



BRIAR RUN ESTATES HOMEOWNERS ASSOCIATION, INC.

HOA Newsletter

FALL 2020

Board of Directors

Joe Bosco – President/Treasurer

Becky Dingus – Vice President

Barbara Sobol - Secretary

Next meeting: **The Annual Meeting will be in January/February 2021 (more details to come).** Residents are welcome and encouraged to attend!

www.BriarRunHOA.org

2021 Budget

Included with this newsletter is the approved operating budget for fiscal year 2020. The Board of Directors has reviewed the past year's expenses and estimated the needed funds for expenses in 2021. **Due to the recommendation of reserve study as well as the recommendation of the Board of Directors, the quarterly assessment has been increased modestly by \$4.13 from \$94.87 per quarter to \$99 per quarter.** This increase is for contributions to the reserve account to help pay for items such as road improvement/replacements. Watch for more on this issue to come .

You will receive a billing notice several weeks prior to each quarterly due date – the January billing notices will be mailed in December.

Owners who participate in automatic debit through Clagett will not need to take any action or have enrolled online through the Clagett website or the HOA's bank (Alliance) – the debits will continue. If you use a bill pay system through your bank, please ensure your payment includes your account number and is mailed to the address on the statement.

Housekeeping!

Please keep in mind several basic "must adhere to" items when it comes to the maintenance of your property:

- Algae needs to be cleaned off siding
- Grass must be trimmed (including grass/weeds in the beds and tree circles) on a frequent and consistent basis
- On-street parking is not permitted (with the exception of non-routine get-togethers, etc.); this includes cul de sac parking

As we move into Winter, please also:

- Prune back perennials and tidy-up your landscaping
- Turn your hose bib off to avoid frozen pipes



**Briar Run Estates
c/o Clagett Management**
115 North Queen Street
Martinsburg, WV 25401

Community Manager:
Marla Elkon
E-mail:
melkon@clagett.com
Phone:
304-596-6630 x1102

Please contact Marla with any questions or concerns at the above email or phone number.

Financial Corner

The most recent balance sheet (9/30/2020) reflects that the Association has the following funds:

Operating Cash:	\$45,669
Capital Reserves:	\$69,831
Contingency Reserves:	\$5,566

Capital Reserves are used for items such as road paving.

One of Clagett's responsibilities on behalf of your Homeowners Association is to assure that quarterly homeowners' dues are received and in timely fashion. The Association aggressively pursues delinquent accounts, first with a lien on the property, and then by turning the account over to a local collections attorney to file suit, garnishment, etc. If you get behind in your payments, please contact the management office (melkon@clagett.com) to discuss arranging a repayment plan prior to allowing your account to accrue further fees or property liens.

Signs

Although it is great to display your political views or signs of contractors you have hired, they are not allowed to be displayed in your community. Please see our Covenants #10 in the first section: ***"No signs, billboards, or advertising devices of any kind, except those used in any subsequent sale of the property, shall be placed or otherwise installed on any lot or building within the subdivision...."***

Trash and Recycling

We have noticed an increase of trash and recycle bins left out and/or not storing them out of public view. The community documents state bins are not permitted to remain in public view except on collection days. **If storing your bin on the side of your home, please make sure it is not visible from the front.**

How May You Pay Your Assessment?

You've got options! There are numerous ways to pay the quarterly HOA assessment; you may even pay it all at once! Many owners pay for the full year when they receive the first invoice in January – if you wish to do this, or pay ahead for any portion of the year, simply increase your payment amount to cover the period you wish to pay. The "overpayment" will remain as a credit on your account and applied as each quarterly assessment is billed.

Here are your payment method options:

In person at the Clagett Management office (no cash)

Snail mail to the address on the invoice, which is the bank payment processing center in Las Vegas, NV

Use your personal bank "online bill pay" service and use the remit address on the invoice (again, Las Vegas, NV)

Make a one-time payment directly with the HOA's bank (access via www.Clagett.com, click on "Payments")

Set up recurring payments directly with the HOA's bank (access via www.Clagett.com, click on "Payments")

If you require assistance with any of these methods, just reach out to your community manager.

Snow Removal Expectations

The HOA has once again contracted with JPM Landscapes for snow removal services this year. Plowing will not generally begin until accumulation has reached 3". During snow events, no vehicles should be parked on the street, as they will hinder snow removal operations.

Wildlife in the Neighborhood!

Recent sightings of skunks and raccoons in our neighborhood have been reported. After arriving home one night following a long day of work, one neighbor was trapped in her car for 30 minutes while she waited for skunks to depart from her driveway and home. For guidance and assistance in such circumstances – nuisance wildlife -- you may call the WVDNR (West Virginia Division of Natural Resources) at 304-822-3551; their offices are open 8:30a-4:30 pm M-F. Though not required to do so, they may be able to send someone to help. Our local Animal Control deals with domesticated animal problems; the DNR deals with wildlife.

Two important things to remember:

1. Please do not feed the wildlife! (we have had reports of such, and also of trapping of wildlife)
2. Wildlife animals may carry rabies!!

Parking! Or Not!

All of us have driveways, and some of us have garages. Both were designed to accommodate our personal vehicles. Many personal cars and trucks are being parked on the street, however, and many in our cul-de-sacs are being parked “head-in.” Head-in parking in our cul-de-sac circles restricts the turning areas which were carefully designed with radiuses to accommodate large emergency vehicles which could arrive unexpectedly anytime of the day or night in our neighborhood.

Some vehicles are even being parked on the grass!

Happily there’s good news! There is a solution: **widening and/or extending our driveways**. We strongly encourage this, and you will notice many examples of your neighbors who have already done it. And beautifully! It will enhance your property, no doubt add value to your home, and it will keep our neighborhood more attractive (and safe) with vehicles off the grass and off the streets.

Why not Google “pave my driveway” and get an estimate from a local provider?

Please remember if you plan on widening or extending your driveway, please submit an Architectural Review Committee (ARC) Form to Marla Elkon at melkon@clagett.com for review.



BRIAR RUN ESTATES OWNERS ASSOCIATION

2021 Budget DRAFT

BRE-368

Based on 134 units

	2020 Budget	2020 PROJECTED	2021 DRAFT
INCOME			
Assessments	50,850	51,420	53,064
Late Fees	1,000	1,675	1,200
Cost of Collections	1,000	1,159	1,000
Legal Fees Income	500	1,701	800
Reserve Transfer	0	0	0
Reserve Interest	500	485	485
TOTAL INCOME	53,850	56,440	56,549
Capital Reserves Deposits	5,000	5,000	8,500
Contingency Reserves Deposits	0	0	0
Available Income	48,850	51,440	48,049
EXPENSES			
Website Maintenance	160	165	165
Insurance	1,080	1,072	1,072
Licenses & Fees	26	26	26
Meeting Room Rental	160	150	150
General Office Expense	75	75	75
Postage/Mailing	1,250	1,350	1,500
Printing & Reproduction	1,250	1,200	1,300
Misc. Expense	100	130	130
Tax Preparation	250	255	265
Management Fee	12,462	12,462	12,462
Legal - Collections	2,500	4,000	2,500
Legal - General	100	0	100
Electricity	8,500	8,000	8,000
Landscape Contract	7,500	7,950	7,950
Additional Landscaping	1,500	4,000	1,000
Snow Removal	10,000	10,000	10,000
Signs Repair/Replacement	300	300	300
General Maintenance/Repair	300	300	300
Operating Contingency	837	0	269
Reserve Interest	500	485	485
Reserve Expense	0	0	0
TOTAL EXPENSES	48,850	51,920	48,049
Available Income	48,850	51,440	48,049
Total Expenses	48,850	51,920	48,049
Ending Cash Balance	0	-480	0