

**Northfield Estates POA**  
**Board of Directors Meeting Minutes**  
April 10, 2025 | 6:00 PM  
Location: Rocktown Realty (via Zoom)  
218 East Market Street, Harrisonburg, VA 22801

**Board Attendees:** Brian Nixon, Ed Price, Rachel Gagliardi, Markita Madden-Puckett, Dana Cornett

**HOA Management:** Bernard Hamann, Adrianna Ladd – Rocktown Realty

1. **Call Meeting to Order & Establish Quorum:** 6:02 PM (President Brian Nixon)
2. **Approval of Minutes from Previous Meeting (1/9/25):** Rachel motions to approve the minutes as written and Brian seconds — motion passes.
3. **Financial Review (through 3/31/25):** Total cash on hand was \$148,970.37. Total operating income was \$27,136.27 and total expense were \$20,211.67, giving the association a year-to-date net income of \$6,924.60.
4. **Manager's Report**
  - a. **Fine Structure & Towing Policy:** The newly approved fine structure and towing policy has been distributed to homeowners via email and added to the Northfield page on the Rocktown website. Rocktown also hung the policy on all doors in the community to ensure any homeowners without emails or tenants are aware of the rules.
  - b. **Trash:** Rocktown has received multiple complaints about trash blowing around within the community. Curb Appeal's current contract includes weekly trash pickup in the community, but only in the areas that are mowed, meaning any trash within wooded areas is not addressed. We've asked Curb Appeal for pricing for trash pickup in the wooded areas.
    - Brian requests that a walkthrough be scheduled with the landscapers to review areas in the community that need work. Rocktown will facilitate scheduling of this walkthrough.
  - c. **Townhouse Grading:** Curb Appeal did work at the end of the 823 row of townhouses; however, the area continues to be driven over as people back in and out of parking spaces. Their suggestion is installing a drain to catch the water and take it out of that area. We have requested pricing for this project and will send that to the Board for review as soon as we receive it.
  - d. **Tree Care - 954 Northfield:** The owner of 954 reached out to us after a storm

about a large branch that had come down. We had that cleaned up, but additional branches have fallen since. The owner has requested that the health of the tree be assessed given how many branches have fallen in order to prevent any significant damage to properties.

- The Board gives Rocktown approval to schedule an arborist to check the health of the tree.
- e. **Entrance Visibility:** BJ Crawford with the city of Harrisonburg went out to look at the entrance of the community for any visibility concerns. We spoke with him this week, and he said that there were no cars parked near the entrance when he visited, so visibility was not a concern. He will take another look now that things are growing again. The city is limited in their ability to move or install additional no parking signs, but he said parking within a certain distance of a stop sign is not allowed, and if there's nothing he can do to help with visibility, he will ask the Harrisonburg PD to patrol the area more frequently for parking violations.
- Markita mentioned that speed is also an issue within the community. Rocktown will discuss this with the City.
- f. **HCAP:** Bernard will set up a site visit with Chris Coggins to determine if the HCAP program would support any plantings in common areas.
- g. **Delinquency:** There are currently 15 owners behind on dues. One owner has a significant balance over \$1,000, and they have been filed on in court. That court date is the 22<sup>nd</sup> of April if their balance has not been paid off in advance. We continue to send delinquency reminders to all owners with balances via email & USPS.
- h. **Sales:** Since our last meeting in January, 843 Northfield sold for \$245,000. 922 Northfield is currently pending for \$239,900. 831 Northfield is currently for sale by owner and listed at \$235,000.

## 5. Old Business

- a. 2025 Annual Budget: the approved budget has been posted on the website.
- b. CTA: the latest update on the Corporate Transparency Act (CTA) is that it has been tabled indefinitely.

## 6. New Business

- a. ARC - 721 Northfield: 721 Northfield changed the exterior color of the townhome without going through the ARC process. The Board agreed that the new color looks nice, so Rocktown will just send a reminder to the owner that any exterior changes need to be approved in advance.

## 7. Open Forum for Owners

- a. Brian requests that Rocktown's inspection reports be sent to the Board.
- 8. **Date of Next Meeting:** Thursday July 10, 2025 at 6:00 PM – Rocktown Realty
- 9. **Adjournment:** 6:36 PM (Brian)

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