



Madison Manor POA
Annual Meeting of Owners Meeting Minutes
September 4, 2025 | 6:00PM
Location: Rocktown Realty (via Zoom)
218 East Market Street, Harrisonburg, VA 22801

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

Board Absentees: Thabo Fisher

Other Attendees: We have 62 owners in attendance via Zoom and by proxy.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum (25% = 30 units): 6:00pm (Devon)**
 - a. We have 62 units represented via Zoom and by proxy; quorum has been established.
- 2. Proof of notice:** Notices were sent to homeowners via SignWell and/or USPS.
- 3. Approval of minutes from previous meeting (9/5/24):** Julie motions to approve the minutes as written, Brent seconds, motion carries.
- 4. Community Update:**
 - a. Water Leaks & Quest – We have not had to complete any Quest replacements thus far, and we have addressed water leaks as needed.
 - b. 1018 Lightning – In May, lightning struck an antenna on the top of the 1018 building and fried the security cameras and the UBS water meter system.
 - i. Both the cameras and meter have been replaced.
 - c. 1034 Mold Remediation Project – A crack in the drain line between 1034-11 & 12 caused a slow leak, where moisture built up, causing mold in multiple units between the walls -in 1034-12, 11, 8, & 7.
 - i. Restoration 1 completed the remediation in two phases and then VMS was engaged to complete the other necessary repairs to drywall, vanities, and tubs/showers.
 - ii. We engaged Erie insurance; we have up to \$25,000 in mold coverage with additional coverage in water damage.
 - d. Quarterly Pest Treatments – Two of the quarterly treatments have been completed, with the third treatment scheduled for next week.
 - e. Key Audits – Both key audits have been completed for 2025 and units without working keys have been contacted.
 - f. Security Cameras – 11 cameras have been installed and have come in handy this year.
 - i. HPD has been provided access to the cameras to help with vehicle break-ins and the shooting that occurred earlier in the year.



Madison Manor POA
Annual Meeting of Owners Meeting Minutes
September 4, 2025 | 6:00PM
Location: Rocktown Realty (via Zoom)
218 East Market Street, Harrisonburg, VA 22801

- g. Community Packets – Community packets were hung at each unit and distributed via email.
 - h. Delinquency – There is no overall delinquency issue in the community.
 - i. Townhome Pressure Washing – Completed by Rocktown Pressure Washing over the summer and helped improve curb appeal.
 - j. Sales & Occupancy – There have not been any units sold thus far in 2025.
- 5. Contractor Review:**
 - a. Curb Appeal – Landscapers took over this year and have done an OK job with the community. Service has improved since conversation with Rocktown.
 - b. Ugly Bug Termite & Pest Control
 - c. Waste Management
 - d. Salmi Cleaning Services
 - e. Utility Billing Services
- 6. 2025 Year-to-Date Financial Review (through 8/31/25):** Total cash on hand is \$50,325.85, with total assets of \$353,846.53. Total liabilities and capital are also \$353,846.53. Total income at this time is \$250,162.62 and total expenses are \$252,819.20, for a net income of -\$2,656.58.
 - a. Upgrading appliances in the pool house is discussed, and whether this should be done before or after the tenants move out. Bernard suggests replacing them if they are old and warranted, but Devon & Maggie believe it would be best to wait until the tenants have left to get a rent increase from renovations. The Board agrees to make a final decision at the December Board meeting.
- 7. Old Business:** None.
- 8. New Business:**
 - a. Breezeways – Julie expresses concerns about the appearance and maintenance of the breezeways, noting that they detract from the overall look of the buildings.
 - i. Potential solutions are discussed, including the use of thin wood decking or LVP with a lip, but concerns of slipperiness and durability in an exterior setting are expressed.



Madison Manor POA
Annual Meeting of Owners Meeting Minutes
September 4, 2025 | 6:00PM
Location: Rocktown Realty (via Zoom)
218 East Market Street, Harrisonburg, VA 22801

- b.** Door Replacements – The Board discusses the fire-rated condo doors and the condition at which owners should be required to replace them if they are dented or damaged.
 - i.** Bernard states that he can reach out to Monger for bulk pricing estimates on door replacements and see if there is a group rate available.
- 9. Board of Directors Elections:** Bernard motions to re-elect the existing Board, Julie seconds, and the motion carries.
- 10. Adjournment:** 6:31pm