

**Briar Run Estates HOA, Inc.**  
**2019 Annual Meeting Minutes**  
**March 14, 2019**

**Present:**

Davis Puppos, BOD President

Susan DeStephanis, Secretary

Joe Bosco, Vice President/Treasurer

Angela Capriolo, Clagett Management

Community Residents *as noted on sign-in sheet (17 Lot owners represented in person or proxy)*

**I. Call to Order**

Meeting called to order by Angela Capriolo at 7:01 p.m. on March 14, 2019, and held at Sam Michaels Park in Shenandoah Junction, WV.

**II. Establish Quorum**

The quorum requirement is 10 Lots represented in person or by proxy. Nine proxies were received, and 8 Lots were represented in person. Therefore, quorum was achieved.

**III. Approval of Minutes**

A motion was made by Jerry Ball, seconded by Mark DeStephanis, to approve the minutes of the 2018 Annual Meeting/Budget Approval as written. Motion passed unanimously.

**IV. BOD/Management Report**

Susan DeStephanis noted that the HOA made a lot of progress in 2018, and many issues were resolved. Speed Bumps were added along with signs. Stop bars were painted at primary intersections.

Angela Capriolo provided a summary of the 2019 budget and actual comparisons. The HOA ended the year very close to what was budgeted. A motion made by Joe Bosco, seconded by Davis Puppos to approve the 2019 Budget. Motion passed unanimously.

Joe Bosco reviewed the architectural applications submitted in 2018 which consisted of Eleven total. (6) fences, (2) Sheds, (1) garage extension, (1) conversion to living space and (1) extension of driveway.

Angela Capriolo provided a summary on violations within the community.

Homeowners need to pay more attention to the following:

Trash cans visible on off collection days, Maintaining yard such as grass height and weeds, Algae on siding of home, and parking on the main roads in the community.

**V. Old/New Business**

Discussion included but was not necessarily limited to the following topics:

- Light Post on Thumper, across from Mail box hut. Light is tilting and needs attention to straighten.
- Thumper, Large Pot hole that needs to be repaired

- Dead Trees along Flowing Springs Road need to be removed.
- Dan Ryan needs to be contacted and asked to remove all directional signs for Briar Run 5/6, especially out of Monument area. Community does not want traffic off Flowing Springs to be directed to the new builds in Briar Run 5/6.
- Cupula on mailbox hut may need to be evaluated for repairs/painting
- Traffic through community is still a problem. BOD feels we have exhausted all other options to deter traffic. They feel the speed bumps have slowed down drivers helping with safety issues.
- Community Clean Up Day: The BOD made a suggestion to have a day in which the community could come together and help maintain property values and the esthetics of the community. Some suggestions were to 1) Rent a few power washers and allow the community to sign off on using them to help remove algae from their homes. 2) Hold a community picnic in late afternoon with the HOA providing chicken, and paper products. Or 3) Have a Dumpster Day: HOA will rent 1-2 dumpsters to put in the community to allow residents to dispose of all their unwanted debris and yard waste.
- Web Portal: Clagett Management presented to the HOA a new portal system they would like us to consider using. It is mainly a portal to access account information, pay your assessments, review architectural applications, review compliance letters, calendar of events, post documents such as meeting minutes, and send email blasts. There are no bells or whistles to this portal. BOD will review and make a decision to cancel current web page or to keep current web page and put a link to Clagett's web portal.

#### - Nominations/Election

Nominations from the floor were Barbara Sobel, and the current ballot contained, Susan DeStephanis, Davis Puppos, and Joe Bosco. Ballots were collected and the following members were elected to the Board of Directors for a one-year term:

Joe Bosco – 5 votes

David Puppos – 5 votes

Susan DeStephanis – 4 votes

Barbara Sobel – 3 votes

## VI. Adjournment

There being no further business, the meeting adjourned at 8:37 PM.

*Minutes submitted by Angela Capriolo*

# **Briar Run Estates HOA, Inc.**

## **Quarterly Board Meeting**

**July 30, 2019**

### **Present:**

David Puppos, President

Joe Bosco, Treasurer

Barbara Sobol, Secretary

Angela Capriolo, Clagett Management

Community Residents *as noted on sign-in sheet (3 Lot owners represented in person)*

### **I. Call to Order**

Meeting called to order by David Puppos at 6:37 p.m. on July 30, 2019, and held at the Panera Bread in Ranson, WV.

### **II. Approval of Minutes**

The prior minutes of a meeting dated September 20, 2018 were read by board president, David Puppos and approved.

### **III. Management Report**

\*Angela Capriolo provided a summary of the monthly financial report for June 2019 and explained the break down month to month of expenses. It was noted that the printing and reproduction costs, along with postage was over what was projected on the budget for the 2019 year. Angela will research and give the board an update on where those expenses were incurred. Board also requested to know the difference in costs of outsourcing printing or printing in house.

\*Angela Capriolo provided a summary of our current collections that are owed in back assessments from the community homeowners. There is a total of \$12,990.43 in owed assessments. Davis Puppos noted that this is low compared to other years. Angela Capriolo stated that the financial manager for the WV office of Clagett, has taken steps to contact mortgage companies and request help in recouping these back assessments.

\* It was explained that the health of future financials for the community may be at risk. The current amount in Capitol reserves is at \$68,934.57. There was a suggestion that assessments may have to be raised next year to avoid special assessments in the future.

### **IV. Old/New Business**

\* New Community, President's Pointe, located behind Home Depot and adjacent to Briar Run Estates. This community is projected to have 1,000 units and the first phase to be completed by 2022. The board has major concerns about the development of this community. There will be an impact to the community where President's Point abuts to Briar Run Estates. The following Lots will be impacted: Briar Run Drive, Oak Lee Drive, Hare Court, Roger Court and Rex Court.

The board is concerned that during the grading of this community, the buffer of trees will be removed and there will be straight site lines to the yards of the new community. Could this have an impact on our home values? The board has contacted a local surveyor out of Harpers Ferry, WV and is asking for a quote to decide if it would be beneficial to have the community surveyed in this area to see if it can retain any of these buffer zones. The board wants to alert the impacted homeowners by sending out an "Awareness" letter communicating with them on the progression of President's Point.

\* Road usage within the community was brought to the meetings attention by Joe Bosco.

There is still the concern of the high traffic volumes on the roadways from construction traffic and from the community being used as a, "cut through" from Flowing Springs Road to Route 9. It was noted that Briar Run Estates is a private community and responsible for upkeep of all roadways in the community. Residents do not feel like they should have total responsibility for the financial upkeep since the roads are not for community use only. The board suggested to contact legal counsel for advice/recommendations on this issue.

\* Directional Signs: Joe Bosco brought up the concern on Dan Ryan continuing to put directional signs for Briar Run Phase V & VI in our common area mulch by entrance monument. Suggestion was made to contact, Matt Powell stating we will take legal action if this does not stop.

\* New community guidelines: Board was presented with a draft of a new community guideline document which combines the declarations, architectural guidelines and enforcement policy in one easy to read document. Board is to review and set a meeting in two weeks, without management, to provide feedback.

\*Streetlight: it was noted that a streetlight on Roger court has been on 24/7. Suggested Potomac Edison be contacted, and situation resolved.

\*Barbara Sobol made a suggestion to add an additional advertising space in the mailbox hut to separate business advertisements from HOA activities. Barbara has volunteered her time to the upkeep of these community boards.

\*Thumper and Flopsy Court: Suggestion was made to place a "No thru street" sign on Thumper Court at Flopsy Court to alleviate traffic that is cutting through thinking they can connect to Oak Lee Drive. Board will get an estimate on cost.

## **V. Adjournment**

There being no further business, the meeting adjourned at 8:42 PM

*Minutes submitted by Angela Capriolo*

**BRIAR RUN ESTATES  
EXECUTIVE BOARD OF DIRECTORS  
Meeting Minutes  
October 3, 2019**

**Board of Directors Present:**

David Puppos  
Joe Bosco  
Barbara Sobol

**Board Members Absent:**

None

**Others Present:**

Heather Field, Vice President, Clagett Management  
Marla Elkon, Community Manager, Clagett Management

**I. Call To Order:**

The meeting was called to order at 4:05 PM by David Puppos and was held in Barbara Sobol's home in Ranson, WV.

**II. Action/Discussion Items:**

- A. The 2020 draft budget was reviewed and approved for distribution to the membership via newsletter.
- B. The Board agreed a reserve study is needed and Clagett will proceed with bids.
- C. Board unanimously agreed for quarterly newsletters to inform the community of upcoming events.
- D. Board unanimously agreed to keep JPM for snow removal and maintenance for 2020.
- E. Annual meeting documents and potential discussion topics were reviewed.
- F. Board unanimously decided to move Budget meeting to coincide with Annual meeting in January.
- G. It was noted that the Annual Meeting will be held in January and hold quarterly BOD meetings.
- H. Website will be updated to include meeting minutes and newsletters.

**III. Adjournment:**

With being no further business, the meeting was adjourned at 6:15 PM.

*Minutes submitted by M. Elkon*