



**Meadowbrook Property Owners' Association  
Special Meeting of Owners Meeting Minutes  
Tuesday, February 21, 2023**

**6:00pm**

**Location: Zoom Horizons Edge Sports Campus  
325 Cornerstone Lane, Harrisonburg, VA 22802**

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

Other Attendees: 24 Owners were in attendance.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

**Call meeting to order & establish quorum:** 6:02pm (Michael Litwin, President)

- a. The purpose of this meeting is to become informed about issues of the association, become informed about common interests of the association, become informed about the financial position of the association, to come together for building trust and confidence in leadership, consider how to support the Board as they manage the association, and to consider a vision for Meadowbrook.
  - i. Holly Early: Will there be an option for a hybrid meeting for the annual meeting in June?
    - 1. It's logistically difficult but can be done.
    - 2. Rocktown will send out annual notices and proxies to all owners prior to the annual meeting.
    - 3. As of now, the only item that will be voted on at the annual meeting is the Board of Directors.
  - ii. Can homeowners veto vendors or sign a petition if they don't believe they're doing a good job?
    - 1. Michael M.: This depends on the length of the contract.
      - a. When you vote for Board members, you should vote for those who serve your best interests.
  - iii. How will the election be run, and will owners know candidates in advance?
    - 1. Anyone can volunteer before the annual meeting, and owners can be informed of who is running prior to the meeting.
  - iv. Why are meetings not held on weekends?
    - 1. It is up to the Board to determine when meetings are scheduled.
  - v. Michael L. mentions that the Board is not going to make 100% of the community happy, and that things will take time, but we're heading in the right direction.
  - vi. John Woods: Previous Board meetings were not legal meetings, so decisions that were made were not communicated prior to the January 31<sup>st</sup> meeting.



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1. The previous minutes did not include who attended the meeting and who voted for whom.
2. No one was aware that a management company was being hired.
3. Michael M. takes full responsibility for no notice of the meetings.
  - a. He wanted the minutes from last year posted so owners could see what was discussed at each meeting.
  - b. Rocktown was hired to help manage the community, especially to help with communication.
4. Holly asks the Board if they asked owners for input on the decision of hiring a management company.
  - a. Michael M. states that a letter was sent to owners after the February 2022 meeting and Board election.
5. Jerry mentions that a lot of concerns/complaints arose at the annual meeting.
  - a. The Board sent the letter out, went door to door to those with complaints, and found out that a lot of people did not know what an association is.
- vii. Michael M. states that the biggest lessons he's learned in this process is to not simply follow someone else's lead, that communication is a priority, and that he did not take the time to fully understand his role and responsibility as a Board member.
- viii. Bernard mentions that management companies provide guidance to the Board and are knowledgeable on laws involved with associations.
- ix. The Board cannot have working sessions without owners being notified.
- x. Sam Huffman (Developer):
  1. Handled everything for the association for 17 years and did everything he could to help the community and keep costs low. Handing the streets over to VDOT for snow removal and maintenance will save a lot of money for the association.
- xi. Holly wants to see that regular Board meetings and annual meetings are being scheduled and is happy to see that they have been set up for this year.
  1. She also would like full transparency from the association, which she has also seen with the information that has been posted to the website.
  2. She also would like regular communication, such as newsletters, community events, etc.



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- xii.** Drew Preston: We all need to focus on the future for the association and stop looking back at the past.
- xiii.** John Woods: Wants the Board to take a look at the line item for mailboxes on the budget.
  - 1.** Notes that the CIC/DPOR registration has expired for the association.
- xiv.** Michael L. asks for owners to support them as a Board and to have faith in the Board.
- xv.** Michael M. wants to move forward and put the past behind us.
- xvi.** The adding of Board members will be on the March 21<sup>st</sup> agenda.

**1. Adjournment:** 7:36pm (Michael L.)