



Madison Manor POA
Board of Directors Meeting Minutes
June 5, 2025 | 4:30 PM
Location: Rocktown Realty (via Zoom)
218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Devon Leeper, Maggie Zheng, & Brent Loope

Board Absentees: Julie Hamann & Thabo Fisher

Management Attendees: Kayleigh Sponaugle & Sandra Craig – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 4:31pm (Devon); we have 3 of 5 Board members present, quorum has been established.
2. Approval of Minutes from Previous Meeting (12/5/2024): Maggie motions to approve the minutes as written, Brent seconds, motion carries.
3. Financial Review (YTD, May 31st): Total cash on hand is \$44,384.99, with total assets of \$347,905.67. Including some prepaid income of \$8,767.61, total liabilities and capital is also \$347,905.67. Total income at this time is \$157,212.67 and total expense is \$166,316.46, for a net income of -\$9,103.79.
4. Community Update
 - a. 1018 Lightning Strike – During a thunderstorm in May, lightning struck the 1018 building, which affected the camera system, internet, and water metering system. Thankfully, no major damages or injuries occurred. The repairs and replacements are ongoing, and the association will likely not file a claim due to the deductible.
 - b. 1034-8 & 12 Leak – A leak was reported from apartment 8 and it was determined to be from the drain line of apartment 12, and there will be additional repairs needed due to damage to the vanity and drywall, as well as mold present.
 - c. Quest – The association has not had to complete any quest pipe replacements yet this year, but there have been several leaks that have been addressed as necessary.
 - d. Common Area Sewer Back-Up – A resident reported a sewage back-up behind the 1116 building, and because this was on association property, we had the area jetted and pumped to clear up the issue, which was determined to be caused from tree roots.
 - e. Key Audit – The key audit was completed at the end of February, and units were contacted if new keys were needed.
 - f. Ugly Bug Treatment – The next quarterly treatment is scheduled for June 9th.
 - g. Snow Removal – The association is running right to budget with snow removal.
 - h. Landscaping – The new vendor for this year is Curb Appeal; all islands with rocks were filled in recently to get rid of any bare spots.
 - i. Vehicles – Vehicles are tagged and towed as needed for violations, such as expired tags or inspections.
 - j. Delinquency – The association does not have a delinquency issue; there are several units that are behind and are on payment plans.



- k. Sales/Occupancy – No units have sold so far in 2025. Two units sold last year, which were 1116-10 and 1215 Old Furnace.
- 5. Old Business: None.
- 6. New Business: None.
- 7. General Comments/Questions:
 - a. Maggie asks about the location of the utility room for access to Comcast cable/internet; these are in a room next to the storage garage space.
- 8. Date of Next Meeting: Thursday, September 4, 2025 at 6:00pm (Annual Meeting)
- 9. Adjournment: 4:46pm (Devon)

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