



**The Springs at Osceola  
Board of Directors Meeting Minutes  
November 12, 2024 | 6:00pm**

**Location: Rocktown Realty Office & Zoom Videoconference  
218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Tim Miller, Mike Loso, Mike Beahm, Brent Lenz, & Heather Perry

Board Absentees: Charlie King & Terri Bradley

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown realty

- 1. Call meeting to order & establish quorum:** 6:08pm (Tim); We have 5 of 7 Board members present, quorum has been established.
- 2. Review & approve of August 13, 2024 minutes:** Mike Loso approves the minutes as written, Brent seconds, motion carries.
- 3. Manager's Report:**
  - a. Delinquency** – We have one lot owner that is over \$1,000 past due. They had previously paid their balance in full, but the check was returned. Rocktown has since followed up with them and gave them until November 30<sup>th</sup> to pay.
- 4. Financial Review (YTD, October 31<sup>st</sup>):** Through the end of October, we have \$34,658.79 in total operating income and \$29,195.48 in total operating expense.
- 5. Architectural Review:** None.
- 6. Old Business:** None.
- 7. New Business:**
  - a. CTA** – Since the HOA is a corporation, it needs to be registered, along with any members with a Beneficial Ownership Interest, and submitted to the Financial Crimes Enforcement Network (FinCEN) by January 1<sup>st</sup>.
    - Board members will provide their information to Rocktown to file, which will be a one-time fee of \$400 to the association.
  - b. Main Entrance Plant** – The Board unanimously approves to have Brent take care of the plant.
  - c. 2025 Landscaping** – The Board unanimously approves to ratify the email vote for Pugh's Landscaping to maintain the common areas next year.
    - The new trees that are being added to the retention pond areas in December were not in the scope of work but will be added in the future.



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- d. 2025 Budget – Rocktown presents the draft 2025 budget to the Board.
  - Heather motions to approve the budget with a modification to the retention pond maintenance line item to update the total for the year to \$5,000, Brent seconds, and the motion carries.
  - Rocktown will update the budget and post it to the website.
- e. 2025 Meeting Schedule – Next year's Board meeting schedule will remain quarterly, with the annual meeting in October.
- f. Board Positions – Terri and Charlie were re-elected to the Board at the annual meeting; Tim will remain president and Charlie will remain as treasurer.

**8. Member Input:**

- a. Rocktown will follow-up with the owners of Lot 61 regarding the 12-month construction timeline.
- b. Rocktown will follow-up with the owners of Lot 56 regarding their yard.
- c. Rocktown will send a community reminder about the association's rule regarding trash totes and provide the fine structure for this violation, to go into effect as of January 1<sup>st</sup>.

**9. Adjournment: 6:37pm (Tim)**

**10. Next meeting: TBD**