



BRIAR RUN ESTATES HOMEOWNERS ASSOCIATION, INC.

HOA Newsletter

WINTER 2022

Board of Directors

Joe Bosco – President

Becky Dingus – Vice President

Barbara Sobol - Secretary/Treasurer

Next meeting: **The Annual Meeting will be held virtually on February 22, 2022 at 6:30 PM.** Residents are welcome and encouraged to attend!

www.BriarRunHOA.org

Financial Corner

The most recent balance sheet (December 2021) reflects that the Association has the following funds:

Operating Cash:	\$48,927
Capital Reserves:	\$79,227
Contingency Reserves:	\$5,573

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.

'Tis the Season

Please be sure to lock your vehicles and your homes to avoid any unwanted intruders lurking in your personal belongings. This time of year is full of fun and laughter but it also brings out theft in vehicles and homes. Protect your valuables!

Housekeeping!

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

- Prune back perennials and tidy-up your landscaping
- Turn your hose bib off to avoid frozen pipes
- Trash/Recycle cans keep out of public view
- Clean up after your dog if they dispose on other people's property or common areas



**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

Problem Street Light?

If you notice a street light that is not working properly, please note the location of the fixture (address it is in front of), or even better, the pole number (located on a round emblem). Once you have that information, either call or email Marla at Clagett Management to report it, or notify Potomac Edison directly by calling 1-888-544-4877.

Snow & Parking

Parking is often a concern within the community, but it becomes even more so during the winter snow events.

The HOA has once again contracted with JPM Landscaping for snow removal services this year. Plowing will not generally begin until accumulation has reached 3", however, each storm brings a unique set of circumstances that may affect the service plan. During snow events, please do not park your vehicles on the streets, as they will hinder snow removal and risk being damaged by plowing.



2022 Annual Meeting

In accordance with the By-Laws of Briar Run Estates, notice is hereby given that the Annual Meeting will be held virtually on **Tuesday, February 22, 2022, 6:30 PM.**

The purpose of this meeting will be to review the affairs of the Association, elect three (3) members to the Board of Directors, and to provide an opportunity for residents to voice their comments and/or concerns regarding the community.

Due to the nature of the virtual meeting, there will be no nominations or voting virtually.

2022 ANNUAL MEETING AGENDA

- I. Call to Order
- II. Proof of Notice of Meeting
- III. Reading/Approval of Prior Meeting Minutes
- IV. Reports
- V. Election of Directors
- VI. Unfinished Business
- VII. New Business
- VIII. Adjournment

This agenda is subject to change prior to the meeting.

Briar Run Estates Owner's Association, Inc.

Clagett Management WV VA, LLC
115 North Queen Street, Martinsburg, WV 25401
304-596-6630 • Fax 304-596-6635

January 21, 2022

2022 ANNUAL & BUDGET MEETING NOTICE

Dear Briar Run Estates Homeowner:

The **2022 Annual & Budget Meeting** of the **Briar Run Estates Owner's Association, Inc.** will be held virtually on **Tuesday, February 22, 2022, 6:30 PM.** The login information is as follows: If joining by computer please go to: **<https://global.gotomeeting.com/join/888669813>**. If joining by phone, please call **(224) 501-3412**, then when prompted, enter Access Code **888-669-813**.

The purpose of the meeting will be to review the operations of the Association, review the 2022 budget, elect three (3) members to the Executive Board, and to discuss any questions or concerns the membership may have.

Three (3) nominations have been received to fill the expiring terms on the Executive Board. Due to the virtual meeting forum, nominations will **NOT** be accepted from the floor at the meeting. Members must be in good standing to vote and/or serve on the Board.

Enclosed is an **Agenda, 2021 Annual Meeting Minutes, 2022 Budget, Ballot and Proxy.**

Please complete **BOTH** the ballot and proxy and return it to Clagett Management via mail, email, or fax by **Friday, February 18, 2022 as ballots will NOT be accepted at the meeting.**

If you have any questions regarding this notice, please do not hesitate to contact me. We hope to see you virtually on February 22nd!

Respectfully,

Marla Elkon

Marla Elkon, CMCA
Community Manager, WV Division
Clagett Management WV VA, LLC
melkon@clagett.com

Enclosures: Agenda, 2021 Annual Meeting Minutes, 2022 Budget, Ballot and Proxy

Briar Run Estates Owner's Association, Inc.
2022 ANNUAL & BUDGET MEETING AGENDA

Tuesday, February 22, 2022
6:30 PM

AGENDA

Call to Order

Proof of Notice of Meeting

Approval of Prior Meeting Minutes

Reports

- Financial
- Presidents Pointe
- Capital Reserve and Road Repair
- Annexation to Ranson

Election of Directors

Unfinished Business

New Business

- Formation of Annexation Committee

Adjournment

A brief Organizational/BOD meeting is scheduled immediately following the Annual Meeting.

BRIAR RUN ESTATES OWNERS ASSOCIATION, INC.

2021 ANNUAL MEETING MINUTES

February 25, 2021

Homeowners Present:

Screen shot available for virtual attendance

Others Present:

Marla Elkon, Community Manager

Call To Order and Establish Quorum:

The meeting was called to order at 6:08 PM by Marla Elkon and was held virtually. The quorum requirement is 10 homeowners by proxy or in attendance. Therefore, quorum was met by 11 Lots represented in person or by proxy. Screen shot served as the official record of those present.

Proof of Notice of Meeting:

Meeting packet was mailed January 26, 2021 with an updated postcard sent on February 5, 2021 that served as proof of meeting.

Review/Approval of Prior/Annual Meeting Minutes:

MOTION was made by Alan LaBoda and seconded by Joe Bosco to approve the minutes of the 2020 Annual Meeting, with a minor edit to update the quorum requirement. Motion passed unanimously.

Financial Report:

Marla Elkon provided a detailed review of the current financial report as of January 31, 2020 with the addition of discussion of the 2021 budget. Marla Elkon is to provide an update explanation of the balance sheet as well as an Income Statement for the previous year to show actual expenses.

Election:

There were three open positions for election. Call for nominations were sent December 21, 2020. Joe Bosco, Becky Dingus and Barbara Sobol self-nominated. MOTION to approve by acclamation made by Alan LaBoda and seconded by Karen Davis.

Unfinished Business

Discussions were had wanting a dumpster day in the Spring for yard waste and trash (if feasible). Marla Elkon will contact several companies to gather current costs.

New Business

Joe Bosco presented the recommendations of the 2019 Capital Reserve Study to increase annual assessments by \$60 per household (\$15 per quarter) each year, over the next three years, to prepare the capital reserve fund for pavement repair costs projected to be needed in 2023. There were no objections to the proposed increases during the meeting, but discussions included ways to get a better understanding of needed paving work and sources of through traffic. The discussions included but not limited to: review of pavement conditions and repair with paving contractor; dialogue with Ranson about annexation and President's Pointe traffic; dialogue with Jefferson County about through traffic.

Adjourn:

There being no further business, MOTION was made by Barbara Sobol and seconded by Alan LaBoda to adjourn. The meeting was adjourned at 7:46 PM.

*Minutes submitted by M. Elkon,
Community Manager*

BRIAR RUN ESTATES OWNERS ASSOCIATION**2022 Budget**

Based on 134 units

	2021 Budget	2021 Projected	2022 Budget
INCOME			
Assessments	53,064	50,564	64,320
Late Fees	1,200	1,845	0
Cost of Collections	1,000	2,000	2,000
Legal Fees Income	800	2,200	2,000
Reserve Interest	485	485	0
TOTAL INCOME	56,549	57,094	68,320
Capital Reserves Deposits	8,500	8,500	20,000
Contingency Reserves Deposits	0	0	0
Available Income	48,049	48,594	48,320
EXPENSES			
Website Maintenance	165	165	165
Insurance	1,072	1,072	1,072
Licenses & Fees	26	26	26
Meeting Room Rental	150	0	100
General Office Expense	75	22	75
Postage/Mailing	1,500	1,200	1,200
Printing & Reproduction	1,300	775	900
Misc. Expense	130	20	20
Tax Preparation	265	265	265
Management Fee	12,462	12,462	12,462
Legal - Collections	2,500	4,700	5,000
Legal - General	100	0	0
Electricity	8,000	7,800	8,000
Landscape Contract	7,950	7,950	7,950
Additional Landscaping	1,000	1,000	1,000
Snow Removal	10,000	15,000	10,000
Signs Repair/Replacement	300	0	0
General Maintenance/Repair	300	1,200	0
Operating Contingency	269	0	85
Reserve Interest	485	485	0
TOTAL EXPENSES	48,049	54,142	48,320
Available Income	48,049	48,594	48,320
Total Expenses	48,049	54,142	48,320
Ending Cash Balance	0	-5,548	0

Mailed, faxed, or emailed Proxy/Ballot MUST be received by Noon on Friday, February 18, 2022 to be counted.