



Madison Manor POA
Annual Meeting of Owners Meeting Agenda
September 3rd, 2026 | 6:00PM
Location: Rocktown Realty (via Zoom)
218 East Market Street, Harrisonburg, VA 22801

Board Attendees: Devon Leeper, Julie Hamann, Thabo Fisher, & Maggie Zheng

Board Absentees: Brent Loope

Other Attendees: We have 69 owners in attendance via Zoom and by proxy.

Management Attendees: Bernard Hamann & Sara Pittella – Rocktown Realty

1. **Call meeting to order & establish quorum (25% = 30 units):** 6:00pm (Devon).
 - a. We have 69 units represented via Zoom and by proxy; quorum has been established.
2. **Proof of notice:** Annual Notices were sent via SignWell to all owners.
3. **Approval of minutes from previous meeting (September 4th, 2025):** Maggie motions to approve the minutes as written, Julie seconds, motion carries.
4. **Community Update:**
 - a. **Water Leaks & Quest-** There have been numerous Quest repairs made this past year, in both condo buildings and townhomes. There is a variance in the budget due to a reclassification of plumbing repairs from non-operating to operating expenses.
 - b. **Quarterly Pest Treatments (UglyBug)-** The most recent pest treatment was completed on June 8th, and the next one is being performed on September 17th.
 - c. **Key Audits-** The last key audit was performed in April, and the next one is being performed on September 4th. Owners will be contacted if keys do not work.
 - d. **Security Cameras-** Nothing of note; cameras continuing to come in handy this past year.
 - e. **Community Packets-** Have recently been distributed and included important information like parking information, important phone numbers, and rules and regulations.
 - f. **Delinquency-** 3 units are over the \$1,000 threshold and will be contacted and advised to remit payment to avoid liens being filed.
 - g. **Sales & Occupancy-** 1 condo spent 11 days on the market before selling for \$193,000 and 1 townhome spent 3 days on the market before selling for \$220,000. Occupancy has been slower than usual due to an over-supply of rental properties.
5. **Contractor Review:**



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- a. Curb Appeal- This year trees have been planted, as well as seasonal flowers. In the fall, will ask for new seasonal plantings at entrances.
 - b. Ugly Bug Termite & Pest Control- Quarterly treatments are proving helpful for roach prevention and control, we are satisfied with services rendered.
 - c. Waste Management- Satisfied with services rendered.
 - d. Salmi Cleaning Services- Satisfied with services rendered, continuing to clean laundry room & breezeways.
 - e. Utility Billing Services- Nothing of note.
6. **2026 Year-to-Date Financial Review (through 8/31/26):** Total cash on hand is \$91,914.69, with total assets of \$425,395.38. Total liabilities and capital are also \$425,395.38. Total operating income currently is \$269,682.35 and total expenses are \$136,791.28, for a net income of \$18,024.03.
7. **Old Business:**
 - a. Breezeways- Julie expresses concerns about the appearance and maintenance of the breezeways, noting that they detract from the overall look of the buildings. We are awaiting vendor input regarding an epoxy-like coating and its practicality, cost, etc.
8. **New Business:**
 - a. 1018-9 Service Charge- A portion of a service charge (\$93.75) was billed to the owner of unit 1018-9 and they disputed the charge; they presented their case to the Board, and the Board ruled in their favor. The charge was removed from their account and billed to unit 5.
 - i. The owner of unit 1018-1 reported a leak in their ceiling; VMS went to investigate, and found the HVAC unit in 1018-5 was leaking. While in 1018-5, they noticed a leak on their utility closet ceiling and went into 1018-9 to investigate. An HVAC unit was draining improperly in 1018-9 and owner was notified. The service call for the original leak in 1018-1 was charged to both units 5 and 9.
 - ii. As the owner, Maggie recused herself from voting. Devon, Julie, and Thabo voted in the owner's favor and to bill the service call entirely to unit 5.



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- b. Modernization of Community:
 - i. Railings, handrails, and balcony railings: Julie mentions that the building would look more modern and contemporary if the handrails, railings, and balcony railings could be changed/updated. The group discussed the impact and practicality of replacing railings on stairways, as it would impede their use while the work was being performed.
 - ii. An owner inquired about replacing the vinyl siding on the townhouses, citing the pastel colors are dated, faded, and worn. According to the Reserve Study, the siding is still 8-10 years away from needing to be replaced. Since pulling the funds from the reserve study early would impact the other reserve projects, an alternative solution of painting the siding was proposed. The group decided to reach out to vendors to investigate further.
 - c. Bats- Bat tubes are being installed by GM7 on September 8th; they will also be filling and repairing any holes or gaps on the buildings that could prove to be access/entry points for bats to re-enter the units.
 - d. Quest- An owner inquired about replacing all quest piping in units as needed, instead of patching and repairing a section at a time. Currently, when quest pipes leak, we assess the damage to see if a partial repair is sufficient, or if the damage is extensive enough in the unit to warrant a total tear-out and replacement. Full replacement would require further discussion and consideration.
9. **Board of Directors Elections:** Julie Haman motions to keep the Board, Carlos seconds; call to vote, all in favor; motion passes.
10. **Adjournment:** Julie motions to adjourn, Maggie seconds, motion carries at 6:52pm.