



**Meadowbrook Property Owners' Association**

**Board Meeting Minutes**

**Thursday, May 30, 2024 | 6:00pm**

**Location: Rocktown Realty Office & Zoom Videoconference**

**218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Michael Litwin, Michael Morrison, Larry Heatwole, and Nasir Jalal

Board Absentees: Holly Early & John Woods

Other Attendees: We had 11 owners join virtually via Zoom.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:06pm (Michael L.); we have 4 of 6 Board members present, quorum has been established.
- 2. Review & approve previous meeting minutes from April 16, 2024:** Michael M. motions to approve the minutes as written, Larry seconds, minutes pass.
- 3. Manager's Report:**

- a. Delinquency** – No owners are over \$1,000 delinquent, and we are doing much better in dues collection compared to last year. Follow-up statements have been sent via mail or USPS to anyone who is past due.
- b. Chickens** – For the chickens on Buck Run, the association received proper emotional support documentation from the owners.
  - i. Rocktown** was contacted earlier this week regarding chickens on Cotswold Court and the owners have been notified that the chickens must be removed.
- c. Construction** – Bernard met with Sergey regarding the concerns that have been raised regarding the construction equipment and storage on lots.
  - i. Nasir** comments that there has been a degree of improvement.
- d. Flagpole** – A new flagpole, flag, and equipment were installed at the main entrance.
- e. Basketball Hoop** - The permanent basketball hoop was removed from the property on Wiltshire Street.
- f. Streetlight** – Rocktown was contacted about one of the streetlights on Suffolk being out and had it repaired.
- g. Dog Stations** – 4 dog stations were installed throughout the community and will be maintained by the landscapers.
- h. AirBNB** – There is a property on Wiltshire that is listed on the AirBNB website.
  - i. Rocktown** contacted the owner, and they are working on removing it from the site and all future bookings have been blocked.
- i. Survey Results** – A survey was sent to owners about adding amenities to the community. Only a small number of owners responded to the survey.



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- i. Per a request from Mr. Uzdanovic, the survey results will be included with these minutes.

- 4. **Financial Review (YTD, April 30<sup>th</sup>):** Through the end of April, we have \$47,940.84 in total operating income and \$25,488.81 in total operating expense.

- 5. **Old Business:** None.

- 6. **New Business:**

- a. 4065 Romney ARC – Three lots at the top of Romney will be sharing a driveway, as VDOT will not allow additional driveways. All lots will require access to 4055's driveway.
  - i. There needs to be a shared driveway agreement as well as an easement agreement.
  - ii. The gravel on the driveway is due to construction equipment needing access to the top of Romney.
  - iii. Mr. Grimsby, who currently owns 4055 Romney and would be sharing the driveway, states that there was no discussion of this from Sam or the builder.
  - iv. The builder cannot get a permit without ARC approval; the Board does not want to approve this until there is a shared driveway agreement in place.
    - 1. Bernard will get with Sam on this.
- b. Common Area Improvement – An owner on Merino reached out to Rocktown about the common area across from him and planting trees and new grass.
  - i. This can be discussed at the annual meeting as an option for improving the community.
- c. Annual Meeting – Topics and preparation for the annual meeting are discussed.
  - i. Community amenities and improvements.
  - ii. Board openings: There are three Board members whose terms will be up this year – Holly, John, and Michael M.
  - iii. Expectations of homeowners: Michael M. will draft a document to summarize the covenants, bylaws, and the rules & regulations.
    - 1. Rocktown will create a map showing the common areas, dog stations, walking trails, and vacant lots.



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**7. Member Input:**

- a. Mr. Ryan, who is an owner on Tanners Court, presents his letter regarding his concerns about the chickens on Buck Run.
  - i. Bernard: Rocktown contacted an HOA-specialized law firm regarding the chickens and were advised not to pursue this.
    - 1. Fair Housing Law trumps the association rules and covenants.
    - 2. Rocktown would serve notice if the association wants to pursue this due to the liability that would be involved.
  - ii. Michael L. asks if the chicken coop could be addressed and if we can ask the attorney about animals being kept outside 24 hours/day.
    - 1. Michael M. believes it could look vindictive if we pursue the structure.
  - iii. Mr. Ryan states that there is no limit on the number of emotional support animals.
- b. Bernard will send Mr. Grimsby his shared driveway agreement.
- c. There are tree branches behind Cotswold that have not been picked up, the corners of Cotswold & Wiltshire have weeds, and the common area on Suffolk where one of the sheds was taken down needs to be cleaned up.
  - i. Rocktown will contact the landscapers to address these areas.
- d. Mr. Balderas states that he is concerned about water flooding behind 4329 and 4339 Cotswold.
  - i. Bernard states the county would have had to approve of any runoff and that he will reach out to Adam Hancock about his.
- e. Mr. Uzdanovic states that there is an unapproved mailbox on Cotswold.
  - i. He requests that for future annual meetings, that the association solicit responses from owners for open Board positions and that more information is available regarding Board members, terms, and vacancies.
    - 1. This information can be included with the annual notices in the future.

**8. Adjournment: 7:09pm (Michael L.)**

**9. Next Meeting: Annual Meeting – 6/18/24 – 6:00pm – Horizons Edge**

## **Overall Analysis Notes:**

15 households responded to the survey as of 5/28/2024

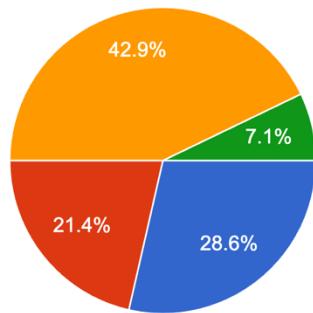
The total response rate: approximately 11.5% of the residents

Due to the low response rate, it is difficult to draw conclusions about the overall community support for or against proposed improvements. However, clear trends emerged amongst those who did respond.

## **Question 1**

Recently the Board obtained estimates on the cost to install a community basketball court. The estimates were in excess of \$50,000, meaning the ...est represents your thoughts on this improvement?

14 responses



- I support a phased approach to court installation.
- The board should take no action on the court until we have all the funds needed.
- I do not/no longer support a community basketball court as a capital improvement.
- How many estimates have you gotten? 50K dollars seems incredibly high for a basketball court, even with fencing. I a...

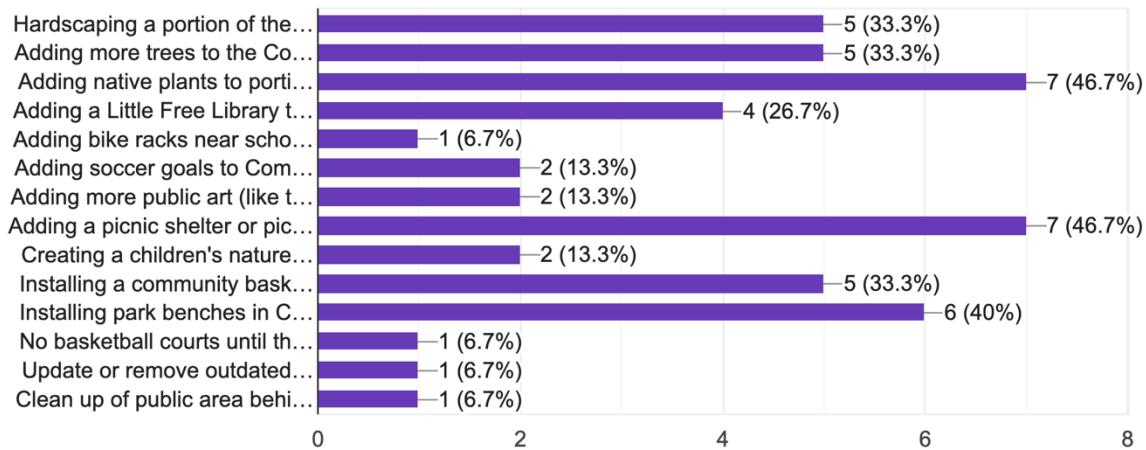
## **Question 1 Results Summary:**

Most respondents do not support a basketball court at this time (a little over 63%).

## Question 2

What other capital improvements would you be interested in seeing within Meadowbrook? Check all that apply.

15 responses



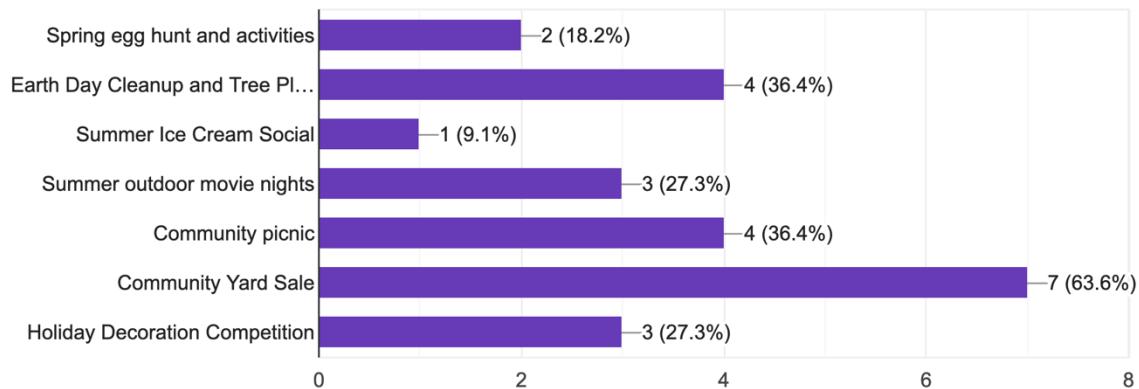
## Question 2 Results Summary:

The most popular proposals for future improvements concern adding additional trees and native plants to the subdivision. There is also significant support for adding a picnic shelter/picnic tables and park benches to the subdivision based upon ranked preferences.

### Question 3

What community events would you like to see implemented or continued? Check all that apply.

11 responses



### Question 3 Results Summary:

There is significant support for continuing the annual Community Yard Sale. There is some support for an organized community picnic and Earth Day cleanup. There is less support for other organized activities.

### Question 4

Do you have any other feedback for the board regarding improvements and events?

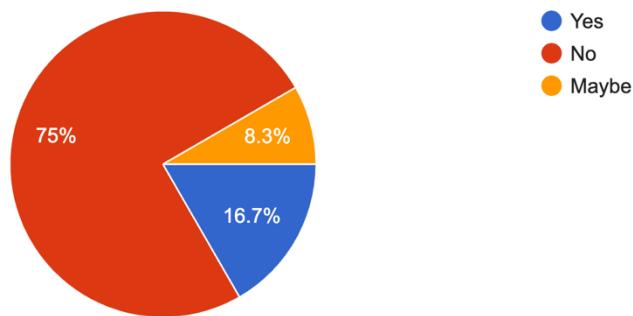
### Question 4 Results Summary:

- Concern about maintenance and upkeep of improvements like basketball courts if added, as well as the noise and cost.
- Weeds throughout the neighborhood are a concern.
- Some residents want improvements to benefit all residents (versus just children), while others want improvements to focus on something for kids to do.

### Question 5

Would you be interested in volunteering to help plan community events?

12 responses



### Question 5 Summary

Little community support for volunteers to plan activities and events. Volunteers willing to provide email addresses include two current board members and one individual who provided an email address, but not a name.