



BRIAR RUN ESTATES HOMEOWNERS ASSOCIATION, INC.

HOA Newsletter

FALL 2019

Board of Directors

David Puppos – President/Treasurer

Joe Bosco – Vice President

Barbara Sobol - Secretary

Next meeting: **The Annual Meeting will be in January 2020 (more details to come).** Residents are welcome and encouraged to attend!

www.BriarRunHOA.org

2020 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 2020. **For now, there will be no increase in the quarterly assessment.** The assessment remains \$94.87 per quarter.

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.

Financial Corner

The most recent balance sheet reflects that the Association has the following funds:

Operating Cash: \$33,674

Capital Reserves: \$64,306

Contingency Reserves: \$5,552

Capital Reserves are used for items such as road paving. 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.

Exterior Modifications

Any exterior home projects and improvements such as decks, fences, major landscaping, exterior color changes, storm door additions, etc, please remember you need to submit for approval of these changes. It might seem tedious, but ultimately it protects you and your neighbors home value. **Please contact Marla Elkon at melkon@clagett.com for an Architectural Change Form.**



**Briar Run Estates
c/o Clagett Management**

115 North Queen Street
Martinsburg, WV 25401

NEW! Community Manager:

Marla Elkon

E-mail:
melkon@clagett.com

Phone:
304-596-6630 x1102

Please welcome Marla Elkon as your new Community Manager! You may contact her with any questions or concerns at the above email or phone number.

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

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.**

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....”***

Check Out the Website!

Briar Run Estates has a website that is available to all members – **www.BriarRunHOA.org**. The website is the place to find HOA information including the governing documents, meeting minutes and newsletter archives, and financial information. Please keep in mind that the information posted on the website is relevant to Briar Run Estates HOA (Phases I-3) only.

HOA vs. BOD

To alleviate confusion, here are the differences between HOA and BOD:

HOA = Homeowners Association: This is the legal entity that in this case is “Briar Run Estates Homeowners Association, Inc.” It is a registered WV corporation, and is subject to certain legal requirements. These include obtaining and renewing an annual WV business license, filing taxes, electing directors/officers, etc. The HOA also carries insurance, contracts with vendors (i.e. landscape, snow removal), collects assessments and pays bills, etc. Many HOAs, including Briar Run Estates Homeowners Association, Inc., contract with a local management company to handle many of the administrative tasks, under the direction of the Board of Directors. By law, each HOA in WV must have an annual meeting, open to all of its members to attend.

BOD = Board of Directors: These are the community member volunteers who were elected by all of those who voted. In Briar Run Estates Homeowners Association, Inc., there are three Directors who comprise the BOD. The governing documents give them the responsibility and authority to make decisions on behalf of the community at large. Directors typically hold a 3-year term from the date of election, and one Director seat is up for re-election annually. Although a management company is hired to take on the administrative tasks of the HOA, the Board of Directors is the ultimate authority for all decisions.

Briar Run Community

As many Briar Run residents are aware, there are several phases within the Briar Run community. Some may not fully understand what this means and/or how each phase may differ.

Please see the enclosed map of Briar Run that shows the 3 distinct sections. This is to show the delineation of the HOAs. **You are in Briar Run Estates Homeowners Association, Inc (Phase 1,2,3).**

- Briar Run Estates Homeowners Association, Inc. (Phase 1,2,3)
- Phase 4 (No HOA)
- Unit Owners Association of Briar Run, Inc. (Phase 5,6)

Please see the attached information sheet with community map for additional information.

BRIAR RUN ESTATES OWNERS ASSOCIATION**2020 Budget****BRE-368**

Based on 134 units \$379.48 per year

	2019 Budget	2019 Actual/Proj	Variance	2020 Budget
INCOME				
Assessments	50,850	51,609	759	50,850
Late Fees	1,000	1,500	500	1,000
Cost of Collections	750	1,400	650	1,000
Legal Fees Income	1,000	500	(500)	500
Reserve Transfer	0	0	0	0
Reserve Interest	0	500	500	500
TOTAL INCOME	53,600	55,509	1,909	53,850
EXPENSES				
Website Maintenance	120	156	-36	160
Insurance	1,075	1,072	3	1,080
Licenses & Fees	26	26	0	26
Meeting Room Rental	160	160	0	160
General Office Expense	0	45	-45	75
Postage/Mailing	1,000	1,250	-250	1,250
Printing & Reproduction	900	1,250	-350	1,250
Misc. Expense	100	0	100	100
Tax Preparation	200	245	-45	250
Management Fee	12,462	12,462	0	12,462
Legal - Collections	4,000	1,500	2,500	2,500
Legal - General	1,000	0	1,000	100
Electricity	8,700	8,000	700	8,500
Landscape Contract	6,972	7,500	-528	7,500
Homeowner Mowing	0	0	0	0
Additional Landscaping	1,200	0	1,200	1,500
Large Tree Removal	0	514	-514	0
Snow Removal	10,000	8,000	2,000	10,000
Signs Repair/Replacement	200	200	0	300
General Maintenance/Repair	300	300	0	300
Operating Contingency	185	0	185	837
Reserve Interest	0	0	0	500
Reserve Expense	0	0	0	0
TOTAL EXPENSES	48,600	42,680	5,920	48,013
Available Income	48,600	50,509	1,909	48,850
Total Expenses	48,600	42,680	-5,920	48,013
Ending Cash Balance	0	7,829	7,829	0