



**Meadowbrook Property Owners' Association
Board Meeting Minutes
Tuesday, April 22, 2025 | 6:00pm
Location: Rocktown Realty Office & Zoom Videoconference
218 East Market Street, Harrisonburg, VA 22801**

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

Board Absentees: Nasir Jalal

Other Attendees: 3 owners are present via Zoom

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:01pm (Michael L.)
 - a. We have 4 of 5 Board members present; quorum has been established.
- 2. Review & approve previous meeting minutes from February 18, 2025:** Michael M. motions to approve the minutes as written, Michael L. seconds, motion carries.
- 3. Manager's Report:**
 - a. Vehicles – Rocktown received a few complaints about tractor trailer cabs being parked in the community and has reached out to owners as needed.
 - b. Trespassing – Rocktown has also received some concerns from owners about people walking through yards or on the walking trails, along with soliciting at homes.
 - i. Owners were instructed to report any suspicious activity to the Sheriff's Office.
 - ii. Because the streets are public, 'No Soliciting' signage cannot be installed by the association; however, individual owners are welcome to put up a sign/window sticker at their property to discourage solicitors.
 - c. Landscaping – Johnson's is working on cleaning downed limbs from the recent winds, along with any trash/debris found in common areas; they will only be charging a dump fee for this.
 - d. Delinquency – One owner has been filed on, but the case is being continued due to a signed payment agreement between the association and the owner.
 - i. There are 3 owners who are over \$700 past due, and they have been contacted to pay in full or set up payment plans to avoid filing.
 - e. Sales – 5 units have sold so far in 2025; there are currently two active listings and one under contract.
- 4. Financial Review (YTD, March 31st):** Through the end of March, we have a total operating income of \$21,662.22 and a total operating expense of \$30,269.63.



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- a. The discrepancy is from the delinquent owners, landscape invoice timing, and snow removal being higher than budgeted due to the unusual snow event in January and the added streets that have not been handed over to VDOT.

5. Old Business: None.

6. New Business:

- a. 2025 Annual Meeting – The Board agrees to hold this year's annual meeting at Horizons Edge again.
 - i. Rocktown will coordinate with Horizons and will send annual notices out about a month prior to the meeting.
- b. Retention Pond Maintenance – Rockingham County reached out to the association about the retention ponds in the community that will require maintenance, which will be an added cost to the association.
 - i. The county requires reports to be submitted for these ponds.
 - ii. Coleman Engineering completed an inspection of the ponds, and we are awaiting their report to address any needed maintenance.
 - iii. The regular maintenance can be done by the landscapers and will be added to their yearly contract and included in the association's budget moving forward.
- c. Power Wash Fence – Rocktown will reach out to the Cedar Point Board about splitting the cost to power wash the fence between the two communities.
- d. 4339 Cotswold ARC Request – The owner submitted a request to add a patio underneath their deck, and Michael M. and Larry have already stated their approval via email; we need one more approval to have a majority.
 - i. Michael L. and Steve both voice their approvals of the request.
 - ii. Rocktown will inform the owner that they can proceed with their project as submitted.

7. Member Input:

- a. Mr. Uzdánovics states that he has started the ARC project that had been approved by the Board and had been delayed; the fence will be coming in early May.
- b. Michael L. requests a reminder go out to the community regarding dogs being loose and off leash.



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- c. Michael L. requests an update from VDOT regarding the remainder of the roads being handed over.
 - i. Rocktown will follow-up on this.
 - d. The owner of 199 Suffolk and 4060 Romney states that they did clean up the vacant lot, but that there are still 3-4 large trees left from the previous owner, which was the developer.
 - i. Bernard suggests that they present the bill for the work they had done to Sam, who as the developer, has an obligation to address the issue.
 - ii. Mr. Uzdanevics suggests that a clause be added in the approval for new home construction to ensure that all debris and construction materials be cleaned up once the house has been completed and sold. This would help to protect the community from similar issues in the future.
- 8. Adjournment:** 6:39pm (Michael L.)
- 9. Next Meeting:** Annual Meeting – June 24, 2025 at 6:00pm