



# BRIAR RUN ESTATES HOMEOWNERS ASSOCIATION, INC.

HOA Newsletter

FALL 2021

## Board of Directors

*Joe Bosco – President/Treasurer*

*Becky Dingus – Vice President*

*Barbara Sobol – Secretary*

Next meeting: **The Annual Meeting will be in January/February 2022 (more details to come).** Residents are welcome and encouraged to attend!

[www.BriarRunHOA.org](http://www.BriarRunHOA.org)

## 2022 Budget

Included with this newsletter is the approved operating budget for year 2022. The Board of Directors has reviewed the past year's expenses and estimated the needed funds for expenses in 2022. **Due to the recommendation of reserve study as well as the recommendation of the Board of Directors, the quarterly assessment has been increased from \$99 per quarter to \$120 per quarter.** This increase is for contributions to the reserve account to help pay for items such as road improvement/replacements.

You will receive a billing notice several weeks prior to each quarterly due date – the January billing notices will be mailed in December.

Owners who participate in automatic debit through Clagett will not need to take any action or have enrolled online through the Clagett website or the HOA's bank (Alliance) – the debits will continue. If you use a bill pay system through your bank, please ensure your payment includes your account number and is mailed to the address on the statement.

On the last two pages of the newsletter, please see a letter from the Board of Directors on the assessment increase and the approved 2022 budget. The Capital Reserve Study is available for homeowners to review on the Briar Run HOA website. Please refer to pages 5, 20 and 23 of the study.

[www.BriarRunHOA.org](http://www.BriarRunHOA.org)



Briar Run Estates  
c/o Clagett Management  
115 North Queen Street  
Martinsburg, WV 25401

Community Manager:  
**Marla Elkon**  
E-mail:  
[melkon@clagett.com](mailto:melkon@clagett.com)  
Phone:  
304-596-6630 x1102

Please contact Marla with any questions or concerns at the above email or phone number.

## Informational Assessment Meeting

Please join the Board of Directors for an Informational Meeting to go over the Assessments on November 10th, 2021 at 6:30 PM. This meeting will be held virtually.

If you would like to attend, please contact Marla Elkon at 304-596-6630 ext. 1102 or by email at [melkon@clagett.com](mailto:melkon@clagett.com) to receive the invite for the meeting.

## Financial Corner

The most recent balance sheet (8/31/2021) reflects that the Association has the following funds:

Operating Cash:	\$44,428
Capital Reserves:	\$77,464
Contingency Reserves:	\$5,571

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](mailto:melkon@clagett.com)) to discuss arranging a repayment plan prior to allowing your account to accrue further fees or property liens.

## Housekeeping!

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

- Algae needs to be cleaned off siding
- Grass must be trimmed (including grass/weeds in the beds and tree circles) on a frequent and consistent basis
- On-street parking is not permitted (with the exception of non-routine get-togethers, etc.); this includes cul de sac parking

As we move into Winter, please also:

- Prune back perennials and tidy-up your landscaping
- Turn your hose bib off to avoid frozen pipes

## Dumpster Day and Block Party

Thank you to all who contacted the Community Manager regarding the potential Dumpster Day and Block Party. Unfortunately due to not enough expressed interest this past year, neither of these events were able to happen.

## Parking! Or Not!

Many personal cars and trucks are being parked on the street and in our cul-de-sacs, and many in the cul-de-sacs are consistently parked "head-in." Head-in parking in the cul-de-sac circles restricts the turning areas which were carefully designed with radiuses to accommodate large emergency vehicles which could arrive unexpectedly any-time of the day or night in the neighborhood.

Some vehicles are even being parked on the grass!

Happily there's good news! There is a solution: **widening and/or extending our driveways**. The HOA strongly encourages this, and you will notice many examples of your neighbors who have already done it. And beautifully! It will enhance your property, no doubt add value to your home, and it will keep our neighborhood more attractive (and safe) with vehicles off the grass and off the streets.

Please Remember: if you decide to widen or extend your drive -- or add a garage! -- please submit an Architectural Review Committee (ARC) Form to Marla Elkon at [melkon@clagett.com](mailto:melkon@clagett.com) for review.

## Help Wanted by You!

The flag pole at the entrance of the community on Thumper Drive is missing the American Flag. The HOA is in search of someone with a bucket truck that can assist to get the pole re-strung and get the flag back to its home.

Please contact Marla Elkon at [melkon@clagett.com](mailto:melkon@clagett.com) if you can help or know someone that can help.



## Snow Removal Expectations

The HOA has once again contracted with JPM Landscapes for snow removal services this year. Plowing will not generally begin until accumulation has reached 3". During snow events, no vehicles should be parked on the street, as they will hinder snow removal operations.



# Briar Run Estates Owners Association, Inc.

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Clagett Management

115 North Queen Street, Martinsburg, WV 25401

Office: 304.596.6630 Fax: 304.596.6635

October 11, 2021

RE: Assessment Increase

Briar Run Homeowners,

Recently the HOA Board approved an increase in assessments from \$99 to \$120 per quarter. This letter is intended to explain why that increase is needed and why assessments need to increase over the next few years.

The common property of our HOA includes roadways, drainage areas and structures such as our mailbox kiosks, entrance signs and other signage. Of all this property, the roadways are, by far, the largest part of our budget. We will budget \$10,000 for snow removal this coming winter and \$9,000 for mowing, but we will also put \$24,000 into our Capital Reserve Fund to pay for repairs to our common property, principally road repair in the near future. Currently, our Capital Reserve Fund is \$77,684.

In 2013 the Board engaged a capital reserve analysis study to evaluate the condition of the common property and recommend a 20-year plan to prepare for and plan repairs. The study was updated in 2020. The conditions were re-evaluated and a plan to fund repairs was revised.

The study showed we were under-funded for our future costs and recommended significant annual increases over three years to catch up and thereafter minor increases to keep pace with inflation.

For 2020 the study recommended an increase to \$119 per quarter. The Board decided, due to the uncertainties of the pandemic, to a lesser increase to \$99 per quarter. Now, to get back on track to cover the projected costs for isolated road repairs in 2023 and 2027 and major resurfacing in 2033, the assessment increase is necessary.

A meeting for homeowners to review and discuss the proposed 2022 budget is scheduled for November 10, 2021 at 6:30 pm. The meeting will be virtual. Homeowners can contact Marla Elkon ([melkon@clagett.com](mailto:melkon@clagett.com)) to provide an email address for an invitation.

Respectfully,

***The Board of Directors***

Briar Run Estates Owners Association, Inc.

***Marla Elkon***

Marla Elkon, Community Manager

Clagett Management WV VA, LLC

[melkon@clagett.com](mailto:melkon@clagett.com)

# BRIAR RUN ESTATES OWNERS ASSOCIATION

## 2022 Budget

Based on 134 units

	2021 Budget	2021 Projected	2022 Budget
<b>INCOME</b>			
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
<b>TOTAL INCOME</b>	56,549	57,094	68,320
Capital Reserves Deposits	8,500	8,500	20,000
Contingency Reserves Deposits	0	0	0
<b>Available Income</b>	48,049	48,594	48,320
<b>EXPENSES</b>			
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
<b>TOTAL EXPENSES</b>	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