Northfield Estates POA

Annual Meeting of Owners

Meeting Minutes

September 25, 2025 | 6:00 PM
Location: Lucy F. Simms Center – Room 101
218 East Market Street, Harrisonburg, VA 22801

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

Owners: Eva Hayden, Kathy Beery, & Audrey Shenk

HOA Management: Bernard Hamann & Erica Crawford – Rocktown Realty

1. Call Meeting to Order & Establish Quorum: 6:05PM (President Brian Nixon)

2. Financial Review (through 8/31/25): Total cash on hand was $143,671.11. Total operating income was $75,510.33 & total operating expenses were $59,462.05, giving the association a year-to-date net operating income of $16,048.28.

3. Summary: The Northfield State HOA board meeting began with introductions of new manager Erica Crawford and covered financial updates, including operating income and expenses that were slightly below and above budget respectively. The board addressed various community issues including mailbox configurations, trash accumulation, and tree-related concerns, while also discussing plans for translating governing documents into Spanish and implementing new communication strategies. The conversation ended with board composition updates and the election of Kathy Davis to fill an open seat, along with plans for upcoming community events and future board meetings.

4. Manager's Report
    a. Landscaping: Rocktown addressed concerns with the landscaping vendor, ranging from ruts in wet yards to ensuring that gates are properly closed. Rocktown has also discussed different options for fixing the drainage issue at the bottom of the townhouse parking lot. Snow removal is an HOA responsibility in the town home section, while the city addresses all other paved areas.
    b. Mailboxes – All cluster mailboxes are scheduled to be replaced next year.
    c. Inspections/Violations: A number of violations have been addressed, and Rocktown will continue following up with the other owners about ongoing issues.
    d. Parking: Rocktown continues to receive complaints about parking in the town home section. Rocktown has taken measures to inform residents on parking restrictions and have hung notices in English & Spanish on doors.

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e. Delinquency: 6 owners are >$500 delinquent.

f. Community Reminders: Emails were sent to all owners with some general reminders. These are also translated into Spanish and can be sent periodically to everyone to cover a variety of topics.

g. Sales: in 2025, six units have gone under contract, and seven of these have sold, with sale prices ranging from $230,000-$275,000.

5. Old Business: None

6. New Business:
   a. Fence request at 727 Northfield, where concerns were raised about maintaining access for landscapers and utility workers, with the board considering requiring a design that would accommodate zero-turn mowers while maintaining appropriate setbacks.
   b. Translate Bylaws into Spanish – Motion by Rachel, 2nd by Brian – Motion Passed

7. Board Elections:
   a. The Covenants call for a Board of 6 members, serving staggered terms of 3 years. Brian Nixon, Ed Price, Rachel Gagliardi, and Markita Madden-Puckett remain as sitting Board Members each with one year remaining. Dana Cornett remains as sitting Board Members with one year remaining. Rachel motions to elect Kathy Beery to the Board for a 3 years term. Brian seconds the motion. The motion passes.

8. Date of Next Meeting: 6pm on January 29, 2026

9. Adjournment: 7:04PM (Brian Nixon)

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