

Briar Run Estates Owners Association, Inc.
2026 ANNUAL MEETING MINUTES

Tuesday, April 28, 2026
7:00 PM

- I. Call to Order – Meeting called to order at 7:00 pm by Joe Bosco. The following owners were in attendance:
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|-------------------------|-------------------|
| a. Sean & Alice Hanigan | 17 Hare Ct. |
| b. Jason Hills | 80 Briar Run Dr. |
| c. Brandon Poff | 26 Bugs Ct. |
| d. Greg & Karen Davis | 124 McGregor Dr. |
| e. Charles & Elisa Fox | 191 McGregor Dr. |
| f. Judy Ott | 89 Cottontail Dr. |
| g. Joe Bosco | 140 McGregor Dr. |
| h. Barbara Sobol | 42 Bugs Ct. |
- i. Having received 13 proxies for quorum. The quorum requirement for the meeting was met.
- II. Approval of Prior Meeting Minutes – Members reviewed minutes of 2025 annual meeting. There were no questions or corrections. Karen Davis moved to accept minutes; second by Sean Hanigan; unanimously accepted.
- III. Reports and Review of 2025 Budget
- a. Contractors – Joe Bosco reviewed the status of the Landscaping and Snow Removal contracts. In 2025 the board entered into two contracts with AOK Landscaping: a one-year contract for snow removal, and a two-year contract for Landscaping (mowing & spring cleanup). The 2025-2026 winter was very cold, but did not have multiple storms. The cost was \$2,140 out of an \$8,000 budget. The landscape services are just starting for 2026 and will continue through October 2027 at a cost of \$11,200 per year.
- b. Financials – Joe Bosco reviewed the HOA's assets as of March 2026
- i. Total Assets – approx. \$320,000
 - ii. Operating Cash – approx. \$34,000. Board moved \$50,000 to CD.
 - iii. Capital Reserve – approx. \$265,000
 - iv. FDIC Limit – Board merged \$50,000 from Operating Cash with \$70,000 in mature CD's to move \$120,000 to City National Bank due to FDIC limit.
- c. 2025 Budget – Joe Bosco reviewed the 2026 Budget
- i. Total Income - \$75,040, no increase in assessments in 2026 (\$140/quarter).
 - ii. Income to Capital Reserve - \$30,910
 - iii. Expenses - \$48,130
 1. Management Costs - \$18,030; Clagett fee did not increase for 2026
 2. Street Lights - \$9,600
 3. Open Space Maintenance - \$10,700
 - iv. No questions or comments from owners.

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IV. Election of Directors

- a. There being only three nominees for the three Board positions, Joe Bosco proposed election by acclamation; unanimous agreement.
- b. Per comment at 2025 meeting, Board allotted three weeks for nominations.

V. Annexation Committee Report

- a. Ranson Actions in 2025-2026 – Joe Bosco recounted that the City of Ranson in May 2025 accepted our revised petition with certified signatures reaching a 2/3 majority. The City then said it would put the petition before the Council until after the June 2025 elections. In August 2025 the City proposed an annexation ordinance which included Briar Run Estates and the much larger area within the City's Urban Growth Boundary to the north of Briar Run Estates. There was very strong public opposition to the extent of the proposed annexation. Such that the Council turned down the proposal. The City then took until November to present the revised annexation ordinance to the Council, but, based on a legal opinion of the City Attorney, the petition was put forward with the stipulation that an annexation had to be without condition. The result was that the Council approved the annexation at their December 16, 2025 meeting, but the City promised that they would "in good faith" follow with an ordinance or resolution that took ownership of our roads and agreed to other conditions in our petition.
- b. Current Negotiations – In February, March and April 2026 we negotiated with the City through our HOA attorney, principally over the demand by the City and Council that we give some of the funds in our capital reserve that would have been used for the road repavement. Joe Bosco reported that the HOA board determined that up to \$210,000 of our reserve could be offered, leaving \$50,000 as sufficient funds to maintain our remaining common property. At the time of the annual meeting, no agreement had been reached.
- c. Canvassing – Joe Bosco reported that canvassing of the owners may be necessary to get agreement on a final negotiated payment amount.
- d. Tax Status – The City of Ranson notified Jefferson County in January 2026 that Briar Run Estates had been annexed into Ranson. The County tax bill for each property is determined by the status of the property in July of the previous year. So, in 2026, since the status of properties in Briar Run Estates was that they were not in Ranson, the tax rate for each property would be unchanged, as they were "in-the-county." Briar Run Estate property owners will not see their tax rate change to the "municipal" rate until July 2027.
- e. Traffic – Proposed Alternate Roadway – The City has expressed agreement with Briar Run Estates that a new roadway connecting Flowing Springs Road with Potomac Marketplace and Route 9, which would give traffic now going through BRE an alternate route. 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. Old Business

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- a. Landscape Work in 2025 – The underbrush had been growing for several years in the landscape easement along Flowing Springs Road. The board authorized \$2800 to have the landscape contractor do a major clean up.
- b. Mail Kiosk – The board approved \$3950 to repair the mail kiosk. The work includes new wood flooring, replaced trim and replaced cupola.
- c. Annual Meetings via Video – The board will contact Chad Mossburg who volunteered last year to help set up the annual meeting via video conference.
- d. Communications to/from the Board – The board will make increased use of email to communicate with owners. The board will also use the bulletin board in the mail kiosk for announcements and communications.

VII. New Business

- a. Landscape Work 2026-2027 – Joe Bosco raised two areas where the Board should consider new or replacement landscaping.
 - i. Following on undergrowth cleanup of the landscape easement along Flowing Springs Road in 2025, the board will consider replacement trees and shrubs for those lost over the past 5 years.
 - 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 will consider clearing and upgrading landscaping and planting along its border with PP and connect to the sidewalk constructed by PP.
- b. 2027 Assessments – Joe Bosco reported that, pending the outcome of negotiations with the city on taking of the roadways, 2027 assessments will be significantly reduced. It is anticipated that payments to capital reserve will drop from \$25,000 to \$2,000 per year. Costs for snow removal, currently budgeted at \$8,000, and street lights at \$9,000, per year will also not be in the 2027 budget.
- c. Online HOA Management Software – Joe Bosco raised for discussion a change to online HOA management software to replace the Clagett management service. There are several versions online that provide for assessment collection, financial reports and communication. The subscription costs are lower than the Clagett service and would allow the HOA to further reduce assessments. There was support among the owners at the meeting for the board to investigate software options and costs.
- d. Electric Work at Entrance Sign – Barbara Sobol reported that the lighting of the entrance sign at the Briar Run Drive entrance needs repair. She will be contacting an electrical contractor for the work subject to board approval of the costs.

VIII. Adjournment – Meeting adjourned at 8:00 pm.