



**Meadowbrook Property Owners' Association  
Board Meeting Minutes  
Thursday, October 16, 2025 | 6:00pm  
Location: Rocktown Realty Office & Zoom Videoconference  
218 East Market Street, Harrisonburg, VA 22801**

Board Attendees: Michael Litwin, Ashley Robey, Larry Heatwole, Shavan Farag, & Steve Johnson

Board Absentees: Michael Morrison

Other Attendees: 5 owners present via Zoom.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:29pm (Michael L.)
  - a. We have 4 of 6 Board members present to begin the meeting; quorum has been established.
  - b. Steve joins at 6:42pm to give us 5 Board members.
- 2. Review & approve previous meeting minutes from August 19, 2025:** Michael L. motions to approve the minutes as written, Larry seconds, motion carries.
- 3. Manager's Report:**
  - a. Delinquency – Community delinquency has improved, and most of the owners that are past due have made efforts to make payments toward their balance. We will follow-up after 10/31 for any owner who did not pay fourth quarter dues.
  - b. Sales – 10 homes have sold so far in 2025, with the most recent being 4065 Romney for \$500,000.
    - i. The highest home sold thus far was 4125 Romney, for \$560,000.
- 4. Financial Review (YTD, September 30<sup>th</sup>):** Through the end of September, we have \$71,387.27 in total operating income and \$83,788.37 in total operating expense.
  - a. The discrepancy is from snow removal, tree care, retention pond maintenance, and landscaping and trash invoice timing.
- 5. Old Business:**
  - a. Townhome Presentation – We have not received any additional information about this since the last meeting.
  - b. Free Library – This item will remain on the agenda until spring, when options will be presented, along with possible locations.



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**6. New Business:**

- a. Retention Pond Sod – Michael L. motions to ratify the email vote approving Johnsons Landscaping to install sod in one of the retention ponds per the inspection from Colman Engineering, Ashley seconds, and the motion carries.
- b. 2026 Landscaping Bids – Rocktown obtained four bids for next year: Johnsons, Valley View, CML, and Season After Season.
  - i. After reviewing and discussion, Larry motions to approve CML's proposal with a condition to add legal language for contract termination, Steve seconds, and the motion carries.
    - 1. Rocktown will send the scope of work and map to Michael L., who will then draft the legal language to send to CML.
    - 2. The Board agrees to not contact any of the other vendors until CML has accepted/declined the updated contract language.
- c. 2026 Meeting Schedule – The Board agrees to hold quarterly meetings in 2026 and keep the annual meeting in June.

**7. Member Input:**

- a. Ashley brings up several neighborhood issues, including construction equipment/materials left on vacant lots, soliciting, and abandoned/unregistered vehicles.
  - i. Rocktown will send a notice to the community to address these concerns, along with a reminder about unsupervised children and trash.
  - ii. For the vehicles, residents can send the information to Rocktown, who will then contact the Rockingham County Sheriff's Department to tag the vehicles and have them towed.
  - iii. Bernard will reach out to Sam about the vacant lots and construction equipment.
- b. The Board agrees to create a flyer for Halloween and distribute it to owners.
- c. There is also a mention of organizing a Christmas lights/decorations contest for the community.

**8. Adjournment:** 7:12pm (Michael L.)

**9. Next Meeting:** Tuesday, December 16, 2025 at 6:00pm