

**Northfield Estates POA**  
**Board of Directors Meeting Minutes**

August 15, 2024 | 6:00 PM

Location: Rocktown Realty (via Zoom)

218 East Market Street, Harrisonburg, VA 22801

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

Owners: Eva Hayden

HOA Management: Bernard Hamann, Adrianna Ladd – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 6:00 PM (President Brian Nixon)
2. Approval of Minutes from Previous Meeting (05/02/24): Rachel motions to approve the minutes as written & Audrey seconds – motion passes.
3. Financial Review (through 07/31/24) Total cash on hand was \$142,001.86. Total operating income was \$72,379.26 & total expenses were \$41,318.92, giving the association a year-to-date net income of \$31,060.34.
4. Manager's Report
  - a. Landscaping: Landscapers still need to re-grade at the end of the townhouse strip. The board cited some concerns with the landscaping service. Rocktown will bring these to the attention of the vendor and get bids from multiple landscaping companies for the board to consider in preparation for the 2025 season.
  - b. Inspections/Violations: Bernard explained the scope of Rocktown HOA inspections, explaining that we document broken blinds, trash, non-road worthy cars, etc. Markita inquired about the policy for non-roadworthy cars, citing concerns in the townhome lots leading to overcrowding on the streets. Rocktown continues to send reminders to homeowners regarding parking violations. If the board chooses to adopt fines/towing, that will be communicated to all homeowners ahead of implementation.
  - c. Delinquency: Delinquency continues to improve. Rocktown will give warning to owners with a balance of \$500 or greater. If no response/action from owners, a warrant in debt will be filed.
  - d. Sales: Bernard explained that sales have been slow, but there is one home for sale on the corner of the 800 block that was already under contract. The last home in the community sold for \$260,000.

5. Old Business

- a. 708 Northfield ARC: Will discuss further at 11/7/24 meeting.
- b. ARC Application Forms: Rocktown will create an updated ARC application form for board to review at 11/7/24 meeting.
- c. 737 Northfield Daycare: Bernard explained that the HOA does not have authority over this, as daycares are excluded from being a business under city code. Brian inquired if having a daycare in the community causes additional liability for the association, and Bernard explained that it does not.

6. New Business

- a. 2025 Dues: Bernard explained the need for the association to come up with \$10,000 for the reserves. There was discussion about the necessity of increasing dues, which the board felt comfortable with given that dues have not increased in over a decade.

7. General Comments/Questions

- 8. Date of Next Meeting: Annual Meeting - Thursday September 26, 2024 (Lucy Simms Center)
- 9. Executive Session: 6:45 PM (Brian)
- 10. Adjournment: 7:05 PM (Brian)