



**Meadowbrook Property Owners' Association
Annual Meeting of Owners | Meeting Minutes
Tuesday, June 24, 2025 | 6:00pm
Location: Horizons Edge Sports Campus | Party Room 3
325 Cornerstone Lane, Harrisonburg, VA 22802**

Board Attendees: Michael Litwin, Michael Morrison, Larry Heatwole, & Steve Johnson

Board Absentees: Nasir Jalal

Owner Attendees: We have 15 units represented in person and 66 by proxy, for a total of 81.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Michael L.)
 - a. The Bylaws state that 10% of owners must be represented by proxy or in-person attendance, which is 14 units.
 - i. We have 15 units represented in person and 66 by proxy, for a total of 81. Quorum has been established.
- 2. Proof of Notice:** Annual meeting notices were sent by email through SignWell and USPS for those without email addresses.
- 3. Review & approve previous meeting minutes from June 18, 2024:** Michael L. approves the minutes as written, Michael M. seconds, motion carries.
- 4. Financial Review (YTD, May 31st):** Through the end of May, the association has \$44,692.22 in total operating income and \$45,966.54 in total operating expense.
 - a. The variance is from the timing of the landscape invoices being received and paid, snow removal, retention pond maintenance, and delinquency.
- 5. Manager's Report:**
 - a. Delinquency – The association filed warrants in debt against two delinquent owners today and had another owner's case continued to next month.
 - i. There are 4 owners over \$600 delinquent that we are keeping an eye on and will follow up as necessary.
 - b. Inspections – Rocktown goes through the community as needed and reaches out accordingly to owners regarding violations, such as mowing, trailers, tractor trailer cabs, etc.
 - c. Trespassing – We have had a few owners express concerns about trespassing, along with soliciting and children going through yards.
 - i. If you are suspicious of anything, we encourage you to contact the Sheriff's Department.
 - d. Speeding – Since the roads are public, please contact the Sheriff's Department if you notice speeding in the community.



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- e. Dogs – There have been dogs seen running loose through the community and dog waste has not been picked up, in private yards and common areas.
- f. Retention Ponds – The association needs to submit an annual report regarding water runoff in retention ponds.
 - i. Colman Engineering submitted their inspection of the ponds with items that need to be addressed prior to the report being submitted with the county. The landscaper will do the required work, and then Colman will reinspect.
- g. VDOT Update – Sam Huffman/Algers is working on completing the last steps from VDOT's punch list to have the roads taken over for maintenance and snow removal.
 - i. There are still concerns about gravel at the top of Romney Court that Sam/Algers will need to address before VDOT will accept them.
- h. Sales – There are currently two active listings and one property under contract.
 - i. Six properties have sold so far this year, ranging from \$376,000 - \$470,000.

6. President's Report (Michael L.):

- a. The second half of Suffolk Drive needs some attention, with the main concerns being yard maintenance and trash.
- b. Some common areas in the community are overgrown, largely due to construction supplies being left on them.
- c. For the 4th of July, if the community decides to not allow fireworks, the Sheriff's Department will enforce this.
 - i. Rocktown will send a notice to the community to let them know that they can contact RCSD if they notice fireworks being set off.

7. Old Business: None.

8. New Business: None.

9. Board of Directors Election: *The Bylaws state that there must be at least 3 Board members and that more can be added if the Board chooses to do so. The positions are to be tiered into 3 years, 2 years, and 1 year, which helps with turnover and continuity on the Board. All volunteers can resign at any time. Currently, there is one Board member whose term is up this year.*

- a. Mr. Uzdanovics motions to nominate Ashley Robey to the Board, Michael M. seconds, and the motion carries.
- b. Mr. Uzdanovics motions to nominate Shavan Farag to the Board, Michael L. seconds, and the motion carries.
- c. The Board terms are staggered and are now as follows:



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- i. Michael L. & Larry – 1 year remaining
- ii. Michael M. & Steve – 2 years remaining
- iii. Ashley & Shavan – 3 years remaining

10. General comments/questions:

a. Landscaping concerns –

- i. Intersection of Merino, Wiltshire, & Cotswold – all four corners are common area that need to be maintained regularly.
- ii. The dog stations do not have any bags and need to be refilled and emptied regularly; this is currently not being done.
- iii. Weeds are growing through cracks in the road and curbs and need to be treated; the front entrance also need to be weeded.
- iv. Downed limbs need to be cleaned up and removed from common areas, especially behind the first few homes on Suffolk.
- v. The common area behind Cotswold Court with the rocks have large weeds growing through them and the area is not being maintained.
 - 1. Rocktown will follow up with the landscaper regarding all items.
- vi. Currently, there is not any language in the landscape contract for a penalty or withholding funds if the work is not being done per the contract, but this can be considered for future contracts.
 - 1. The association is under a contract with the landscaper through November 2025, and with it being later into the season, it would be difficult to terminate it and find a new vendor for the remainder of the year.
 - 2. Bids are obtained every year, and the Board reviews them prior to approval and can decide to go with a different vendor in the future if not satisfied with the current one.

b. Builder/Construction concerns

- i. On the corner of Cotswold Court, there are boards and other construction materials that need to be removed.
- ii. The corner of Romney & Suffolk is overgrown and has construction materials, dead trees, and debris on it.
- iii. There is trash on vacant lots that needs to be cleaned up.
 - 1. Rocktown will follow up with Sam/Sergey regarding these items.

c. Vacant lots on Cotswold

- i. The two vacant lots on Cotswold Court need to be mowed/maintained by the lot owners.
 - 1. Rocktown will reach out to each owner to take care of them.



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- d. Walking Trail Committee
 - i. Donna Imbrescia mentions that the walking trails are in rough shape and need to be cleaned up and is willing to get a group of volunteers together to help with this.
 - 1. Rocktown will send a notice to the community asking for volunteers.
- e. Occupancy concerns
 - i. There is a home on Buck Run Court that seems to have a lot of people coming in and out, so there are concerns about more than one family residing there.
 - 1. Bernard will reach out to the owner of the property.
- f. Rules & Regulations
 - i. There is a discussion about the rules not having consequences for violations, and the Board can decide if they would like to add fines to certain rules.
 - 1. The max fine is \$50 for the initial violation and then \$10/day can be assessed for up to 90 days if the issue has not been corrected.
- g. 'No Outlet' signage
 - i. At the entrance to the community, tire tracks can be seen on the island from where a tractor trailer attempted to turn around.
 - 1. Rocktown will reach out to VDOT to see if 'No Outlet' signs can be posted in the community.
- h. The Comcast and Verizon utility boxes were damaged in front of the Imbrescia's home and have not been addressed.
 - i. Rocktown will follow up with both companies.

11. Adjournment: 7:50pm (Michael L.)