

ACCEPTED

Briar Run Estates Owners Association, Inc. 2025 ANNUAL MEETING MINUTES

Thursday, April 10, 2025
7:00 PM

- I. Call to Order – Meeting called to order at 7:00 pm by Joe Bosco. The following owners were in attendance:
- a. Sean & Alice Hanigan 17 Hare Ct.
 - b. Purvis & Bette Hayes 153 Thumper Dr.
 - c. Chad Mossburg 53 Bugs Ct.
 - d. Jason Hills 80 Briar Run Dr.
 - e. Brandon & Brennan Poff 26 Bugs Ct.
 - f. Teresa Forsyth 28 Mopsy Ct. (via phone)
 - g. Judy Ott 89 Cottontail Dr.
 - h. Joe Bosco 140 McGregor Dr.
 - i. Barbara Sobol 42 Bugs Ct.
 - j. Having received 13 proxies for quorum. The quorum requirement for the meeting was met.
- II. Approval of Prior Meeting Minutes – Members reviewed minutes of 2024 annual meeting. There were no questions or corrections. Sean Hanigan moved to accept minutes; second by Barbara Sobol; unanimously accepted.
- III. Reports and Review of 2025 Budget
- a. Contractors – Joe Bosco reviewed the Board’s decision in 2024 to change Landscaping and Snow Removal contractors. Contracts were re-bid among four contractors. Selected contractor was AOK Landscaping. Chad Mossburg criticized the snow removal, because it was not as good as Flowing Springs Road. Joe Bosco explained that the WV DoH services Flowing Springs Road and that our contract calls for plowing of every 2” of accumulation. Contractor also consults with Board on whether to pre- or post-treat with salt. Contractor’s charge on a “per-push” basis, plus treatment.
 - b. Financials – Joe Bosco reviewed the HOA’s assets as of March 2025
 - i. Total Assets – approx. \$283,000
 - ii. Operating Cash – approx. \$93,000. Board is considering moving half of that to CD.
 - iii. Capital Reserve – approx. \$166,000
 - c. 2025 Budget – Joe Bosco reviewed the 2025 Budget
 - i. Total Income - \$75,040, based on increased assessments to \$140/quarter
 - ii. Income to Capital Reserve - \$31,909
 - iii. Expenses - \$43,131
 - 1. Management Costs - \$14,331; Clagett fee did not increase for 2025
 - 2. Street Lights - \$8,300
 - 3. Open Space Maintenance - \$10,700
 - iv. No questions or comments from owners.

IV. Election of Directors

- a. There being only three nominees for the three Board positions, Joe Bosco proposed election by acclamation; unanimous agreement.
- b. Chad Mossburg recommended that the Board allow more time for nominations than the 14 days allotted this year. Board agreed to allow at least three weeks.

V. Annexation Committee Report

- a. Opinion Poll in Fall 2024 – Joe Bosco recounted that the Annexation Committee conducted a poll by mailing and email in Fall of 2024 to get the opinion of homeowners whether to proceed with Petition for Annexation to Ranson. The poll result was 2/3 in favor.
- b. Canvassing in Jan 2025 – Seven owners volunteered for canvassing, initial results were 64% signing in favor of annexation, but significant number (34) did not respond.
- c. Submittal to Ranson in Mar 2025 – The petition met the 51% threshold of the annexation law. Petition was submitted at the March 18, 2025, Ranson City Council session. The City Manager (CM) accepted it for review. The CM review challenged 19 of the 86 signatures. BRE has to date verified 13 of the 19 signatures. The annexation committee is going back to the non-respondents to try to get a total of 91 signatures to reach 2/3 majority.
- d. Traffic – Proposed Alternate Roadway – BRE has also been pursuing a proposal for an new roadway connecting Flowing Springs Road with Potomac Marketplace and Route 9, which would give traffic now going through BRE an alternate route. In 2024 BRE presented this to Jefferson County and WV DoH. WV DOH said they were considering a connector road and would include the BRE proposal in their study. However, to date the study has not been authorized.

VI. New Business

- a. Replacement and new landscaping – Joe Bosco raised two areas where the Board should consider new or replacement landscaping.
 - i. Existing landscaping at the two entrances and along Flowing Springs Road is 20-25 years old and needs some clearing, reshaping and additional planting.
 - ii. The stormwater management area next to the intersection of Oak Lee Drive and Cottontail Drive is now adjacent to a new park area in Presidents Pointe (PP). The Board should consider clearing and upgrading landscaping and planting along its border with PP and connect to the sidewalk constructed by PP.
- b. Mail Kiosk – Discussion on the condition of the existing BRE mail kiosk
 - i. USPS reportedly prefers smaller, more dispersed mailbox kiosks, similar to those in PP and Ranson. Owners suggested the following:
 1. Don't repair the existing kiosk if the USPS plans on changing the mailboxes.
 2. What is the USPS policy?
 3. Who owns the mailboxes?
- c. Annual Meetings on Video Conference – Chad Mossburg suggested that the annual meeting would get better attendance if it was a video conference. The Board said that BRE had done that in 2020 during the Covid epidemic, but it was hosted by Clagett Management and none of the Board members know how to set

up and host a video conference. Chad said he would help set up the video conference for next year's annual meeting.

- d. Communications from the Board – Discussion of using email for Board communicating with the owners. Most owners favored the idea, because it would be faster and less costly than hardcopy mailings. Hardcopy mailings would continue for those who do not opt in.
- e. Clean out of Swales – Bette Hayes requested that the Board engage the landscape contractor to clean out the storm debris from the drainage swales. She finds it difficult to do that because of her age.

VII. Adjournment – Meeting adjourned at 8:20 pm.