

Bull Run Unit 1 Homeowners Association

Annual Meeting November 14, 2023

Attendance

Directors:

Kathy Alexander - 2685 Breton Ridge

Phil Ross – 2724 Breton Ridge

Brett Schubert – 2601 Antietam

Jerry Sirgey – 2649 Antietam

Residents:

Henry and Cheryl Rade – 2612 Antietam

Bill and Nan Whitfield – 5709 Groveton

Managing Agent Representative:

Cindy Hoogerheyde

Call to Order

Meeting called to order by the President, Phil Ross, at 6:31 pm.

Minutes

Reading of previous minutes by Ross:

- April 25, 2023 special meeting
- October 18, 2023 ACC meeting
- November 6, 2023 ACC meeting

Motion by Phil Ross to accept the minutes as discussed.

Seconded by Kathy Alexander.

Vote - Unanimously approved.

Election of Directors

Phil Ross, President

Kathy Alexander, Secretary

Brett Schubert, Treasurer

William Stimmel, Director

Jerry Sirgey, Director

Ross made a request from those present concerning anyone's desire to serve on the Board; no one volunteered.

Motion by Phil Ross - to retain the current Board for 2024 by acclamation of all those present.

Seconded by Jerry Sirgey.

Vote - approved unanimously by all those at the meeting.

Barrier Status

The President recapped the results of the special meeting concerning the proposed barrier to be constructed behind 2704 Breton Ridge Drive to prevent vehicles from running off Millstone Plantation Rd., crossing our HOA property, and causing harm to a property or persons in the houses located in the concerned area.

The HOA spent \$200 to have the area cleared out for the barrier placement by Acme Barricades. Before the work commenced, the company backed out of the project, and Phil has not found anyone else willing to do the job reasonably. Therefore, the project has been put on hold. The assessments of \$51.28 already approved have not been charged, and no assessment letters for that amount have been sent at this time.

Monument Modification Status

The President summarized the plan to improve the appearance of the 2 monument areas that mark the entrance to Bull Run Unit 1 that was approved at the special meeting April 25, 2023.

Grass Monkeys have bid \$900 for the labor for removing existing unwanted plants, removing mulch and weed barrier, laying new sod and installing new plants. Materials will be provided by BRU1 at cost of \$380 (1 pallet of sod delivered and 4 shrubs).

The option of organizing a “volunteer day” to avoid the labor cost was also discussed.

Motion by Kathy Alexander to accept the bid from Grass Monkeys for labor and complete the project.

Seconded by Phil Ross.

Vote - approved unanimously.

Financial report for Jan 1 – Sep 30, 2023

Budget for 2024

Assessment for 2024 (\$300 per lot/residence)

The above three items are covered in depth by the attached Powerpoint presentation

Adjournment

The meeting was adjourned at 7:05 pm.

Written by Kathy Alexander

Bull Run Unit 1 Annual HOA Meeting

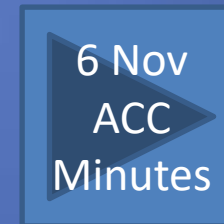
14 November 23

Agenda: Annual Meeting

- Reading of previous minutes
- Board of Directors
- Barrier Status
- Monument Modification Status
- P&L: Jan 1 – Sep 30, 2023
- Budget & assessment for 2024
- New Business
- Q&A

Previous Minutes

- 25 Apr 23 was Member/Board meeting pertaining to installation of a guardrail
- 18 Oct 23 was ACC meeting pertaining to an in-ground pool and new fencing
- 6 Nov 23 was ACC meeting pertaining to a sunroom in lieu of a screened in porch



- Motion to approve minutes as read
- Go to “bullrunonehoa.com” to see entire ACC packages

Board of Directors - 2024

- Phil Ross: President
- Kathy Alexander: Secretary
- Brett Schubert: Treasurer
- Jerry Sirgey: Director
- William Stimmel: Director

- Motion to accept Board by acclamation of those present

Barrier Status

(Behind 2704 Breton Ridge Drive)

- Special assessment of \$51.28 per lot was approved at 25 Apr 23 meeting
- To date, only \$200 spent to clear area
- Acme Barricade originally contacted and quoted on installing guardrail
- Acme withdrew commitment due to “soft ground” and, in their opinion, guardrail instability issues

Barrier Status

(Behind 2704 Breton Ridge Drive)

- Several companies contacted to provide some sort of barrier: cable, mechanical, guardrail but no response or very expensive
 - One company suggested a 4' high wood/earthen barricade (TPAM concurred; no liability insurance effect)
 - Several companies contacted to quote:
 - Esposito = \$6,500 for 2 ft wall (non responsive)
 - Heinz
 - Tallahassee Drainage
 - Fielder's
 - Billy Bodacious
 - Westscott Construction
- No Response

Barrier Status

(Behind 2704 Breton Ridge Drive)

- Currently the barrier is on hold due to lack of commitment by any construction company
- No assessment letter has been sent out at this time due to lack of expenditure
- Plan to keep working on a way to develop protection from vehicle intrusion from Millstone Plantation Road
- Cost will depend on construction options

Monument Modification Status

- Several companies have been contacted concerning a quote for modifying the two monuments (simplify plants & sod area per our last annual meeting):
 - Heinz = \$2,900 (\$2,080 labor + \$801 mat'ls & tax)
 - Grass Monkeys = \$1,280 (\$900 + \$380 materials)
 - Esposito
 - Fielder
 - ASI
 - Keystone
- No Response

Monument Modification Status

Plant Choices



Night Light™ Chamaecyparis

[Visit >](#)

4.8 ★★★★★ (13) · \$18.98* · **In stock** · Brand: Southern Living Plant Collection

The Night Light™ Chamaecyparis has bright yellow-green foliage. Matures to 4-5' wide by 4-5' tall. Hardy in USDA Zones 5 - 8. Plant in full sun to part ...



Cryptomeria Globosa Nana

[Visit >](#)

4.8 ★★★★★ (26) · \$79.95* · **Out of stock**

The Cryptomeria Globosa Nana has a manicured look without maintenance! Adored for its natural round shape and year-round bright green color. Plant as ...

Monument Modification Status

- At this time no action has been taken
- Plan to put some amount in budget for next year; two options:
 - We could organize two “volunteer” days and do the work as an HOA (1 pallet sod \$260, 4 shrubs \$120) = \$380
 - Grass Monkeys = \$1,280

Monument Modification Status

- HOA Labor plus materials = \$380
 - 2024 year end reserve estimate = \$8,650
 - 2024 assessment = \$300
- Grass Monkeys labor plus materials = \$1,280
 - 2024 year end reserve estimate = \$7,750
 - 2024 assessment = \$300
 - Spent \$770 in 2022 to mulch & trim monuments;
2 year payback to trim only at \$300 per year

2023 Finances

Jan 1- Sep 30

Sept Financials 

• Income:	\$19,809.47
• Expenses:	
– Bank fees	\$75.00
– Insurance	\$1923.48
– CPA	\$150.00
– Corp. annual fee	\$61.25
– Website	\$169.99
– TPAM Management	\$2925.00
– TOPS Software	\$93.28
– Office expenses	\$145.49
– Copies	\$90.30
– Mail	\$12.07
– Monument maintenance	\$100.00
– Grounds maintenance	\$9980.00
– Tree removal	\$1100.00
– Irrigation/backflow	\$50.00
– Utilities	\$504.31
– Barrier site preparation	\$200.00
– Legal fees (NOLAs/Lien)	\$258.39
• Net Income	\$1,970.91
• Ending Bank Balance	\$12,939.08

2024 Budget Rationale

- Legal fees for late assessments are recoverable expenses and, therefore, not a financial liability
- No MRA assessments foreseen
- No bank fees with Prime Meridian Bank
- Based on bank balance at end of September and expected expenses for the last quarter of 2023
- Based on:
 - Meeting Bylaws reserve requirements of \$7,000 - \$10,000
 - No assessment increase from current \$300 per lot
 - No rebate for this year

2023 Budget Rationale

BRU1 HOA Year End Projected Balance			
Assets	As of September 30		
\$12,939.08	Bank Account Balance		
-\$1,100.00	outstanding checks		
\$0.00	outstanding income		
\$632.02	outstanding assessment income		
\$258.39	outstanding legal fees (NOLAs & Lein)		
\$12,729.49	Total Assets		
Debits			
-\$975.00	TPAM (3 months)		
-\$3,300.00	Grass Monkeys (3 months)		
-\$120.00	Utilities (3 months)		
-\$113.00	Office Expenses (3 months)		
\$0.00	Bank Fees		
\$8,221.49	Projected balance at Year End		

Maintenance Assessments 2024-2028 (GM labor)

Bull Run Unit 1 HOA 5 Year Budget						
Fiscal Year	2023	2024	2025	2026	2027	2028
Balance Brought Forward	-----	\$8,221.49	\$7,751.24	\$8,260.99	\$8,770.74	\$9,280.49
Income						
Assessments		\$23,400.00	\$23,400.00	\$23,400.00	\$23,400.00	\$23,400.00
Miscellaneous		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Total Income		\$23,500.00	\$23,500.00	\$23,500.00	\$23,500.00	\$23,500.00
Expenses						
Master Res. Assoc. Fee		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Corporate Expenses						
Annual Corporate Fee		\$61.25	\$61.25	\$61.25	\$61.25	\$61.25
CPA (annual tax return)		\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Insurance-BoD & Liability		\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00
Grounds Maintenance						
Mowing per contract		\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00
Monument landscaping		\$1,280.00	\$300.00	\$300.00	\$300.00	\$300.00
Tree removal		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Operations Expenses						
Management Fees		\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Website		\$154.00	\$154.00	\$154.00	\$154.00	\$154.00
Management Software		\$900.00	\$900.00	\$900.00	\$900.00	\$900.00
Office Expenses		\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Legal fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs & Maintenance						
Irrigation system backflow		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Monuments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities – water		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses		\$23,970.25	\$22,990.25	\$22,990.25	\$22,990.25	\$22,990.25
Revenue (income-expenses)		-\$470.25	\$509.75	\$509.75	\$509.75	\$509.75
Estimated Reserve Dec 31		\$8,221.49	\$7,751.24	\$8,260.99	\$8,770.74	\$9,280.49
Assessment for Fiscal Year (potential value to meet bylaws)		\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Rebate on Assessment		\$0.00				

Maintenance Assessments 2024-2028

Bull Run Unit 1 HOA 5 Year Budget						
Fiscal Year	2023	2024	2025	2026	2027	2028
Balance Brought Forward	-----	\$8,221.49	\$8,869.24	\$9,596.99	\$10,324.74	\$11,052.49
Income						
Assessments		\$23,400.00	\$23,400.00	\$23,400.00	\$23,400.00	\$23,400.00
Miscellaneous		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Total Income		\$23,500.00	\$23,500.00	\$23,500.00	\$23,500.00	\$23,500.00

Maintenance Assessments 2024-2028 (GM labor)

Maint. Assess. HOA labor

Expenses						
Master Res. Assoc. Fee		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Corporate Expenses						
Annual Corporate Fee		\$61.25	\$61.25	\$61.25	\$61.25	\$61.25
CPA (annual tax return)		\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Insurance-BoD & Liability		\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00
Grounds Maintenance						
Mowing per contract		\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00
Monument landscaping		\$1,280.00	\$300.00	\$300.00	\$300.00	\$300.00
Tree removal		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Operations Expenses						
Management Fees		\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Website		\$154.00	\$154.00	\$154.00	\$154.00	\$154.00
Management Software		\$900.00	\$900.00	\$900.00	\$900.00	\$900.00
Office Expenses		\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Legal fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs & Maintenance						
Irrigation system backflow		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Monuments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities – water		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses		\$23,970.25	\$22,990.25	\$22,990.25	\$22,990.25	\$22,990.25
Revenue (income-expenses)		-\$470.25	\$509.75	\$509.75	\$509.75	\$509.75
Estimated Reserve Dec 31	\$8,221.49	\$7,751.24	\$8,260.99	\$8,770.74	\$9,280.49	\$9,790.24
Assessment for Fiscal Year (potential value to meet bylaws)		\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Rebate on Assessment		\$0.00				

Budget & Assessment Approval

- Motion from the Board to accept budget & assessment based on Grass Monkey monument modification:
 - \$300 per year assessment
 - \$300 due on 1 Jan 2023
 - Estimated reserve of \$7,750
- Assessments will be enforced per Bylaws this year

Closing Info

- New business
- Q&A
- Adjournment

Maintenance Assessments 2024-2028 (HOA labor)

Bull Run Unit 1 HOA 5 Year Budget						
Fiscal Year	2023	2024	2025	2026	2027	2028
Balance Brought Forward	-----	\$8,221.49	\$8,651.24	\$9,160.99	\$9,670.74	\$10,180.49
Income						
Assessments		\$23,400.00	\$23,400.00	\$23,400.00	\$23,400.00	\$23,400.00
Miscellaneous		\$100.00	\$100.00	\$100.00	\$100.00	\$100.00
Total Income		\$23,500.00	\$23,500.00	\$23,500.00	\$23,500.00	\$23,500.00
Expenses						
Master Res. Assoc. Fee		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Corporate Expenses						
Annual Corporate Fee		\$61.25	\$61.25	\$61.25	\$61.25	\$61.25
CPA (annual tax return)		\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Insurance-BoD & Liability		\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00
Grounds Maintenance						
Mowing per contract		\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00
Monument landscaping		\$380.00	\$300.00	\$300.00	\$300.00	\$300.00
Tree removal		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Operations Expenses						
Management Fees		\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Website		\$154.00	\$154.00	\$154.00	\$154.00	\$154.00
Management Software		\$900.00	\$900.00	\$900.00	\$900.00	\$900.00
Office Expenses		\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Legal fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs & Maintenance						
Irrigation system backflow		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Monuments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities – water		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses		\$23,070.25	\$22,990.25	\$22,990.25	\$22,990.25	\$22,990.25
Revenue (income-expenses)		\$429.75	\$509.75	\$509.75	\$509.75	\$509.75
Estimated Reserve Dec 31		\$8,221.49	\$8,651.24	\$9,160.99	\$9,670.74	\$10,180.49
Assessment for Fiscal Year (potential value to meet bylaws)		\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Rebate on Assessment		\$0.00				

Maintenance Assessments 2024-2028 (HOA labor)

Expenses						
Master Res. Assoc. Fee		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Corporate Expenses						
Annual Corporate Fee		\$61.25	\$61.25	\$61.25	\$61.25	\$61.25
CPA (annual tax return)		\$150.00	\$150.00	\$150.00	\$150.00	\$150.00
Insurance-BoD & Liability		\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00	\$1,925.00
Grounds Maintenance						
Mowing per contract		\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00	\$13,200.00
Monument landscaping		\$380.00	\$300.00	\$300.00	\$300.00	\$300.00
Tree removal		\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00	\$1,500.00
Operations Expenses						
Management Fees		\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00	\$3,900.00
Website		\$154.00	\$154.00	\$154.00	\$154.00	\$154.00
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Office Expenses		\$350.00	\$350.00	\$350.00	\$350.00	\$350.00
Legal fees		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Repairs & Maintenance						
Irrigation system backflow		\$50.00	\$50.00	\$50.00	\$50.00	\$50.00
Monuments		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Utilities – water		\$500.00	\$500.00	\$500.00	\$500.00	\$500.00
Equipment		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total Expenses		\$23,070.25	\$22,990.25	\$22,990.25	\$22,990.25	\$22,990.25
Revenue (income-expenses)		\$429.75	\$509.75	\$509.75	\$509.75	\$509.75
Estimated Reserve Dec 31	\$8,221.49	\$8,651.24	\$9,160.99	\$9,670.74	\$10,180.49	\$10,690.24
Assessment for Fiscal Year (potential value to meet bylaws)		\$300.00	\$300.00	\$300.00	\$300.00	\$300.00
Rebate on Assessment		\$0.00				