



**Meadowbrook Property Owners' Association**  
**Board Meeting Minutes**  
**Thursday, August 3, 2023 | 6:00pm**  
**Location: Rocktown Realty Office & Zoom Videoconference**  
**218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Michael Litwin, Drew Preston, John Woods, Holly Early, Bonnie Andrade, Nasir Jalal, & Larry Heatwole

Board Absentees: Michael Morrison

Other Attendees: 4 homeowners attended via Zoom

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Michael L.); We have 7 out of 8 Board members present – quorum has been established.
- 2. Review & approve previous meeting minutes from May 9, 2023:** Michael L. motions, Holly seconds, minutes approved as written.
- 3. Manager's Report:**
  - a. Delinquency: We currently have 24 owners who have not paid anything towards 2023 dues.
    - i. Notices have been sent out via mail or email on a regular basis.
    - ii. Holly states that we need to establish a process of monthly notices, where after a certain number of months notices are sent via certified mail, followed by a late fee percentage monthly, and then followed by legal steps such as filing in court.
  - b. Tractor Trailers on Street: We received an email from an owner regarding tractor trailers that have been parking on the street in the community.
  - c. Vehicles Parking on Grass: The same owner also brought to our attention some homes in the community parking vehicles in their yards because there are too many in their driveway.
    - i. This is obviously not aesthetically pleasing and also causes the yards to become damaged.
    - ii. This is something the Board can take into consideration when creating rules & regulations.
  - d. 4001 Buck Run just sold for \$335,000, which is a good indicator of property values increasing.
- 4. Financial Review (YTD, July 31<sup>st</sup>):** Through the end of July, we have \$60,650.94 in total operating income and \$45,966.37 in total operating expense.



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- a. For the mailbox expense line item, the Board requests that Rocktown send them the invoices for this that Sam submitted for payment.
  - i. All previous homes have been provided mailboxes at the time building was completed.
- b. For the property tax line item, until the development has been completed and handed over, this will continue to be an expense.
  - i. The developer should deed them to the association at this time, at which point the common areas would no longer be taxable.

**5. Old Business:**

- a. ARC Design Standards: The Board needs to meet as the ARC committee to set the guidelines and consequences if they are not adhered to.
  - i. Rocktown will send the Board examples from other communities to review and use to help create their own guidelines.
- b. Rules & Regulations: The Board can set rules and regulations for the community, and these can be changed as needed.
  - i. Changing the governing documents would require over 66% approval from homeowners.
- c. Walking Trails: Rocktown received a quote from Johnson's Landscaping in the Spring for cleaning up and maintaining the walking trails. The estimate for clean-up was \$1,000 and then it would be \$500 per visit to maintain it.
  - i. Michael Litwin motions to have Johnson's clean up the trail, Holly seconds, motion passes. Rocktown will reach out to Johnson's.

**6. New Business:**

- a. Board Positions and Tenure
  - i. Drew motions to have Michael L. remain president, Holly seconds.
  - ii. Holly motions to have Bonnie be treasurer, John seconds.
  - iii. Michael L. motions to have John be secretary, Drew seconds.
  - iv. Holly, Drew, Nasir, & Michael M. will serve as directors.
  - v. Michael L. & Larry will have 3-year terms, Bonnie, Nasir, & Drew will have 2-year terms, and John, Holly, & Michael M. will have 1-year terms.



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- b. Landscape Items Trimming/Downed Limbs/ Brush Piles
  - i. Rocktown was contacted by an owner that there was a downed tree or limbs on Wiltshire and reached out to Johnson's for a quote, and he came back at \$275. John will reach out to Charlie to cut it down and let us know.
  - ii. There is also a downed tree and a tree growing into the fence on Buck Run. John will also look into this and let us know.
- c. Community Yard Sale
  - i. The Board recommends having the yard sale the same day as the Route 11 Yard Crawl, which is August 12<sup>th</sup>. Rocktown will send a notice out to the community and see if a post can be added to the Yard Crawl Facebook page.
- d. Owner Communication – Forum/Newsletter
  - i. Holly is going to look into using WordPress, which can be linked into the community website.
  - ii. John is willing to communicate with property owners and have a monthly newsletter.
    - 1. Rocktown can distribute the newsletter to all owners.
- e. Construction – Concerns/Issues/etc.
  - i. The Finn Court basketball hoop needs to come down, as VDOT has informed Sam that they will not take over Finn Ct. as long as the basketball hoop is there.
    - 1. Basketball hoops will not be permitted on the street, regardless of if they're temporary or permanent.
    - 2. Holly motions that the owner on Finn Ct. be contacted to remove it citing VDOT, John Seconds. Michael L. will follow-up with the owner as well.
    - 3. There is also a hoop on Buck Run & Wiltshire. The Board requests that the owners be contacted as well to remove them.
  - ii. At the request of the Board, Rocktown will reach out to the contractor about the following issues in the community:
    - 1. Damaging the roads, trash on the construction sites, keys being left in equipment, nails on the road, and maintaining their worksites.
- f. Meeting Schedule
  - i. The Board believes monthly meetings are necessary at this point and will reassess for 2024.
    - 1. Rocktown will look at available dates for September and get with the Board.



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2. Holly requests that the meetings be recorded on Zoom.
- g. Self-Management Discussion
  - i. This will be a continuous discussion and will be moved to the next meeting agenda.
- h. Late Payment Policy
  - i. Holly motions that the late payment policy be as follows:
    1. If no dues have been paid 30 days after the due date, an email or mailed notice will be sent.
    2. If there is still no payment 60 days after the due date, a certified letter will be sent.
    3. If no payment has been made 120 days after the due date, the association will file a lien and warrant in debt.
      - a. Michael L. seconds, and the motion passes.
  - ii. Holly would like to table the discussion about fees for late payments and asks that Rocktown send examples from other communities to the Board.
  - iii. John asks that Rocktown send certified letters to the 24 delinquent owners and give them 60 days to remit payment in full and if not, the association will fill a lien and warrant in debt. The Board is in agreement.
    1. Rocktown will draft the letter and send to the Board for review, and also have it translated in a few languages before being sent out.
7. **Member Input:** None.
8. **General comments/questions:** None.
9. **Adjournment:** 7:59pm (Michael L.)
10. **Next Meeting:** October 12, 2023 at 6pm