Bull Run Master Residence Association
Meeting Minutes
May 23, 2024

The meeting of the Bull Run Master Residence Association was called to order by President Phil Ross at 6:18 p.m. After a quick review of the agenda, President Ross led the discussion on the following issues:

1. **Status of the Bull Run Master Association** – President Ross stated that there has been no managing agent since 2020, that the current annual corp. report is overdue, that no tax statements were filed with IRS for 2020-2023, that the annual P & L statements for 2020-2023 prepared, that there are no outstanding invoices as of this date, that the Centennial Bank balance at end of April 2024 is $674.50, that the Board of Directors have decided on new approach to the Master Association that involved minimal expense, no managing agent. And finally, that there would be no reading of previous minutes due to this new approach.

2. **Articles of Incorporation** – A discussion regarding the new Articles of Incorporation occurred, led by President Ross. The revised purpose now defined in these articles is to: manage the operating costs of the BRMRA, manage the maintenance of real property not located on any of the 6 Bull Run HOA common areas, which includes: one monument on Kerry Forest island near CVS Drug Store, one monument on Kerry Forest near Walmart truck ramp, and one monument on Chancellorsville Drive roundabout, to coordinate compliance to the Covenants, Conditions, and Restrictions (CC&Rs) among the six Bull Run HOAs, to address resident and Board of Directors concerns relevant to nearby projects, traffic issues, cleanliness of roadways and shopping centers, etc. A copy of a PowerPoint slide of the Articles of Incorporation are incorporated by reference through attachment. A motion was made by Charles Chervanik, seconded by Christopher Goodman to approve the Articles of Incorporation with revised directors/titles and purpose. This motion passed unanimously by a 6-0 vote.

3. **New By-Laws** – The new by-laws have changed substantially from the previous by-laws. In summary, the new by-laws address maintenance issues and Director/Officer roles and responsibilities. These by-laws are based on each unit being responsible for the maintenance of their common areas as per their CC&Rs (Article V, Section 1). The only outstanding maintenance issues are the three monuments reviewed under the Articles of Incorporation discussion in this meeting. The proposed new by-laws were reviewed Pro Bono by legal counsel from BRU1. A copy of the approved and finalized by laws will be sent to each unit president/member of the Board of the Master Residence Association. The detailed meeting discussion of the by-laws at this meeting is incorporated by reference through a PowerPoint presentation reviewed by President Ross at the

meeting. A motion to approve the new by-laws was made by Charles Chervanik and seconded by Lyn Tryon. The motion passed unanimously by a 6-0 vote.

4. **New Officers Election** – A new slate was officers was submitted as follows:
   President – Phil Ross
   Vice President – Brian Wheeler
   Secretary – Charles Chervanik
   Treasurer – Christopher Goodman
   Members at Large – Lyn Tryon, Carlene Barrett

   A motion to accept and approve this slate of officers was made by Christopher Goodman, seconded by Phil Ross. The motion passed unanimously by a 6-0 vote.

5. **Review of Financial Statements for the Years 2020 thru 2023** – The following information was provided by President Ross regarding these financial statements:
   a. 2020 (partial year of managing agent):
      Income: $2951.49 (from unit assessments)
      Expenses: $2744.15(includes $2400 for Management Agent, $250 for Certified Public Accountant, $61.25 for the Annual Report, $32.90 for Postage)
      Subtotal Income = $207.34 and End of Year bank balance = $1020.75
   b. 2021:
      Income: $0.00
      Expenses: $15.00 acct. dormancy fees (3 mos.)
      Income: ($15.00) End of Year bank balance = $1005.75
   c. 2022:
      Income: $0.00
      Expenses: $316.25 corp. reactivation fees
      Income: ($316.25) End of Year bank balance = $689.50
   d. 2023:
      Income: $0.00
      Expenses: $0.00
      Income: $0.00 End of Year bank balance = $689.50

   A motion was made by Christopher Goodman, seconded by Phil Ross, to accept the Finance Statements Report as provided. The motion passed unanimously by a 6-0 vote.

6. **2024 Budget**
   Expenditures:
   File new Articles of Incorporation with/FL State Dept. $35.00
   File new Bylaws w/Leon Co. $78.00, Annual Corp. Report fee $61.25, CPA fee – 2020, 2021, 2022, and 2023 IRS tax reports $400.00, Bank dormancy fee (3 mos.) $15.00 charged at the end of the month if there is no activity. Charges are

for February, March and April only.
Total $589.25

2023 End of Year balance $689.50
2024 Expenses $589.25
Projected 2024 End of Year balance $100.25. Therefore, no assessment is needed for 2024 and the assessment for 2025 will be determined at the annual meeting.

A Motion to approve budget and assessment for 2024 and to waive the bond requirement for Treasurer for 2024 was made by Phil Ross and seconded by Christopher Goodman. The motion passed unanimously on a 6-0 vote.

7. **Plan for 2025 – Monuments**
   Phil Ross discussed the three main monuments that exist in Bull Run. The first is located at the corner of Thomasville Road and Kerry Forest Parkway, the second is located at the truck ramp entrance to Walmart, and the third is located on the circle at Chancellorsville Drive. Potential repair work for each monument was discussed. Quotes for any work will have to be obtained and used for 2025 budget and assessment. Any work performed would not be an annual expense and it would be several years before work would be needed again. The possibility of obtaining a grant from the City was also discussed. All of this will be a topic of discussion on the September Annual Meeting agenda.

8. **New Business**
   There was a lively discussion by the neighbors in attendance regarding the monuments and what to do about them.

9. **Questions and Answers**
   Signed Articles of Incorporation, By-laws, and Budget will be provided to each unit President. Any questions concerning these documents should be directed to the unit President.

10. **Adjournment**
    The meeting was adjourned at 7:11 p.m. upon motion by Phil Ross, seconded by Christopher Goodman and passed unanimously on a 6-0 vote.

Respectfully submitted by:

Charles R. Chervanik, Secretary

BRMRA Minutes Addendum
23 May 24
NE Library Branch, Program Room

Directors present at the beginning of the meeting (quorum obtained):
Phil Ross, President
Lyn Tryon, Secretary
Carlene Barrett, Treasurer (phoned in remotely for entire meeting)
Christopher Goodman, Director
Charles Chervanik, Director
Brian Wheeler, Director

Bull Run Master Residence Assoc. Special Meeting

23 May 24

Agenda:
Annual Meeting

- Review of status of BRMRA
- Amended Articles of Incorporation – review and approve
- New Bylaws – review and approve
- New officers election
- Finance statements – 2020 thru 2023 – review and approve
- Budget for 2024 – review and approve
  - Budget line items
  - Waiver of bond
  - Assessment for 2024
- Plan for 2025 – 3 monuments
- New Business
- Q & A

Status of BRMRA

- No management agent since 10 Jul 2020
- Current annual corp. report is overdue
- No tax statements filed with IRS for 2020-2023
- Annual P & L statements for 2020-2023 prepared
- No outstanding invoices as of today
- Centennial Bank balance at end of April = $674.50
- Board of Dirs. Has decided on new approach to BRMRA; minimal expense, no mgmt. agent
- No reading of previous minutes due to this approach

Amended Articles of Incorporation

- Revised list of directors and titles (later in meeting)
- Revised Purpose:
  - Manage the operating costs of the BRMRA
  - Manage the maintenance of real property not located on any of the 6 Bull Run HOA common areas:
    - 1 Monument on Kerry Forest island near CVS Drug Store
    - 1 Monument on Kerry Forest near Walmart truck ramp
    - 1 Monument on Chancellorsville Drive roundabout
  - Coordinate compliance to CC&Rs among the 6 Bull Run HOAs
  - Address resident & BoDs concerns relevant to nearby development projects, traffic issues, cleanliness of roadways and shopping centers, etc.

- Motion to approve AoI with revised directors/titles and purpose
- Discussion & vote

New Bylaws

- New Bylaws address maintenance issues and Director/officer roles and responsibilities
- Based on each unit being responsible for the maintenance of their common areas as per their CC&Rs (Article V, Section 1)
- Only outstanding maintenance issues are the 3 monuments previously mentioned
- Will not go through the Bylaws word for word, but based on structure of original Bylaws
- Reviewed Pro Bono by legal counsel from BRU1

New Bylaws

- Article I: Definitions used in Bylaws
- Article II: Location of principle office (President's residence)
- Article III: Purpose (same as AoI purpose)

New Bylaws

- Article IV: Board of Directors
  1. 6 members each a president of their BR HOA
  2. Rights of membership:
     - 1 vote per Director
     - Suspension of privilege if HOA assessment is overdue
  3. Responsibilities:
     - Read the NFPC and HOA acts
     - Abide by FL statutes or face termination from the BoDs

New Bylaws

- Article IV: Board of Directors
  4. Powers (similar to original Bylaws):
     - Determine and levy assessments for operating and maintenance costs
     - To collect, use, and expend assessments
     - To open bank accounts, borrow money, assign signatories
     - To employ personnel, to purchase supplies , and to enter into contracts to provide maintenance and other services
     - To bring and defend actions by or against Directors
     - To establish/terminate committees, select members, and to define purpose/powers to carry out intent of BRMRA
  5. Compensation: none allowed for time or service

New Bylaws

- Article V: Meetings of BoDS
  1. Notice per HOA act; each BR Unit provides notice per the BoDs; many means of communication
  2. Date and location per BoDs; Annual meeting in September to set budget for following year and set assessments per BR Unit
  3. Special meetings may be called
  4. Quorum necessary to conduct meeting (4 dirs.)

New Bylaws

- Article VI: Officers
  1. President, VP, Sec, Treas.
  2. Elected at annual meeting
  3. Appointive officers as directed by BoDs
  4. Term is 1 year or until successor is chosen; officers may removed by majority vote; vacancies may by filled at any special or regular meeting

New Bylaws

- Article VI: Officers
  5. President: runs the business, member of any committee, powers established in NFPC act
  6. Vice President: takes President's place if unavailable
  7. Secretary: records all votes and minutes of meetings and retains records
  8. Treasurer: custody of BRMRA funds; keep full and accurate chronological accounts of receipts and disbursements; records of each BR Unit assessment payments and any outstanding balances

New Bylaws

- Article VII: Expense Apportionment
  1. Each BR Unit's portion of expenses based on total number of lots in that unit as a fraction of the total number of lots in all units; operating and maintenance costs will be shared by all units
  2. Operating costs: annual corp. report fee; CPA fee for tax filing; Treasurer bond unless waived [FL 720.3033 (5)]
  3. Maintenance costs: 3 monuments/signs previously mentioned

New Bylaws

- Article VII: Expense Apportionment
  4. Total number of lots in Bull Run = 474
     - BRU1 = 78 lots = 16.5%
     - BRU2 = 87 lots = 18.4%
     - BRU3 = 36 lots = 7.6%
     - BRU4 = 107 lots = 22.6%
     - BRU5 = 125 lots = 26.3%
     - BRU6 = 41 lots = 8.6%
     - Total = 100.0%

New Bylaws
FYI Assessment Impact

Projected minimum annual assessments for Operating Costs of $61.25 Annual Report fee & $100.00 CPA fee:

- BRU1 = $26.61
- BRU2 = $29.67
- BRU3 = $12.26
- BRU4 = $36.44
- BRU5 = $42.40
- BRU6 = $13.87
- Total = $161.25 = $0.34 per resident/lot

New Bylaws

- Article VIII: General Provisions
  1. Fiscal Year: 1 Jan – 31 Dec each year
  2. Examination of Books: any member may examine books and records of BRMRA
  3. Severability: Bylaws remain in effect even though CC&Rs may change
  4. Construction: AoI take precedence over Bylaws and CC&Rs take precedence over Bylaws
  5. Management: BRMRA is self-managed to minimize overall expenses
  6. Maintenance: BR Unit's must maintain their common areas per Article V of CC&Rs; any 2 or more units may contract with the same provider; all 6 units must contract with the same provider for contract to be under auspices of BRMRA

New Bylaws

- Article IX: Amendments
  - Bylaws may be amended by majority vote of the BoDs
  - Bylaws to be recorded in Leon Co. public records

- Motion to approve Bylaws
- Discussion & vote

Directors & Officers

- Current Directors/officers:
  - Phil Ross: President
  - Lyn Tryon: Secretary
  - Carlene Barrett: Treasurer
  - Charles Chervanik
  - Christopher Goodman
  - Brian Wheeler (recently elected to Pres. in BRU2)

New Directors & Officers

- New Directors/officers:
  - Phil Ross: President
  - Brian Wheeler: Vice President
  - Charles Chervanik: Secretary
  - Christopher Goodman: Treasurer
  - Lyn Tryon
  - Carlene Barrett
- Motion to approve new officers/titles
- Discussion & vote

Finance Statements

- 2020 (partial year of managing agent):
  - Income: $2951.49 (from unit assessments)
  - Expenses: $2744.15
    - Mgmt Agt.: $2,400
    - CPA: $250
    - Annual report: $61.25
    - Postage: $32.90
  - Income: $207.34 EoY bank balance = $1020.75
- 2021:
  - Income: $0.00
  - Expenses: $15.00 acct. dormancy fees (3 mos.)
  - Income: ($15.00) EoY bank balance = $1005.75

Finance Statements

- 2022:
  - Income: $0.00
  - Expenses: $316.25 corp. reactivation fees
  - Income: ($316.25) EoY bank balance = $689.50
- 2023:
  - Income: $0.00
  - Expenses: $0.00
  - Income: $0.00 EoY bank balance = $689.50

- Motion to approve finance statements
- Discussion & vote

BRMRA Budget for 2024

File new AoI w/FL State Dept.	$35.00
File new Bylaws w/Leon Co.	$78.00
Annual Corp. Report fee	$61.25
CPA fee – 2020 IRS tax report	$100.00
CPA fee – 2021 IRS tax report	$100.00
CPA fee – 2022 IRS tax report	$100.00
CPA fee – 2023 IRS tax report	$100.00
Bank dormancy fee* (3 mos.**)	$15.00
Total	$589.25

* Charged at the end of the month if no activity

** Feb, Mar, & Apr only

BRMRA Budget for 2024

- 2023 EoY balance $689.50
- 2024 Expenses $589.25
- Projected 2024 EoY balance $100.25
- Therefore, no assessment needed for 2024
- Assessment for 2025 TBD at annual meeting

- Motion to approve budget and assessment for 2024 and waive bond requirement for Treasurer for 2024
- Discussion & vote

Action Plan for 2024

- File AoI with State Dept.
- File Bylaws with Leon Co. Clerk
- File Annual Report with State Dept.
- Contact CPA:
  - Provide 2020-2023 information for taxes
  - CPA to file tax forms
  - Pay CPA

Plan for 2025: Monuments

Plan for 2025: Monuments

- Main monument (adjacent to Walmart ramp):
  - On CoT property/RoW; no approval obtained; CoT will not maintain
  - Currently some homeless tents located behind main monument
    - On CoT property/RoW
    - Police can't/won't do anything
    - CoT trying to address issue
  - Needs to be pressure washed and stained, sign needs to be repainted

Plan for 2025: Monuments

- Island Monument:
  - Approval from CoT to be on island; CoT will not maintain
  - Sign needs to be repainted
  - Weeds removed
  - Missing “stones” replaced
  - Lights removed/replaced (solar)
- Circle monument:
  - On CoT property/RoW; no approval obtained; CoT will not maintain
  - Sign needs to be repainted
  - Pergola needs to be stained

Plan for 2025: Monuments

- Quotes for any work will have to be obtained and used for 2025 budget and assessment
- Fortunately, this should not be an annual expense; several years before work needed again
- Will be a topic in the September Annual Meeting agenda

Wrap-up

- Any new business
- Q & As:
  - Signed AoI, Bylaws, & Budget to be provided to each President
  - Any questions concerning such should be directed to your President
  - Other Q&As
- Adjournment

BRMRA Special Board/Member Meeting
23 May 2024 at NE Library at 6:15 pm

Name	Address
KATHERINE CARMONA	2629 MANASSAS
Mary Checkai	2595 Manassas Way
ROBERT CHECKAI	" " "
BILL STIMMEL	2660 BRETON RIDGE DR
Tony Sirgey	2649 AUTUMN TRAIL
Jennifer Schwartz	5851 Dahlgren Trail
Bernard Scott, Sr.	5731 Farnsworth Dr.
Danielle Goodman	Ulysses Rd
Mary Kay Wilder (was Pickel)	2570 Carthage Ln
Lynn Fusilier	2552 Carthage Ln
Phil Fusilier	"
Tuddie Walker	2526 Dahlgren Ct.
Kerry Cook	5842 Dahlgren Trail
KAREN LITTLE	2524 CARTHAGE LN
Jennifer Pauline Yockey-Five	2521 Carthage Ln
Michael Five	"
Alex Ludwig	2540 Carthage Lane
Nicholas Catroppo	5719 Farnsworth Dr.
Kim CHOJNOWSKI	5712 FARNSWORTH DR.
Dawn Griffin	2578 Manassas Way
Steve Corriveau	2570 Ulysses Road
Wendy Corriveau	" " "

Name	Address
AVERY MCKNIGHT	2572 ULYSSES ROAD
CHIQUITA MCKNIGHT	2572 ULYSSES ROAD

Name	Address