



2023 Annual Meeting of the Owners

Meeting Minutes

September 12, 2023 | 6:00 pm

Location: Horizons Edge Sports Campus – Large Party Room
325 Cornerstone Lane, Harrisonburg, VA 22802

Board Attendees: Gail Mitchell, Tracy Stallard, Samantha Lamas, & Cindy Parnell

Board Absentees: Lisa Souder & David Bates

Other Attendees: 43 Owners present in person or by proxy

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order and Establish Quorum (50% required):** 6:02pm (Gail); We have 43 owners represented in person or by proxy, quorum has been established.
- 2. Proof of Annual Meeting notice:** Notices were sent to owners via DocuSign or USPS.
- 3. Approval of meeting minutes from 09/8/2022:** A motion is made to approve the minutes as written, followed by a second, motion passes.
- 4. Financial Update (YTD, August 31st):** Through the end of August, we have \$56,126.84 in total operating income and \$33,881.96 total operating expense.
 - a.** In non-operating expenses, \$998.00 was used for the line striping project, and we are scheduled to transfer \$33,438.69 into the reserve account at the end of the year.
 - b.** \$40,000.00 was put into a 12-month CD at a 5.2% interest rate within an FDIC-insured institution and is good through 5/22/24. The funds used were from the escrow reserve account and were not earning any interest.

5. Manager's Report:

- a.** 12-month CD: Information provided during the financial update.
- b.** Parking Space Repainting: The resident spaces were all restriped and renumbered in the Spring.
- c.** Deck Staining: Any units that needed to have their decks stained and/or their partitions power washed were contacted in April with a deadline of 8/31 to have this done. We had a great response to this, and at this time, there are only a couple of units that have not yet been done, but the owners are working to have it done themselves.
- d.** Dumpster Enclosure Power Washing: The dumpster enclosure and concrete pad were cleaned in the Spring.
- e.** Dumpster Signs: 2 signs were purchased and installed at each side of the dumpster enclosure.
- f.** Slow Down Signs: 6 signs were purchased and installed in 3 different locations throughout the community.



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6. Old Business: None.

7. New Business: None.

8. Board of Directors Elections:

According to the Bylaws, there may be up to 7 board members. At the initial election of directors, which was held in 2020, the director elected with the most votes shall serve for a term of three years. The person receiving the next highest shall serve for a term of two years, and the person receiving the third highest shall serve a term of one year. Gail Mitchell received the highest number of votes in 2020, and her term expires this year. The 4 Board members elected at the 2021 meeting have one year left of their term, and Tracy Stallard has two years remaining of his term, plus any additional nominations. This vote will establish term lengths and who will be elected to the board.

- a.** Paula Miller motions to nominate Gail to remain on the Board, Barbara Robbins seconds, motion passes. The Board will determine officer positions at the next Board meeting.

9. Member Input:

- a.** One sliding door is stuck on one of the dumpsters.
 - i.** Rocktown will reach out to Waste Management to address.
- b.** The gray wall behind the first set of townhomes needs to be power washed.
 - i.** This should be a homeowner responsibility.
- c.** Barbara Robbins states that with the demographic of the community changing to having more families with children, there is a concern for children playing in the streets because they have nowhere to play in the community. She believes that a playground would be an excellent addition to the community and would help to increase property values as well.
 - i.** In her research, the cost would be about \$375 per townhome.
 - ii.** The ideal location would be to the left of the cul-de-sac in the back of the community, as there is some common area there and it the terrain is flat.
 - iii.** The maintenance and upkeep of the equipment needs to be considered, along with the liability for the association.
 - iv.** The playground would help to enhance the sense of community.
 - v.** A special meeting can be held with all owners to present this and have owners vote.
 - vi.** A focus group or committee can be created for this project.
 - vii.** Barbara provides the Board with information on the playground and Rocktown will send the information to them also via email.



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- d. Larry Martin wanted to make owners aware of a possible fire hazard in the townhomes, which involves dryer vents blowing onto condensation lines, causing a leak. This is primarily during summer months when AC is being used. The dryer vents have also become disconnected, allowing lint to get stuck, which could cause a fire.
 - i. Rocktown will send a notice out to all owners making them aware of this issue and to keep an eye out.
- e. Roaches – If roaches or other pests are found, it is up to the homeowner to address.
- f. The landscapers have been seen mowing over the sidewalks, which has caused chips in them.
 - i. Rocktown will contact Curb Appeal.
- g. Tracy wants to remind everyone about exterior modifications.
 - i. Any changes made to the exterior of the townhome must go through the approval process. This includes fencing, pergolas, screening, etc.
 - ii. It is best to go through the application process than to do something that is not approved and then you are asked to remove.

10. General Comments/questions:

- a. Paula Miller expresses thanks to Kayleigh, Rocktown, and the Board for keeping the community a beautiful place to live.

11. Adjournment: 6:55pm (Gail)