



**Meadowbrook Property Owners' Association
Board Meeting Minutes
Tuesday, September 5, 2023 | 6:00pm
Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801**

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

Other Attendees: Brad Saylor – Owner

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 to start the meeting – quorum has been established.
 - a. The eighth Board member joined shortly thereafter.
- 2. Review & approve previous meeting minutes from August 3, 2023:** Holly mentions that an edit needs to be made to item 6E #3 – add the Wiltshire basketball hoop.
 - a. Michael M. motions to approve with edits, Larry seconds, minutes pass with edit.
- 3. Manager's Report:**
 - a. Delinquency Letter: Rocktown drafted the letter to send to all owners who have not paid anything towards 2023 dues, and it was approved by the Board. The letter has been translated into Spanish and Kayleigh has reached out to Nasir to translate it into Arabic & Kurdish. Once this has been done, the letters will be sent out via certified mail.
 - i. As of today, there are 23 owners that have not paid.
- 4. Financial Review (YTD, August 31st):** Through the end of August, we have \$61,975.94 in total operating income and \$52,736.73 in total operating expense.
 - a. John wants to encourage communication in the community and believes it would help to know which language is primarily spoken in the household.
 - i. Michael L. states that a survey can be sent with the newsletter. John will work on this and get ideas from other Board members.
 - ii. Michael M. would like it noted that we need to be cautious with what is asked, as we will be stewards of the information.
 - iii. Drew states that only pertinent information is needed, and Holly states all that we need is names, addresses, and the primary language spoken in the home.
 - iv. This item will be discussed further under new business.



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5. Old Business:

- a. ARC Design Standards
 - i. Rocktown sent the Board examples from other communities, and Board members will take this away as homework to be prepared to discuss at the next meeting.
 - ii. Lot 59 New Build: Application was submitted by Sergey and John motions to approve it contingent upon the application being completed in full – to include the end date of the build and information on the exterior lighting. Michael M. seconds, motion passes. Michael L. will reach out to Sergey.
- b. Rules & Regulations
 - i. Update on basketball hoops: Owner on Finn Court was contacted via email and also spoke with Bernard and is aware that that basketball hoop must be removed.
 - 1. The owners on Buck Run were also contacted about removing the hoop at their property.
 - 2. Rocktown will reach out to the one on Wiltshire about removing as well.
 - a. John suggests giving them until the end of September to remove and the Board agrees.
 - ii. Further discussion on rules & regulations will be tabled until the next meeting.
- c. Walking Trails
 - i. John mentions that there's no scope of work for the walking trail project, and Holly and Michael M. agree that requirements for the project need to be clearly articulated and defined.
 - ii. Holly & John are willing to help with this and Board members are to give input to Holly by September 30th.
 - iii. Drew mentions that to start, the trails just need to be cleaned up and have the paths defined, and that this would show the community that work is being done.
- d. Owner Communication – Forum/Newsletter
 - i. Holly looked into WordPress and says that the features that are needed to have the forum would include an additional cost of \$40 per month and believes we should get a sense from the community and what they want – Facebook, blogs, forum, etc.



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- ii. Michael M. mentions that we could use Facebook with the caveat that some people won't use it.
 - 1. There is a Facebook page for the community, so a new one could be created and the old one removed.
 - 2. Larry asks if the old group could simply be turned over, and Michael M. states that he'd be willing to take over as the admin.
 - a. Holly will talk to the owner that currently runs the page.
- iii. John hopes to get the newsletter out by mid-month.
 - 1. Rocktown can distribute the newsletter and also post to the Meadowbrook site.
 - 2. Board members names will be on the newsletter, and owners will be asked to go through Rocktown for any issues.

6. New Business:

- a. Late Fee Policy
 - i. Holly mentions giving owners 2 options – pay in full up front or pay quarterly, and then doing a flat fee.
 - ii. Michael M. mentions having 2 different policies depending on if the dues are being paid quarterly or annually.
 - iii. John motions to have a \$25 flat fee per quarter for the late fee policy and to set the dues as quarterly. Michael M. seconds, motion passes. Holly mentions to add this information to the newsletter.
 - 1. Owners can still pay in full up front and will carry a credit through the end of the year.
- b. Self-Management Discussion
 - i. Holly states that this should be a planned discussion item at next year's annual meeting and Michael M. agrees.
 - ii. The Board needs to adequately provide information to owners about self-management vs. a management company.
- c. 2024 Landscape Bids
 - i. We currently use Johnson's Landscaping for the common area mowings and front entrance bed maintenance. They have been doing a great job and are very responsive and address any issues if they arise.
 - ii. Does the Board want to stay with them for another year or get more than one bid for the community?



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1. The Board requests that we get 3 quotes from vendors for 2024 landscaping. Rocktown will work on getting the scope of work sent out.
 - d. Homeowner Information (continued from earlier discussion)
 - i. John motions that we reach out to owners for contact information and their preferred language for communication, and Holly adds that we add the reason as to why we are asking for this information. There is a second to the motion. For the vote, 7 Board members are in favor of this and 1 Board member is opposed. Motion passes.
7. **Member Input:**
 - a. Michael M. mentions that he is having a landscape company come out to work on his backyard and asks the Board for permission to park a skid loader in the common area for 1 day to unload. None of the Board members have an issue with this.
 - b. Brad thanks the Board for working on getting the basketball hoop removed on Finn Court.
 - c. Nasir is concerned about children playing and riding bicycles in the streets at nighttime.
 - i. Rocktown will send an email to all owners to supervise their children when they're outside.
 - d. Can speedbumps be installed in the community?
 - i. Because the streets are public, this would have to go through VDOT, but law enforcement should be contacted if speeding is seen.
 - e. Semi-trucks have been parking on roads in the community.
 - i. The HOA can reach out about this if they are parking in driveways, but the Rockingham County Sheriff can enforce this on the public streets.
 - f. Can a speed limit sign be put on Wiltshire? John also asks about lowering the speed limit on Route 11 at the entrance to the community.
 - i. Michael L. will put in requests with VDOT.
8. **General comments/questions:** None.
9. **Adjournment:** 7:40pm (Michael L.)
10. **Next Meeting:** October 12, 2023 at 6pm