



BRIAR RUN HOA

BRIAR RUN ESTATES HOMEOWNERS ASSOCIATION, INC.

HOA Newsletter

WINTER 2019/2020

Board of Directors

David Pappos – President/Treasurer

Joe Bosco – Vice President

Barbara Sobol - Secretary

Next meeting: **The Annual Meeting will be on January 29, 2020 at the Community Room at Marcus Field (located in building next to the football field).** Residents are welcome and encouraged to attend!

www.BriarRunHOA.org

Financial Corner

The most recent balance sheet reflects that the Association has the following funds:

| | |
|-----------------------|----------|
| Operating Cash: | \$39,327 |
| Capital Reserves: | \$65,668 |
| Contingency Reserves: | \$5,558 |

Capital Reserves are used for items such as road paving. 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) to discuss arranging a repayment plan prior to allowing your account to accrue further fees or property liens.

'Tis the Season

Please be sure to lock your vehicles and your homes to avoid any unwanted intruders lurking in your personal belongings. This time of year is full of fun and laughter but it also brings out theft in vehicles and homes. Protect your valuables!

Housekeeping!

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

As we move into Winter, please also:

- Prune back perennials and tidy-up your landscaping
- Turn your hose bib off to avoid frozen pipes
- Trash/Recycle cans keep out of public view
- Clean up after your dog if they dispose on other people's property or common areas



**Briar Run Estates
c/o Clagett Management**

115 North Queen Street
Martinsburg, WV 25401

Community Manager:

Marla Elkon

E-mail:
melkon@clagett.com

Phone:
304-596-6630 x1102

Problem Street Light?

If you notice a street light that is not working properly, please note the location of the fixture (address it is in front of), or even better, the pole number (located on a round emblem). Once you have that information, either call or email Marla at Clagett Management to report it, or notify Potomac Edison directly by calling 1-888-544-4877.

Snow & Parking

Parking is often a concern within the community, but it becomes even more so during the winter snow events.

The HOA has once again contracted with JPM Landscaping for snow removal services this year. Plowing will not generally begin until accumulation has reached 3", however, each storm brings a unique set of circumstances that may affect the service plan. During snow events, do not park your vehicles on the streets, as they will hinder snow removal and risk being damaged by plowing.



2020 Annual Meeting

In accordance with the By-Laws of Briar Run Estates, notice is hereby given that the Annual Meeting will be held on **Wednesday, January 29, 2020, 6:00 PM**, at the Community Room at Marcus Field, Ranson, WV.

The purpose of this meeting will be to review the affairs of the Association, elect three (3) members to the Board of Directors, and to provide an opportunity for residents to voice their comments and/or concerns regarding the community.

Enclosed with this newsletter is a proxy and nomination form. **If you can't attend the meeting, please return the proxy as soon as possible.**

If you are interested in serving on the Board of Directors, please complete the Nomination Form and forward it to Marla Elkon at Clagett Management no later than January 28th, 2020, in order for your name to appear on the pre-printed ballot.

We hope to see you there!

2020 ANNUAL MEETING AGENDA

- I. Call to Order
- II. Proof of Notice of Meeting
- III. Reading/Approval of Prior Meeting Minutes
- IV. Reports, *if any*
- V. Election of Directors
- VI. Unfinished Business
- VII. New Business
- VIII. Adjournment

This agenda is subject to change prior to the meeting.

***PLEASE NOTE THAT THIS ANNOUNCEMENT SERVES
AS YOUR OFFICAL NOTICE OF THE 2020 ANNUAL
MEETING**