

**Northfield Estates POA**  
**Board of Directors Meeting Minutes**  
November 7, 2024 | 6:00 PM  
Location: Rocktown Realty (via Zoom)  
218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Brian Nixon, Ed Price, Rachel Gagliardi, Markita Madden-Puckett, Dana Cornett, John Lenhardt

Owners: Eva Hayden, Margie Lenhardt

HOA Management: Bernard Hamann, Adrianna Ladd – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 6:03PM (President Brian Nixon)
2. Approval of Minutes from Previous Meeting (8/15/24): Rachel motions to approve the minutes as written and Dana seconds – motion passes.
3. Financial Review (through 10/31/24): Total cash on hand was \$128,385.21. Total operating income was \$96,535.79 & total expenses were \$73,204.12, giving the association a year-to-date net income of \$20,781.67.
4. Manager's Report
  - a. Landscaping: Rocktown has addressed homeowner concerns with the landscaping vendor, ranging from ruts in wet yards to ensuring that gates are properly closed. Rocktown has also discussed different options for fixing the drainage issue at the bottom of the townhouse parking lot. Ideally, the vendor will be able to take out approximately 3 inches of the grass to allow better water flow. Once the new scope of work has been established, requests for bids will be sent out to different companies and the board will review proposals to choose next year's vendor.
  - b. Inspections/Violations: Rocktown has contacted owners about various violations throughout the community following inspections. A number of violations have been addressed, and Rocktown will continue following up with the other owners about ongoing issues.
  - c. Trash: Rocktown continues to remind townhome residents about the correct days/times to place trash outside.
  - d. ARC: Architectural review applications need to be submitted for any exterior property modifications. The form is on the Rocktown Realty website, and an updated version should be available soon. Eva inquired about when the form is required, and Bernard clarified that if the modification is a like-for-like replacement, it doesn't require an architectural form submission.
  - e. Community Reminders: Emails were sent to all owners with some general reminders. These are also translated into Spanish and can be sent periodically to everyone to cover a variety of topics.

- f. Delinquency: A number of delinquent owners have paid off all or a large portion of their balances, so overall delinquency continues to decline. Rocktown continues to send monthly reminders via email and USPS for all other owners with balances. Those with balances near or above \$500 get a warning about a warrant in debt being filed, while anyone with a significant/longstanding balance will be filed on.
  - g. Sales: in 2024, nine units have gone under contract, and seven of these have sold, with sale prices ranging from \$181,000-\$265,000.
- 5. Old Business: None
- 6. New Business:
  - a. Fine Structure: Rocktown will help the board condense the previous fine structure to make it easier to enforce. Once a new fine structure has been approved by the board, it will be distributed to all owners.
  - b. Towing Policy: Rocktown will develop a towing policy for the board to review. Once approved, it will be distributed to all owners.
  - c. Dues Increase: Based on the 2025 budget, an increase in dues (from \$100/quarter to \$125/quarter) is recommended. Dana motions, Rachel seconds. Motion passes.
  - d. Officer Positions: Brian Nixon – President, Ed Price – Vice President, Rachel Gagliardi – Treasurer & Secretary.
- 7. General Comments/Questions:
  - a. The board discussed the ongoing issues with trash in the townhome section of the community. Bernard acknowledged that there is no easy solution, as dumpsters, totes, and curbside pickup all have drawbacks, and accommodating large trash trucks would be difficult with the narrow roads. The board agrees to table the issue for lack of a feasible solution at this time.
  - b. Brian questioned if the current cluster style mailboxes were the only option for the townhome portion of the community. Bernard will follow up with the Postmaster to confirm.
  - c. There have been continual discussions surrounding potential opportunities for the Northfield community through the HCAP program. Bernard will set up a site visit to explore this further.
  - d. Brian mentioned visibility concerns at the entrance to Northfield and inquired about the possibility of No Parking Signs to help with this issue. Bernard will contact the city to see what can be done.
- 8. Date of Next Meeting: Thursday, January 9, 2025
- 9. Adjournment: 7:09PM (Brian Nixon)