



**Meadowbrook Property Owners' Association
Board Meeting Minutes
Tuesday, January 31, 2023
6:00pm
Location: Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801**

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

Other Attendees: Over 50 owners were in attendance.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:02pm (Michael L.); We have all 3 Board members present – quorum has been established.
- 2. Introductions – Board & Management Company:** Board members and Rocktown Realty introduce themselves to the owners in attendance.
- 3. Review & approve previous meeting minutes from March 3, 2022:** Jerry motions to approve the minutes, Michael M. seconds, minutes pass as written.
 - a. Michael M. motions to add all 2022 minutes to the website and made records of the association, Jerry seconds, motion passes.
 - i. Rocktown will add the minutes to the website.
- 4. President's Report:**
 - a. Construction equipment should be stored in an orderly fashion.
 - i. Sam states that he will address this with the contractors.
 - ii. This pertains to undeveloped lots and with homes – keeping them neat and maintained.
 - b. Update on Romney Ct. paving
 - i. Sam states that this has not been set but should happen this spring or summer.
 - c. There had been 5 Board members, but 2 have resigned within the last week.
 - i. The Bylaws state that there can be 3 – 9 members, and additional members can be appointed between now and the next annual meeting.
 1. Michael L. states that anyone interested can reach out to the POA email.
 2. Jerry & Michael L. are pro-reaching out and Michael M. is against it.
 - d. Board communication concern
 - i. Owners must have notification of Board meetings before the Board is able to send communication.



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- ii. Rocktown can send any communication that the Board requests.
 - 1. Michael L. mentions sending seasonal newsletters.
- e. Michael L. mentions forming a social committee for community events.
- f. Rocktown appointment as management company:
 - i. Bernard met with the Board members and presented the proposed management agreement.
 - ii. The management agreement was signed.
 - iii. Rocktown is the same as any other vendors for the community – we can be fired, or we can fire the association.

5. Manager's Report:

- a. 4121 Finn Ct. Basketball Hoop/ARC Review Process
 - i. There is currently no ARC committee in place. One needs to be appointed or established
 - 1. Michael M. motions for the Board to act as the committee until this year's annual meeting, Michael L. seconds, motion passes.
 - ii. There is no language in the governing documents about basketball hoops.
 - 1. The committee can meet to come up with rules and regulations, and this would not be considered a Board meeting.
- b. Trailer
 - i. We received a complaint that a trailer has been parked in the community for an extended period of time.
 - 1. As this is included in the governing documents, we can send a notice to the owner to remove the trailer.

6. Financial Review (YTD, January 31st):

- a. Through the end of January, we have a total operating income of \$23,200.00 and a total operating expense of \$4,675.02.
 - i. As of today, 25 owners have paid their annual dues in full. 27 have paid quarterly. 4 have paid half the annual amount or another amount towards dues. 48 have not paid at all.



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- ii. The budget-comparative shows the year-to-date actual number, the year-to-date budgeted amount, the year-to-date variance, and the annual budget.

7. Old Business: None.

8. New Business:

- a. Landscaping
 - i. As of today, Rocktown has reached out to 3 vendors to bid for this year and will send all quotes to the Board for approval once they have all been received.
 - 1. Home Pride has also given some information for the fertilization that is done at the front entrance.
- b. Insurance
 - i. Rocktown has reached out to 3 insurance vendors to bid on liability insurance for the community and will send to the Board for approval once all have been received.
- c. 2023 Budget Approval
 - i. Rocktown created a draft budget for the association for the Board to approve.
 - 1. There are currently 122 homes/lots to start the year and Sam has informed us that he projects to have 8 additional units close through the year, which is shown on the line-item for income.
 - 2. Trash disposal through Meridian Waste is about \$17.81/home/mo., and we have also included the 8 additional owners through the year.
 - 3. A line-item for mailboxes needs to be added to the budget as a line-item.
 - 4. Michael L. mentions looking at capital items that need to be reserved for at least 5-10 years into the future.
 - a. Bernard states that this would be addressed with a Reserve Study, which is required by law to be done every 5 years.



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- i. The study provides the estimated life remaining and when the next repair or replacement is due, with inflation being taken into consideration.
 - b. The community has an operating account and a reserve account.
 - c. You want to build up reserves in order to have enough funds for the large projects to avoid special assessments.
 - 5. Jerry motions to approve the budget, Michael L. seconds, motion passes.
 - a. Rocktown will post the approved budget to the website.
- d. 2023 Dues
 - i. The dues had previously been \$500/year and increased to \$700 for 2023.
 - 1. The dues had previously been due on January 15th and collected all up front since 2006.
 - a. Owners now have the option to pay annually, quarterly, or monthly this year.
- e. Special Meeting
 - i. Per the signed petition by owners to have a special meeting, the association will hold one in person on Tuesday, February 21st, at 6pm.
 - 1. Rocktown will reach out to Horizons Edge to see if they have meeting space availability.
 - 2. The purpose of the meeting will be to address the items mentioned in the petition.
- f. Board Meeting Schedule
 - i. The Board plans to meet monthly until the annual meeting in June.
 - 1. Rocktown will look at the calendar for dates between February and June and get them scheduled with what works best for the Board.
- g. POA Email
 - i. Michael M. would like to get rid of the POA email address and have all correspondence go through Rocktown as the point of contact.
 - 1. Owners ask if there can be some type of owner forum for the community.
 - a. This could a function of the Social Committee once it has been formed.



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9. Member Input:

a. Holly Early:

- i. Mailbox line-item on the budget – why?
 - 1. Sam: Established uniform mailboxes for the community and the association would provide the mailboxes once a home has been built. It would not make sense to stop providing this now when the community is almost completed.
- ii. Questions Sam's position on the Board
 - 1. Sam is not a Board member.
- iii. Why is Sam soliciting bids and/or meeting with landscapers?
 - 1. Sam is not soliciting bids, Rocktown has been reaching out to vendors and providing the scope of work based on what had been done previously by Sam.
 - 2. Sam volunteered to meet with any of the vendors to go through the areas of the community that need to be maintained, as he had been the one handling this previously.
- iv. Dues due date: January 31st vs. January 15th.
- v. Recommends implementing native landscaping to the green space in the community, which would cut down on the mowing.

b. Robert Campbell

- i. Asks how many Board meetings occurred between March 2022 and now.
- ii. Why is a landscaper needed?
 - 1. There are 22 acres of common area that need to be maintained – mowing, mulching, trimming, weeding, etc.
- iii. Where are the walking trails?
 - 1. The circumference of the community except to Gravels Road.
 - a. The trail through the woods would not be paved.
 - b. The trail through the grass areas would be paved.

c. John Woods

- i. There is no one on the Board who is appointed as treasurer as of today.
- ii. How did Rocktown become management company?
 - 1. Jerry states that this will be addressed at the special meeting.
 - 2. Michael M.: Sam raised the idea of having a management company to the Board to help with issues that the Board could not handle



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themselves, such as translation services and helping with management of the association.

- a. Bernard presented the draft management agreement to the Board members and ultimately, the Board voted in favor of going with Rocktown.
 - iii. No annual meeting was held in June last year.
 - iv. Is Sam back on the Board?
 - 1. Sam states that he is in an advisory role.

****At this point in time, Michael M. motions for the Board to go into Executive Session, which lasts for about 5 minutes before going back into the meeting.****

- 2. The Board members had the understanding that Sam was a voting member of the Board and was treasurer.
 - a. As the Board moved forward, Sam would step away.
 - b. As of 12/31/2022, Sam has officially stepped down from the Board.
 - d. Ricardo Lianez
 - i. Thanks everyone for attending the meeting and appreciates what a management company can do for an association.
 - e. The Bylaws state that the Board positions should be tiered: 3 years for member with most votes, then 2 years, then 1 year, etc., which helps with having consistency on the Board.
 - i. This has not been done, but we can begin with the Board election at this year's annual meeting.
 - f. The management agreement is a 12-month contract, with a 60-day notice for either party to terminate.
 - i. Michael L.: If the Board of Directors can be self-sufficient by the end of the year, they can choose to go to self-management.
 - ii. John Woods: If the Board that is elected in June wants to self-manage, is there a provision or option in the agreement to step-back at that time with 60-day notice?
 - 1. Bernard: There is not.
 - g. John Woods: How can the owners reach out directly to the Board members?



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- i. Channel this through Rocktown to get to the Board and be put on the next meeting agenda.
- h. Mrs. Bagic:
 - i. Where do we send in dues payments?
 - 1. Send the payments to Rocktown – check, money order, or through the online portal.
 - ii. There are no signs to indicate where the walking trails are.
 - iii. Recommends having pet stations installed in the community and having basketball courts added.
- i. John Woods: Mentions that there is a broken link on the Meadowbrook website that goes to Blakely Park.
 - i. Rocktown will have this addressed.

10. General comments/questions: None.

11. Adjournment: 7:51pm