

# Northfield Estates

## Northfield Estates POA Board of Directors Meeting Minutes

May 2nd, 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

Absent: Ed Price

HOA Management: Bernard Hamann – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 6:01 PM (President Brian Nixon)
2. Approval of Minutes from Previous Meeting (03/14/24): Brian motions to approve the minutes as written & Audrey seconds – motion passes.
3. Financial Review (through 04/30/24): Total cash on hand was \$140,741.26. Total operating income was \$50,433.70 & total expenses were \$24,933.96, giving the association a year-to-date net income of \$22,949.74.
4. Manager's Report
  - a. Reserve Study: We reviewed the reserve study that was done by Global Solutions, and walked through the items needing replacement, when they need to be replaced, and the financial picture of these over the next 30 years. Rocktown will email the reserve study to the Board members, and post it on the website.
  - b. Park Crest Fence: Rocktown Realty has been in contact with the management company for Park Crest, and they have made repairs to the fence as needed.
  - c. Landscaping: Curb Appeal has already done trimming, mowing, and clean-up. They are also re-grading the muddy section at the end of the town home parking lot. They will also stock bags and remove trash from the pet stations that were installed.
  - d. Inspections/Violations: The management team continues to perform regular inspections & will reaches out to owners about any violations that are noted.
  - e. HCAP Program: Brian will send Rocktown more information on this program.
  - f. Free Library: Was installed next to the mailboxes on Northfield.
  - g. Delinquency: There are currently about 20 owners who are past due, although the overall delinquent amount is down to approximately \$11,000 from \$20,000+. Rocktown Realty is sending monthly statements/reminders to anyone with a past due balance. The Board has approved filing Warrants in Debt and Liens on 3 owners with balances exceeding \$500 that have made no effort to pay dues, and have not responded to any attempts by the HOA to contact them.
  - h. Sales: A townhouse sold in March 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. Curb Cuts – 653 Northfield owner who requested parking access off E Washington St. has been told the city would not approve this.
- b. Pet Waste Stations – installed in 3 locations.
- c. Warrants-in-Debt – Board agreed to have WID's filed against 3 delinquent owners.

6. New Business

- a. ARC – 708 Northfield ARC Request was approved.
- b. Board wants to simplify the ARC request submission form. Rocktown will send the Board a series of sample forms used by other Associations. Once a new format is decided on, Rocktown can help have this form translated to multiple languages.
- c. 737 Northfield has been reported to have a Day Care operation on-site. Rocktown will approach owner to get additional information. For reference, in the past the Board has denied a request from 661 Northfield for a Day Care center.

7. General Comments/Questions:

8. Date of Next Meeting: Thursday August 15, 2024 - 6:00 PM

9. Adjournment: 7:16 PM (Brian)

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