



**Meadowbrook Property Owners' Association
Board Meeting Minutes
Tuesday, May 9, 2023 | 6:00pm
Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Michael Litwin, Michael Morrison, & Jerry Benson

Other Attendees: 4 homeowners in attendance via Zoom.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

1. **Call meeting to order & establish quorum:** 6:00pm (Michael L.); We have all 3 Board members present – quorum has been established.
2. **Review & approve previous meeting minutes from March 21, 2023:** Michael L. motions to approve the minutes as written, Michael M. seconds, motion passes.
3. **Manager's Report:**

- a. **Inspection:** Rocktown did an inspection of the community a few weeks ago and noted various violations, such as fencing, mowing, power washing, etc.
 - i. Michael L. also went through the community and sent a list of issues that were noted.
 1. Rocktown reached out to different owners regarding the concerns and thus far has only heard back from the owner of 171 Suffolk regarding his steps. He stated that there was nothing wrong with the steps and that he doesn't have the funds to take care of them.
 - ii. Michael L. asks if there is a way to have a list of issues and track the number of times owners are contacted.
 1. Bernard states that this is something Rocktown can keep track of.
 - iii. A question is also raised about asking Rockingham County to do inspections of any structures in the community that don't look up to code.
 1. Rocktown will reach out to the county and report back to the Board.
- b. **Delinquency:** As of today, there are 26 homeowners who have not paid anything towards 2023 dues.
 - i. There is currently no policy or late fee associated with unpaid dues, so a policy would need to be created, published, and then implemented.
 1. Michael M. suggests bringing up the delinquency policy at the annual meeting and having homeowners vote on how it should be addressed.
 - ii. One of the homeowners in attendance asks about posting the names of the delinquent owners, and Bernard states that isn't something we want to publish. The Board agrees.



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4. Financial Review (YTD, April 30th): Through the end of April, we have \$50,716.68 in total operating income and \$20,463.38 in total operating expense.

5. Old Business:

- a. ARC Design Standards:** The Board has not met to discuss the guidelines as of yet.
 - i.** Michael L. states that Sam approached him about the ARC process continuing to go through him, but he let Sam know that everything goes through the Board now.
 - 1.** The Board asks Rocktown to contact the contractor to send new home builds in for approval.
 - 2.** Rocktown will create a new home build form for the community.

6. New Business:

- a. Rules & Regulations:** As of now, there is no fine structure in place to enforce rules in the community.
 - i.** A letter went out to all residents in May 2022, which outlines a procedure for violations, but does not state an amount for a fine. This needs to be clear in order to be enforced.
 - 1.** The Board discusses modifying the procedure to be as follows:
 - a.** Step 1 would be a written warning, Step 2 would be a follow-up notice hung at the property, and Step 3 would be the fine.
 - b.** The Board thinks this can also be discussed at the annual meeting so that attendees will be able to provide input and be made aware.
- b. Social Committee:** There were a few owners interested in being a part of the social committee for the community, but this is ongoing, and we can also see if anyone else is interested at the annual meeting.
- c. Walking Trails:** Johnson's Landscaping had sent in an estimate for cleaning up and maintaining the walking trails, but the Board wants to see if anyone is interested in volunteering to help with this at the annual meeting. If not, we can have Johnson's take care of it and possibly have to do an assessment.



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- d. Annual Meeting Space: The Board would like to have the meeting at Horizons Edge Sports Complex in the mezzanine space.
 - i. Rocktown will reach out to Horizons to get this set up and reserved, and also will inquire about a package where they provide snacks and beverages for the meeting.
 - 1. If this is too expensive or not provided, the Board asks if outside food & drinks can be brought in.
 - ii. The Board would like to have communication sent prior to the annual meeting about volunteering to be a Board member.
 - 1. Rocktown will draft this and send to the Board to review prior to sending out.
 - 2. The notice will include information about the Board election process and the tiered positions, as well as what is expected of a Board member.
 - a. Anyone interested will also be asked to submit a brief bio about themselves and why they'd like to join the Board.

7. Member Input:

- a. Rocktown mentions that a few owners have reached out about kids trespassing in other people's yards and also getting into construction equipment that is left out.
 - i. The Board is OK with Rocktown sending a notice out to all owners about these concerns and would also like Rocktown to reach out to the contractor about leaving the equipment out and accessible to anyone.

8. General comments/questions: None.

9. Adjournment: 7:08pm (Michael L.)

10. Next Meeting: Annual Meeting – June 27, 2023 at 6pm