



**Meadowbrook Property Owners' Association
Board Meeting Minutes
Thursday, October 17, 2024 | 6:00pm
Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Michael Litwin, Michael Morrison, Larry Heatwole, Steve Johnson, & Nasir Jalal

Other Attendees: Victor Balderas, Brent Uzdanovic, Fran & Donna Imbrescia, & Derrick Stultz

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Michael L); we have 3 of 5 Board members present to begin the meeting, quorum has been established.
 - a. Nasir joins the meeting at 6:04pm and Steve joins at 6:06pm, so all members are now present.
- 2. Review & approve previous meeting minutes from August 29, 2024:** Michael M. motions to approve the minutes as written, Larry seconds, motion carries.
- 3. Manager's Report:**
 - a. Cotswold Court Rocks – The rocks and overgrowth were removed from the common area behind a few homes on Cotswold Court.
 - b. Dead Trees – We have had some owners reach out regarding dead trees in common areas and we are addressing these concerns as they come in.
 - i. Most recently, 3 trees were reported in the common area on Romney, and Dry River Tree service will be providing an estimate of what is needed.
 - c. Basketball Hoop – During a recent inspection, Rocktown has documentation and can confirm that the basketball hoop on Finn Court is now a temporary one.
 - d. Entrance Sign & Wiltshire Bridge – This project was approved by the Board and is scheduled to be completed soon.
 - e. Dog Stations – Rocktown had complaints from multiple owners that the dog stations were not being done and were over-full. The landscaper was contacted and informed that they would not be paid until this was addressed; they quickly took care of it and sent documentation to confirm it had been done.
 - f. Delinquency – Rocktown is in the process of filing on the owner that is over \$1,000.00 past due, but there is not a large delinquency issue within the community, which is a large improvement from last year.
 - g. VDOT/Algers Update – Rocktown has reached out to Sam for an update on the status of the remaining roads in the community being handed over.
 - h. Sales – There are currently 3 active listings, ranging from \$444,000-\$499,000.



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- i. There are also 4 pending transactions, ranging from \$385,000-\$559,000.
- 4. Financial Review (YTD, September 30th):** Through the end of September, we have a total operating income of \$72,536.11 and a total operating expense of \$68,398.33.
- 5. Old Business:** None.
- 6. New Business:**
 - a. 2025 Landscape Bids – 3 bids were obtained by Rocktown for 2025 landscaping: Johnson's (the incumbent), Curb Appeal, and Season After Season.
 - i. Michael L. motions to approve the bid from Johnsons.
 - ii. Michael M. would like to have Johnson's estimate be more specific and refined to ensure that no areas are missed.
 - 1. Owners in attendance are also in agreement with this, as there have been issues with the dog stations not being properly maintained and the front entrance beds not being taken care of.
 - 2. Rocktown will follow-up with Johnson's to update their bid and will send through to the Board for an email vote.
 - b. Front Entrance Estimate – Johnson's provided an estimate for the front entrance area and removing dead trees.
 - i. The Board again asks for them to clarify the location of the trees and to add in two additional trees that are dead in the community.
 - ii. Rocktown will follow-up and send the updated quote to the Board by email.
 - c. 2025 Meeting Schedule – The Board agrees to have bi-monthly Board meetings next year.
 - i. Rocktown will send the board the 2025 meeting dates.
- 7. Member Input:**
 - a. Nasir would like Rocktown to follow up with the vacant lot owner on Suffolk that has trees and other construction debris on the lot; this is next to 199 Suffolk.
 - b. Mr. Uzdanovic asks about the area behind Cotswold with the rocks that was cleaned up by the landscapers, as he does not believe it was done.
 - i. Rocktown will look into this and confirm that the correct area was addressed.



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- c. The Imbrescias express concern over how many individuals are living at 4081 Buck Run Court; Bernard will reach out to the owner.
 - d. There are homes with unpainted pillars that need to be addressed; Michael L. will send the addresses to Rocktown.
 - e. Michael L. mentions that there have been vehicles seen parking on streets in the community late at night and that the Sheriff's Department has been made aware and is patrolling.
 - i. He requests that Rocktown send a notice to the community about this and to include the non-emergency phone number to report suspicious activity.
- 8. Adjournment:** 6:56pm (Michael L.)
- 9. Next Meeting:** December 3, 2024 at 6:00pm