



**Meadowbrook Property Owners' Association
Annual Meeting of Owners | Meeting Minutes
Tuesday, June 27, 2023 | 6:00pm
Location: Horizons Edge Sports Campus | Mezzanine Room
325 Cornerstone Lane, Harrisonburg, VA 22802**

Board Attendees: Michael Litwin, Michael Morrison, Jerry Benson

Owner Attendees: We have 16 units represented in-person, and 101 by proxy, for a total of 117.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Michael L.)
 - a. The Bylaws state that 10% of owners be represented by proxy or in-person attendance, which is 13 units.
 - b. We have 16 units represented in-person, and 101 by proxy, for a total of 117. Quorum has been established.
 - i. Sam Huffman gave his proxy to Michael Litwin (President), and as a Class B member of the association per the Bylaws, he has 19 unsold lots and 5 votes per lot, for a total of 95. Class A members each have 1 vote per lot.
- 2. Proof of Notice:** Annual meeting notices were sent out by USPS and also by email to owners who had provided their addresses.
- 3. Review & approve previous meeting minutes from February 22, 2022:** Michael L. motions, Michael M. seconds, minutes pass as written.
- 4. Financial Review (YTD, May 31st):** Through the end of May, the association has \$54,010.94 in total operating income and \$26,713.15 in total operating expense, to give a net income of \$27,297.79.
 - a. The first half of property taxes were paid, and these are the common areas in the community. These are still deeded to SCAKL and need to be deeded to the association. When this is done, we will not have to pay the property taxes.
 - i. Rocktown will be reaching out to Sam to have this done.
- 5. Manager's Report:**
 - a. Dues Increase: Dues increased up to \$700 from \$500 this year and because of the increase, quarterly payments were offered to help spread the payments out through the year.
 - b. Special Meeting: A Special Meeting of Owners was held in February and we had a great turn out and feel that the association is heading in the right direction.
 - c. Delinquency: We currently have about 1/5 of owners in the association (25 owners) that have paid \$0 towards the dues, and the dues increase is likely a large factor.



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- i. The Board has discussed this issue previously, but as of now there are no late fees or other penalties for delinquent owners.
- d. New Landscaper: Johnson's Landscaping was contracted to take care of the common area mowing this year.
 - i. An owner mentions that a lot of the undeveloped lots are overgrown. Rocktown will reach out to Sam to clean them up, as this is an owner responsibility.
 - ii. Another concern is brought up about the red sheds behind Suffolk that are in the common area.
 - 1. Rocktown will confirm their location in the GIS and reach out to Sam to see what he wants to do – maintain them or remove them.
- e. Children on Construction Sites/Equipment: We are continuing to have an issue with children playing on construction sites and equipment.
 - i. This is ultimately up to the children's parents to address and enforce.
- f. ARC Process: Any permanent change to the exterior of a property must go through the ARC process. This includes fences, sheds, railings, etc.
 - i. A survey is not a requirement.

6. President's Report:

- a. Fireworks were set off in the community on 6/26 and Michael Litwin had this addressed.
 - i. Per the Sheriff, anything in Virginia that leaves the ground is illegal, but sparklers are OK.
- b. Michael spoke with Sergey about cleaning up the worksites and removing keys from the equipment.
 - i. He also told him not to use the common areas for storage of junk or supplies.

7. Old Business:

- a. Dirt bikes/Speeding: This continues to be an issue and occurs about every night, with kids riding double or being pulled by trucks.
 - i. If you can get the addresses, please give this information to Rocktown so the owners/parents can be directly notified.
 - ii. The Sheriff's office should also be contacted to address both issues. Their phone number is 540-434-4436.



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- b.** Unsupervised Children: Children have been seen unsupervised on construction sites as well as going through yards.
 - i.** This is largely an issue that parents need to address with their children.
 - ii.** Owners are in agreement that there needs to be a common area for kids to play in the community but know that with this comes additional costs to the association.
- c.** Walking Trails: The walking trail goes around the entirety of the community and needs to be maintained.
 - i.** The best solution would be to have the landscaper clean it up and then get a committee in place to maintain it regularly.
 - ii.** An owner mentions having a sign or signs to indicate where the trail is located.

8. New Business:

- a.** Rules & Regulations – Fine Structure: There currently is no fine structure in place, but the Board had discussed the process at the last Board meeting to consist of the following steps:
 - i.** Step 1 – written warning. Step 2 – follow up notice hung at the property. Step 3 – fine.
 - ii.** The fine structure must be published before it can be implemented.
 - iii.** Changes to the governing documents require 2/3 affirmative vote and then be recorded with the County, but rules & regulations can be updated as necessary by the Board.
- b.** Basketball Goals: The basketball goal on Finn Court was installed without approval and is in an area maintained by VDOT, who has informed us that they will not maintain Finn Ct. until the goal has been removed.
 - i.** We have received multiple complaints about kids playing in the cul-de-sac, running or riding bikes through yards, and also kicking the ball and hitting vehicles and mailboxes.
 - ii.** There is nothing in the governing documents specifically about basketball hoops, but the Covenants do mention that any permanent structure needs approval and that it can only be on personal property.



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- 9. Board of Directors Election:** The Bylaws state that there must be at least 3 Board members and that more can be added if the Board chooses to do so. The positions are to be tiered into 3 years, 2 years, and 1 year, which helps with turnover and continuity on the Board. All volunteers can resign at any time.
- a. Michael L. & Michael M. plan to run again, but Jerry does not.
 - b. Additional nominations are: John Woods, Bonnie Andrade, Nasir Jalal, Holly Early, Larry Heatwole, & Drew Preston.
 - c. Daveen Woods has 5 proxies + her vote.
 - d. Sam Huffman gave his proxies to Michael L.
 - e. Michael L. motions for the Board to consist of 7 members, Michael M. seconds, motion passes. Discussion follows.
 - i. Drew Preston makes a new motion to have 8 members on the Board, Michael L. seconds, motion passes.
 - ii. Michael L. motions to vote in all 8 nominees, Jerry seconds, motion passes.
 - iii. A motion is made to have 3 members with 3-year terms, 3 members with 2-year terms, and 2 members with 1-year terms, Jerry seconds, motion passes.
 - 1. The Board will vote on officer positions and terms at the next Board meeting.
- 10. General comments/questions:**
- a. Rocktown should be the main point of contact for any issues or concerns, and then they can bring those to the Board. This includes concerns with neighbors, the landscaper, or other vendors.
 - b. Rocktown will send an email to the new Board members to see if they are OK with any of their contact information being sent out to owners.
 - c. It would be nice to add a basketball court to the community for kids to play.
- 11. Adjournment:** 7:41pm