



**Meadowbrook Property Owners' Association  
Annual Meeting of Owners | Meeting Minutes  
Tuesday, June 18, 2024 | 6:00pm  
Location: Horizons Edge Sports Campus | Large Party Room  
325 Cornerstone Lane, Harrisonburg, VA 22802**

Board Attendees: Michael Morrison, Nasir Jalal, & Holly Early

Board Absentees: Michael Litwin, Larry Heatwole, & John Woods

Owner Attendees: We have 15 units represented in person and 61 by proxy, for a total of 76.

Management Attendees: Bernard Hamann & Kayleigh Sponaugle – Rocktown Realty

- 1. Call meeting to order & establish quorum:** 6:00pm (Michael M.)
  - a. The Bylaws state that 10% of owners must be represented by proxy or in-person attendance, which is 14 units.
  - b. We have 15 units represented in person and 61 by proxy, for a total of 76. Quorum has been established.
- 2. Proof of Notice:** Annual meeting notices were sent by email and USPS.
- 3. Review & approve previous meeting minutes from June 27, 2023:** A motion is made to approve the minutes as written, Michael M. seconds, motion carries.
- 4. Financial Review (YTD, May 31<sup>st</sup>):** Through the end of May, we have \$49,880.48 in total operating income and \$36,221.02 in total operating expense, for a net income of \$13,659.46.
- 5. Manager's Report:**
  - a. Walking Trails: The walking trails were cleaned up and blazed in the spring.
  - b. Dog Stations: Dog stations were installed in 4 locations around the community, and the landscapers will be maintaining them.
  - c. Flagpole: A new flagpole, equipment, and flag were installed at the entrance to the community, and some owners will coordinate in raising and lowering the flag as necessary.
  - d. Streetlight: One of the streetlights on Suffolk was reported to be out and was repaired.
  - e. Delinquency: There has been a large improvement from last year with dues collection.
  - f. Construction Sites/Equipment: Rocktown has had frequent communication as well as met with the builder about this and there has been some improvement.
  - g. Basketball Goals: All permanent hoops in the community have been removed.
  - h. Chickens: Rocktown received reports about some homes having chickens/chicken coops, which are not permitted per the Covenants.
    - i. Each owner was contacted to remove them, and all have been addressed.



**Meadowbrook Property Owners' Association  
Annual Meeting of Owners | Meeting Minutes**

**Tuesday, June 18, 2024 | 6:00pm**

**Location: Horizons Edge Sports Campus | Large Party Room  
325 Cornerstone Lane, Harrisonburg, VA 22802**

- ii. One owner provided documentation from a therapist that the chickens were for emotional support. Rocktown and the Board were advised by an HOA attorney that this cannot be challenged due to fair housing laws.
  - i. AirBNB: Rocktown received a report about a property in the association listed on the AirBNB site and reached out to the owner about taking it down.
    - i. As of today, they are working on removing the listing from the site and have blocked off any future reservations.
  - j. Amenities: There currently aren't any amenities in the community, and this is dependent on funding.
    - i. A community survey was done to gauge interest and a large majority of those who responded were against a basketball court, but the next largest response was for a phased approach for installation. The survey also showed interest in adding more native plants and trees and a picnic area or pavilion.
  - k. Inspections: Rocktown goes through the community regularly and reaches out to owners as needed for violations. The most issues frequently seen have been trailers and tractor trailers.
  - l. Rules & Regulations: These were put in place by the Board this year and are pulled from the Covenants & Restrictions.
  - m. ARC Design Standards/Process: The Board also created architectural guidelines for the community.
    - i. Any exterior modification requires an application to be completed, submitted, and approved. This would include any changes to colors on the exterior of the property, such as doors, shutters, etc.
- 6. President's Report:** None.
- 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. At this time, there are 3 Board members whose terms will be up this year.*
- a. Holly is stepping down and John Woods is moving. Michael Morrison is willing to run again.



**Meadowbrook Property Owners' Association  
Annual Meeting of Owners | Meeting Minutes  
Tuesday, June 18, 2024 | 6:00pm  
Location: Horizons Edge Sports Campus | Large Party Room  
325 Cornerstone Lane, Harrisonburg, VA 22802**

- b. Steve Johnson volunteers to be on the Board.
- c. A motion is made to elect Steve Johnson and re-elect Michael Morrison to the Board, this has been seconded, and the motion carries.

**10. General comments/questions:**

- a. Holly would like for the community to have a reusable sign for the community yard sale in August each year.
  - i. Rocktown will reach out about having one created.
- b. There are still tree limbs behind Cotswold that have not been cleaned up.
  - i. Rocktown will follow-up with the landscaper.
- c. There is a large tree behind 4320 Wiltshire that appears to be dead, and the owner is concerned about if it were to fall.
  - i. Rocktown will look at this during the next inspection.
- d. There is trash along the fence behind Cotswold that needs to be picked up.
  - i. Rocktown will contact the landscaper about this.
- e. An email address will be added to the ARC application on the website, so owners will know who to send them to.
- f. The bridge on Wiltshire needs to be sanded and painted.
- g. The walking trail will need regular maintenance.
- h. The trail behind Buck Run and Tanners Court needs attention.
- i. The common area between 4260 & 4290 Wiltshire is regularly missed.
  - i. Rocktown will contact the landscaper.
- j. The power point that was presented tonight with the rules and ARC information will be posted to the website.
- k. There is a dog that is frequently seen off leash on Cotswold and incessantly barks when outside.
  - i. Rocktown has contacted the owner of the dog and recommends that the Sheriff's Department be contacted about this the next time it occurs.
- l. The original plan for Meadowbrook did not include streetlights, but it is something that can be looked into.
- m. Not all roads in the community have been handed over to VDOT; there is a punch list from them that the developer must take care of in order for this to happen.
  - i. Rocktown will follow-up with Sam for an update.
- n. How much should be in reserves for Meadowbrook?
  - i. There currently aren't any amenities, so there is no need for a reserve study, thus no need for capital reserves to be collected at this time.

**11. Adjournment: 7:20pm**