

MINUTES
BRIAR RUN ESTATES HOA
ANNUAL MEETING & BUDGET RATIFICATION
February 20, 2018
7:30 PM – 9:00 PM
Sam Michaels Park, Shenandoah Junction, WV

I. Call to Order

Meeting called to order by President, Susan DeStephanis at 7:35 p.m.

II. Establish Quorum

The quorum requirement is 10 Lots represented in person or by proxy. Seven (7) proxies were received, and Ten (10) Lots were represented in person for a total of 17. Therefore, quorum was achieved.

III. Proof of Notice of Meeting

A letter was mailed to all owners via first class US Mail on December 1, 2017 and the rescheduled meeting notice was mailed January 11, 2018, that included a call for nominations & proxy. The first meeting was rescheduled due to inclement weather and the facility was closed.

IV. Approval of Minutes

A motion was made by Tom Kramer, seconded by Brian Kearny, to dispense with the reading of the 2017 Budget Ratification Minutes from November 8, 2017 and to approve as written. Motion passed unanimously.

V. Reports of Officers

A Summary of the 2017 Actions was provided:

- Financial Report – Community Manager - Renee Hall
- Collection Report – Community Manager - Renee Hall
- President Susan DeStephanis reported on the following completed tasks for 2017
 1. 6 Speed Humps were installed including signage
 2. Speed Limit signs were added at entrances to community from Flowing Springs Rd and from the Ranson side
 3. Stop bars were painted at primary intersections
 4. The lighting was replaced at both monument signs, the flagpole and the postal station with LED lighting to reduce costs and improve longevity of bulbs
 5. A work order has been issued to re-landscape the area around the flagpole in the spring

VI. Old Business

None

VII. New Business

1. The flooring at the postal station & the Cupola need repair
2. The street light is out on Bugs Court – Susan will do a drive through of the community and send a list to Management of all street poles out

3. Coyle (contractor) brought a tractor trailer through the community carrying trusses last week.

VIII. Nominations & Election

Four nominations were received prior to the meeting:

Joe Bosco

Susan DeStephanis

Rick Neimiller/Teresa Forsythe

David Puppos

Nominations were verified, and Rick Neimiller/Teresa Forsythe declined nomination. President, Susan DeStephanis opened the floor to nominations and receiving no further nominations, Tom Kramer motioned to close the nominations, seconded by Brian Kearney, the motion carried unanimously.

On a motion by Kramer to accept the slate of candidates by acclamation, seconded by Kearny, the motion carried unanimously.

The 2018 Board of Directors elected unanimously are:

Joe Bosco

Susan DeStephanis

David Puppos

IX. Next Meeting Set

March 20, 2018 7:30 p.m. at Sam Michaels Rec Center

X. Adjournment

There being no further business to discuss and on a motion from Tom Kramer, 2nd by Joe Bosco, the Annual meeting adjourned, and the Executive Session was called to order at 8:25 p.m.

XI. Appointment of Officers

By unanimous consent the elected Board appointed officers as follows:

President – David Puppos

Vice President/Treasurer – Joe Bosco

Secretary – Susan DeStephanis

The meeting schedule for 2018 is:

3/20/18 Regular BOD Meeting 7:30 pm Sam Michaels Park

6/26/18 Regular BOD Meeting 7:30 pm Sam Michaels Park

9/25/18 Regular BOD Meeting 7:30 pm Sam Michaels Park

10/16/18 Owners Budget Ratification Meeting 7:30 pm Sam Michaels Park

XII. Adjournment

There being no further business, and on a motion by Puppos, seconded by DeStephanis, the meeting was adjourned at 9:00 p.m.

Minutes submitted by Renee Hall

**MINUTES
BRIAR RUN ESTATES HOA
REGULAR BOARD MEETING**

April 11, 2018

7:30 PM – 9:00 PM

Sam Michaels Park, Shenandoah Junction, WV

I. Call to Order

Meeting called to order by President, David Puppos at 7:31 p.m.

Present: David Puppos
Joe Bosco
Renee' Hall – Clagett Management

II. Approval of Minutes

On a motion by Puppos, seconded by Bosco, the Executive Session Board Minutes of 2/20/18 were approved unanimously

III. Reports

- A. Financial Report- Accepted
- B. Collection Report - Accepted

IV. Old Business

None

V. New Business

- 1. Covenant Enforcement- Board wants consistent covenant enforcement
- 2. ARC application reviewed and approved with stipulations for 10 McGregor Dr.

VI. Next Meeting Set

June 26, 2018 7:00 at Panera Bread

VII. Adjournment

There being no further business to discuss and on a motion from Puppos, 2nd by Bosco, the meeting adjourned at 8:51 p.m.

Minutes submitted by Renee Hall

MINUTES
BRIAR RUN ESTATES HOA
Executive Board Meeting
September 20, 2018
7:04 PM – 8:30 PM
Panera Bread, Ranson, WV 25438

I. Call to Order

Meeting called to order at 7:04PM

Present: Susan DeStephanis, President

David Puppos, Vice President/Treasurer

Joe Bosco, Member at Large

Angela Capriolo – Clagett Management

II. Approval of Minutes

On a motion by Puppos, seconded by Bosco, the Executive Session Board Minutes of 6/27/2018 were approved unanimously

III. Reports

A. Financial Report- Accepted

B. Collection Report - Accepted

IV. Old Business

None

V. New Business

1. Review of Declarations concerning parking, and recreational vehicles allowed within the community. **We will attain counsel guidance on this and will ask to have our Declarations reviewed for proper interpretations**
2. How are homeowners legally notified of their responsibilities when purchasing within the community?
 - a. Seller is responsible for providing buyer with a resale package
 - b. Clagett Management sends every new home owner a welcome package
3. How legally binding are the declarations? **Fully binding and recorded at the County's Clerks Office. Enforceable as long as the board is fully uniformly consistent in its enforcements.**

VI. Next Meeting Set

TBD – 2019 Budget

VII. Adjournment

A motion from Puppos, 2nd by Bosco, the meeting adjourned at 8:30PM