

Northfield Estates

Northfield Estates POA Board of Directors Meeting Minutes

January 11, 2024 | 6:00 PM

Location: Rocktown Realty (via Zoom)

218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Audrey Shenk, Brian Nixon, Rachel Gagliardi, & Markita Madden-Puckett

Board Absentees: Ed Price

Guests: Eva Hayden

HOA Management: Bernard Hamann & Kristin Bosworth – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 6:00 PM (President Brian Nixon)
2. Approval of Minutes from Previous Meeting (11/13/23): Brian motions to approve the minutes as written & Rachel seconds – motion passes.
3. Financial Review (through 12/31/23): Bernard notes that the numbers look a little odd at this time due to the transition from the previous management company. Total cash on hand at this time is \$110,095.54. Total income is \$5,349.35 & total expenses are \$13,206.31, giving the association a year-to-date net income of -\$7,856.96.
4. Manager's Report
 - a. December Inspection: The most common issues noted were blinds, vehicles, & fences. Management will follow the board's direction in handling violations, but has been reaching out to owners about remedying noted issues.
 - b. New Dues/Trash Fee Schedule: As a reminder, dues are now billed on a quarterly basis in the amount of \$100.00 on the first of January, April, July, & October. Trash is now billed ahead on a quarterly basis as well. Incorrect balances for 3rd quarter dues have been corrected as needed.
 - c. Free Library: Rachel says that she has the top part mostly built, but will need assistance with the post & cement. She also offers her yard as a potential location & notes that there will be a fee for the certification. Bernard notes that a common area would probably be a good location & that Valley Maintenance Services could do the installation. The board decides to discuss the free library further via email.
5. Old Business
 - a. Landscape & Snow Bids: Both contracts were signed for this year with Curb Appeal.
 - b. 2024 Budget: This year's budget was approved by the board & is posted online for anyone who would like to review it.
 - c. 2024 Meeting Schedule: The meeting schedule has been set for the year & posted online.
 - d. Reserve Study: Management has contacted companies for bids & will be sharing those proposals with the board for a decision once they're in.

6. New Business

- a. Late Fee Structure: There was previously a \$30 charge if dues were not paid by a certain date. Rocktown Realty's communities typically assess a late fee if dues are not paid by the end of the billing month. Brian motions to add a 10% late fee for any dues not paid by the end of their billing month to be effective April 1, 2024 & Rachel seconds – motion passes.
- 7. General Comments/Questions: Eva asks if owners can still pay for the entire year at once & Bernard confirms. Markita says there are still issues with dog waste & lots of trash, so Bernard says that management can send a reminder to all owners & asks that the association be notified of specific offenders. Rachel asks if waste stations are a possibility & Bernard notes that Rocktown can get pricing. Brians says there is a problem with fire lane parking & Bernard asks for management to be notified so the vehicles can be towed. Markita says that parking over the lines & blocking people from getting in/out is also an issue. Brian asks if there are any other options for trash than bags being placed behind parking spaces & Bernard notes that dumpsters & totes do come with their own cons. Rachel asks if a 36 hour restriction could be put in place, but Bernard says a fine structure has to be established first.
- 8. Date of Next Meeting: Thursday March 14, 2024 - 6:00 PM
- 9. Adjournment: 6:47 PM (Brian)

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