

# Northfield Estates

## Northfield Estates POA Board of Directors Meeting Minutes

March 14, 2024 | 6:00 PM

Location: Rocktown Realty (via Zoom)

218 East Market Street, Harrisonburg, VA 22801

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

Guests: Eva Hayden

HOA Management: Bernard Hamann & Kristin Bosworth – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 6:01 PM (President Brian Nixon)
2. Approval of Minutes from Previous Meeting (01/11/24): Brian motions to approve the minutes as written & Markita seconds – motion passes.
3. Financial Review (through 02/29/24): Total cash on hand was \$126,616.56. Total income was \$21,321.42 & total expenses were \$13,096.38, giving the association a year-to-date net income of \$8,225.04.
4. Manager's Report
  - a. Reserve Study: The site visit is scheduled for tomorrow. A letter will be sent to all owners once updated dues info is available based on the study's findings.
  - b. Park Crest Fence: Rocktown Realty emailed the management company for Park Crest to make them aware of the damage & children playing with the broken panels.
  - c. Landscaping: Curb Appeal will be starting their work soon. Rocktown Realty met them on-site to walk the property & review trimming, clean-up, regrading, & other general information about the landscaping.
  - d. Inspections/Violations: The management team is scheduling inspections & will be reaching out to owners about any violations that are noted.
  - e. Spring Reminders: The reminders were sent to owners via email and/or USPS.
  - f. Contact Information: The management team has still been trying to get contact information for all owners, especially email addresses & phone numbers. Due to the large number of USPS mailings that have to be done routinely, Rocktown Realty will be charging a fee per letter.
  - g. Free Library: Rachel has an official free library now for Rocktown Realty to pick up. The board agrees that the best location for installation will be in the common area to the left of the mailboxes, so it's accessible to the most people.
  - h. Delinquency: There are currently 24 owners who are past due, although the overall delinquent amount is down to approximately \$13,000 from \$20,000+. Rocktown Realty is sending monthly statements/reminders to anyone with a past due balance.
  - i. Sales: A townhouse recently sold for \$260,000, which is the highest price in a long time for a townhouse & is very encouraging for property values.

5. Old Business

- a. Late Fee Structure: Owners were notified of the new policy & the fee has been entered into Rocktown Realty's software for the effective date.

6. New Business

- a. Curb Cuts: 653 Northfield has requested extra parking spots behind the townhouses along East Washington, but it will not be allowed by the City of Harrisonburg.
- b. Waste Stations: An email was sent to the board with pricing & possible locations for the stations. They voted in favor & decided on the common area & bottom of the townhouse rows for installation.
- c. Warrant in Debts: In order to collect funds from homeowners with large delinquencies, Rocktown Realty needs guidance from the board in how to proceed. Brian makes a motion for management to file a warrant in debt at the courthouse against any homeowner with a balance of \$500.00 or more & Rachel seconds – motion passes.

7. General Comments/Questions: Rachel emphasizes the importance of translating correspondence when possible into Spanish & Arabic. Brian asks about trash in the swale & Bernard says that Curb Appeal will be doing an overall clean-up. Brian would like to look into the HCAP program that would include stormwater mitigation, planting trees, etc. & the board can have further discussion via email. Rocktown Realty will check with Curb Appeal to see if they have any input. Rachel asks if dogs can be off-leash in their own yards & Bernard says that they must be under control at all times, but this could also include an invisible fence.

8. Date of Next Meeting: Thursday May 2, 2024 - 6:00 PM

9. Adjournment: 6:53 PM (Brian)