500 delinquent, and they have been contacted to remit payment.
- b. Chickens:** Rocktown contacted the owner on Wiltshire about the chickens and coops not being permitted in the community, but the owner has not made any effort to get rid of them. How would the Board like to proceed?
  - i.** Holly suggests a certified letter be sent giving them a period of time to remove the chickens and coops from the property and if this has not been done by that time, the association will take legal action.
    - 1.** Michael M. agrees and says they should be given 30 days; Larry also agrees with this course of action.
- c. Construction:** Bernard reached out to Sergey about Romney Court construction vehicles and equipment; this has slightly improved.
  - i.** Lots and common areas continue to be used for storage of materials and equipment.
- d. Trailers:** The trailer that was removed from a property on Tanners Court has still not been picked up by the owner. Bernard proposes that the owner pick up the trailer within 48 hours and if this has not been done, it will be taken to their property. If it remains there after 48 hours, the trailer will be towed to a tow yard; all at the cost of the owner.
  - i.** All Board members present agree to this course of action.



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- e. Property Tax Refund: Rockingham County sent a refund check for the payments that were made for the common areas last year, as these areas are now in the name of the association and are no longer taxable.
- f. Mailbox Invoice: Sam Huffman sent an invoice for mailboxes that he had purchased for completed homes.
  - i. The Board requests that Rocktown reach out to Sam about this, as they were under the impression that the mailboxes that were purchased last year would cover the remainder of homes in the community.
- g. Wiltshire Basketball Hoop: The Board instructs Rocktown to send a notice to the owner and give them a deadline to remove it and if this is not done, the association will have it removed at their cost.

4. **Financial Review (YTD, February 29<sup>th</sup>):** Through the end of February we have \$23,208.95 in total operating income and \$10,466.99 in total operating expense.

- a. The association currently does not have the funding necessary for additional amenities.

**5. Old Business:**

- a. ARC Design Standards: Larry motions to approve the document, Michael M. seconds, motion carries.
  - i. Rocktown will post to the website and send to all owners.
- b. Rules & Regulations: Holly will make additional edits to the document before presenting it for approval.
- c. Walking Trails: Rocktown provided the scope of work to Johnson's and their estimate is \$2,300 to clean up the trails and can start the work as soon as approval is given.
  - i. Holly motions to approve the estimate, Larry seconds, motion carries.

**6. New Business:**

- a. Pet Stations: Rocktown provided an estimate of purchasing pet stations for the community.
  - i. This is something the landscaper would take care of and maintain at an additional cost.
  - ii. This item will be tabled until the next meeting.



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- b.** Annual Meeting: Last year's annual meeting was held at Horizons Edge. Would the Board like to proceed with reserving a space for this year's meeting?
  - i.** The Board is fine with holding the meeting at this location; Rocktown will reach out to get the meeting set.

**7. Member Input:**

- a.** There are tractor trailers parked at 180 Suffolk and 4350 Cotswold; Rocktown will reach out to owners.
- b.** There is a construction trailer parked on Cotswold; Bernard will reach out to Sergey.
- c.** There are tree branches and trash behind Cotswold in the common area.
- d.** The area close to the fence behind Cotswold needs to be maintained by the landscapers.

**8. Adjournment: 7:17pm (Holly)**

**9. Next Meeting: April 16, 2024 at 6:00pm**