



Meadowbrook Property Owners' Association

Board Meeting Minutes

Tuesday, December 3, 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: Two owners attended via Zoom

Management Attendees: Kayleigh Sponaugle & Adrianna Ladd – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:06pm (Michael L.); we have 4 of 5 Board members present to begin the meeting, quorum has been established.
 - a. Larry joins the meeting at 6:15; all 5 Board members are present.
- 2. Review & approve previous meeting minutes from October 17, 2024:** Michael L. motions to approve the minutes as written, Michael M. seconds, motion carries.
- 3. Manager's Report:**
 - a. Dead Trees – The dead trees were removed by Johnson's Landscaping and the dead tree on the corner lot of Suffolk and Romney will be removed within the next week by the lot owner.
 - b. Dog Stations – Waste can liners and dog waste bags were ordered, and each station was re-supplied by the landscaper.
 - c. VDOT Update – According to Sam Huffman and Algers, items on the VDOT punch list have been complete and VDOT will need to re-inspect and approve these before the roads are handed over to them for maintenance.
 - d. Delinquency – There are currently five owners that are past due, and the Board agrees to give them until the end of December to pay, and file against them if that has not been done.
- 4. Financial Review (YTD, November 30th):** Through the end of November, we have \$95,722.66 in total operating income and \$81,738.30 in total operating expense.
 - a. The discrepancy with the landscaping line item was due to an estimated 26-27 mowings being budgeted for, but the actual number was 34.
 - i. This should not be an issue for the upcoming season, as the mowings are included in the monthly contracted amount.
- 5. Old Business:** None.



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6. New Business:

- a. Johnsons 2025 Landscaping Bid – Michael M. motions to ratify the email approval for Johnson's 2025 landscaping bid, Michael L. seconds, motion carries.
- b. 2025 Budget – Michael L. motions to approve the 2025 budget with a modification to add \$2,550 into the landscape line item for November and December, Michael M. seconds, motion carries.
- c. Romney Trees – Rocktown obtained a quote from Dry River Tree Service for \$1,400 to remove 3 dead trees in the common area behind Romney Court.
 - i. Michael L. motions to approve the quote, Michael M. seconds, motion carries.

7. Member Input:

- a. The owners of the wrecked vehicle on Suffolk Drive let us know that they are waiting on their insurance company to remove the vehicle
- b. The owners who had unpainted columns on their homes were contacted by Rocktown and informed they would need to get in touch with the builder to take care of them if they are still under warranty.

8. Adjournment: 6:30pm (Michael L.)

9. Next Meeting: February 18, 2025 at 6:00pm