

Northfield Estates POA
Annual Meeting of Owners
Meeting Minutes

September 26, 2024 | 6:00 PM

Location: Lucy F. Simms Center – Room 101
218 East Market Street, Harrisonburg, VA 22801

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

Owners: Eva Hayden, John & Margie Lenhardt, Dana Cornett, Faye Rosenberg, Michael Sims

HOA Management: Bernard Hamann, Adrianna Ladd – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 6:00PM (President Brian Nixon)
2. Financial Review (through 8/31/24): Total cash on hand was \$128,621.58. Total operating income was \$74,265.26 & total operating expenses were \$56,485.20, giving the association a year-to-date net operating income of \$17,780.06. There was a reserve study commissioned, which highlighted the need for an estimated \$150,000 to mill & pave the asphalt in the town-home section, around 2029. This will likely require dues to increase from \$400/year to \$500/year, and will be decided by the Board at the time of the budget approval for 2025.
3. Manager's Report
 - a. Landscaping: Rocktown addressed 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. Snow removal is an HOA responsibility in the town home section, while the city addresses all other paved areas.
 - b. Inspections/Violations: A number of violations have been addressed, and Rocktown will continue following up with the other owners about ongoing issues.
 - c. Parking: Rocktown continues to receive complaints about parking in the town home section. Rocktown has taken measures to inform residents on parking restrictions and have hung notices in English & Spanish on doors.
 - d. Pet Care: There were also complaints of pets being left outside overnight.
 - 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. There are currently 4 owners with balances exceeding \$500.
 - 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.
- 4. Old Business: None
- 5. New Business:
 - a. Motion by Brian Nixon to adopt the sidewalk maintenance, repair, and replacement in the town home section into HOA responsibility. Second by Rachel Gagliardi. Motion Passed.
- 6. Board Elections:
 - a. The Covenants call for a Board of 6 members, serving staggered terms of 3 years. Audrey Shenk is stepping down from the Board. Brian Nixon, Ed Price, Rachel Gagliardi, and Markita Madden-Puckett remain as sitting Board Members. Brian Nixon motions to elect Dana Cornett and John Lenhardt to the Board for a 3 years term. Ed Price seconds the motion. The motion passes.
- 7. Date of Next Meeting: 6pm on Thursday, November 7, 2024
- 8. Adjournment: 7:12PM (Brian Nixon)