Bull Run Unit 1 HOA Board of Directors Meeting

Location: Zoom Mtg. ID: 725 8327 7782

Purpose: Annual BoD & Member Meeting

Director Attendees:	Phil Ross, President
	Leslie Fearington, Dir.
	Bruce Gillander, Dir.
	David Ray, Dir.
	William Stimmel, Dir.
Member Attendees:	Emily Ross
	Heather Robinson
	Patti & Frank Lomagistro
	John & Dana Wilson
	Keith Humphrey
	Fran & Dennis Golabek
TPAM Attendee:	Mike Murray, CAM

Call to Order Time: 7:06 pm

Previous Minutes
Ross read the minutes from the 28 Oct 20 BoD meeting. Ray made a motion to approve minutes as read; Gillander seconded the motion. Vote: all in favor of approval as read. Minutes will be uploaded to the HOA website.

Agenda
Review 2020 profit & loss to date
Review 2021 budget and assessment
Restoration of common areas
Election to BoDs

P&L, Budget, Assessment
The 2020 P&L, 2021 budget, & 2021 assessment were reviewed for the members; no vote was necessary as the budget and assessment were approved at the 28 Oct 20 BoD meeting.

Restoration of Common Areas
Fences
There was an explanation of the issues of passive and active use of the HOA common areas and recommendations from our legal counsel concerning such usage. A key recommendation in the case of active use of the common area was to remove any fences that restricted use of the common area to a single residence. Two cases of this were presented: one, the fence at 5730 Roanoke Trail was approved by the developer prior to resident control of the HOA and, two, the fence at 2616 Antietam Trail which did not receive any ACC approval. The second fence was installed by a previous resident.

Since the two cases are dissimilar in regard to ACC approvals, the BoDs decided to address each situation separately. After much discussion concerning options for the fence at 5730 Roanoke Trail, a motion was made by Gillander and seconded by Ray to address the 3rd option to ask for a waiver of liability with several stipulations:

1. Fence removed from common area upon offer for sale or rental of property
2. Permanent or temporary structures removed
3. Trees or shrubs maintained to provide privacy to adjacent lot
4. Waiver to be signed by the HOA and resident and notarized and filed with Co. Clerk

The waiver legal fees (approx. $335) were to be paid for by the resident. The vote was all in favor of obtaining said waiver.

The fence at 2616 Antietam Trail was discussed by the BoDs. Murray stated that the resident had already received a noncompliance letter from TPAM, but at this date the fence was still in place. A motion was made by Ray to send a 2nd and final letter providing a 30 day time limit for fence removal by the resident; the motion was seconded by Fearington. The vote was all in favor of sending another letter to the resident to ask for removal of the fence.

Green Space Restoration

Several areas of the green spaces have been cleared and grassed by various residents. Pictures of these occurrences were provided. Legal counsel has stated that passive use of the green spaces is a common situation with HOAs and not really problematic. There are cases where the green space has been cleared which eliminated the privacy aspect offered by the trees and shrubs that were originally planted by the developer. The area between the west side of Roanoke Trail and the east side of the Breton Ridge cul-de-sac were shown as examples. The green space behind 5722 and 5726 Roanoke Trail were areas that were in need of additional privacy. There is also a gap in the green space directly behind 5718 Roanake Trail that would provide privacy in that area. Ray made a motion to add sweet viburnum to those three areas to provide green space privacy for current or future residents and Gillander seconded the motion. The vote was all in favor of planting the new shrubs.

Additional areas along Chancellorsville Drive were also considered for additional plants (pictures provided), however, a watering agreement with neighboring residents would have to be obtained. The BoDs had approved up to $1,500 total for new plants this year, but had not addressed the watering needs per se. It was agreed that letters would be sent to specific residents along Chancellorsville Dr. to see if they would support watering of new trees.

Election to Board of Directors

At this point in the meeting, it was announced that 3 Dirs. wished to resign from the BoDs:

1. Phil Ross, President
2. Bruce Gillander, Dir.
3. Dave Ray, Dir.

Ross made a request from residents to volunteer for the BoDs; only one nomination form had been submitted to TPAM. Heather Robinson and Dennis Golabek were the only two volunteers to come forward. Even though the Bylaws requires an odd number of Dirs., the decision was made to move ahead with four Dirs. for now and solicit and additional person in the near future.

At this point, Ross made a motion to accept the resignations of Ross, Ray, & Gillander and to accept the new Dirs. Robinson and Golabek. Ray seconded; the vote was all in favor of the motion. The meeting was adjourned at 7:35 pm.

Fearington called a new meeting to order at 7:36 pm with the new BoDs. Robinson volunteered to be President. Golabek made a motion to accept Robinson as the new Pres. and Fearington seconded; the vote was all in favor. Fearington volunteered to be Sec. for the HOA. Stimmel made a motion to accept Fearington as Sec. and Golabek seconded; the vote was all in favor. Golabek volunteered to be Treas. and made a motion to that effect and Stimmel seconded; the vote was all in favor. It was explained and expected that TPAM would take a much more active role in managing the HOA during the future years (eg. budgets, communication to residents, RFQs, etc.)

Robinson thanked Ross, Ray, and Gillander for their efforts during the past few years in getting the HOA into a much better administrative, financial, and appearance condition.

The meeting was adjourned at 9:00 pm.

The large time difference was due to an interruption on the part of Zoom after a 40 minute time limit which required a restart of the Zoom conference.

Bull Run Unit 1
Annual HOA Meeting

10 November 2020

Agenda:
Annual Meeting

- Call to order
- Previous meeting minutes: 28 Oct 20
- Review Profit & Loss
- Review Budget & Assessment for 2021
- Restoration of Common Area
  - Roanoke Trail green space & an Antietam lot
  - Chancellorsville Drive common area
- Election of Board of Directors
- Q&A

Minutes: 28 Oct 20

Bull Run Unit 1 HOA Board of Directors Meeting

Location: via Zoom application

Purpose: To set the budget & assessment for 2021 & make Bylaws amendment

Director Attendees: Phil Ross, Dir. President
Leslie Fearington, Dir.
David Ray, Dir.
William Stimmel, Dir.
Managing Agent: Mike Murray
Resident Attendees: Emily Ross

Call to Order Time: 7:07 pm

Reading of Previous Minutes:

BoD – 10 Mar 20
BoD – 5 Oct 20
ACC – 2633 Antietam/5718 Roanoke
ACC – 2697 Breton Ridge

Ross read the minutes from BoD meeting on 10 March 20; Stimmel made a motion to accept minutes as read, Ray seconded. Vote: all in favor of acceptance as read.
Ross read the minutes from BoD meeting on 5 Oct 20 which needed to be amended to include voting results. Ray made a motion to accept minutes as amended, Stimmel seconded. Vote: all in favor of acceptance as amended.
Ross read minutes of ACC meeting for 2633 Antietam Trail and 5718 Roanoke Trail via email communication. Residents were notified via email that 2 ACCs were being considered; only two positive comments were for each of the ACCs. Ray made a motion to accept the minutes as read, Stimmel seconded. Vote: all in favor of acceptance as read.
Ross read minutes of ACC meeting for 2697 Breton Ridge which was held via Zoom on 5 Oct 20. Ray made a motion to accept the minutes as read, Stimmel seconded. Vote: all in favor of acceptance as read.

Budget and Assessment for 2021

The rationale for preparing the 2021 Budget was presented. The projected reserve at the end of 2019 was $12,761.20 based on the 31 August 20 bank balance minus expected expenses for the next four months. The budget for 2021 was based extensively on expenses documented in the HOA Profit & Loss statement ending 31 August 20 which was provided by TPAM. The total expenses anticipated for 2021 was $17,686.25. Using an assessment of $230.00 with a one-time $60.00 rebate for 2021 ($170.00 net assessment) provided an income of $13,260.00 for the 78 lots in BRU1. With an additional $100.00 amount for mowing an empty lot for the owner made a total income of $13,360.00 which resulted in a net loss of $4,326.25 for the year. The reserve fund then stood at $8,434.95 which meets the Bylaws requirement of $7,000-10,000.

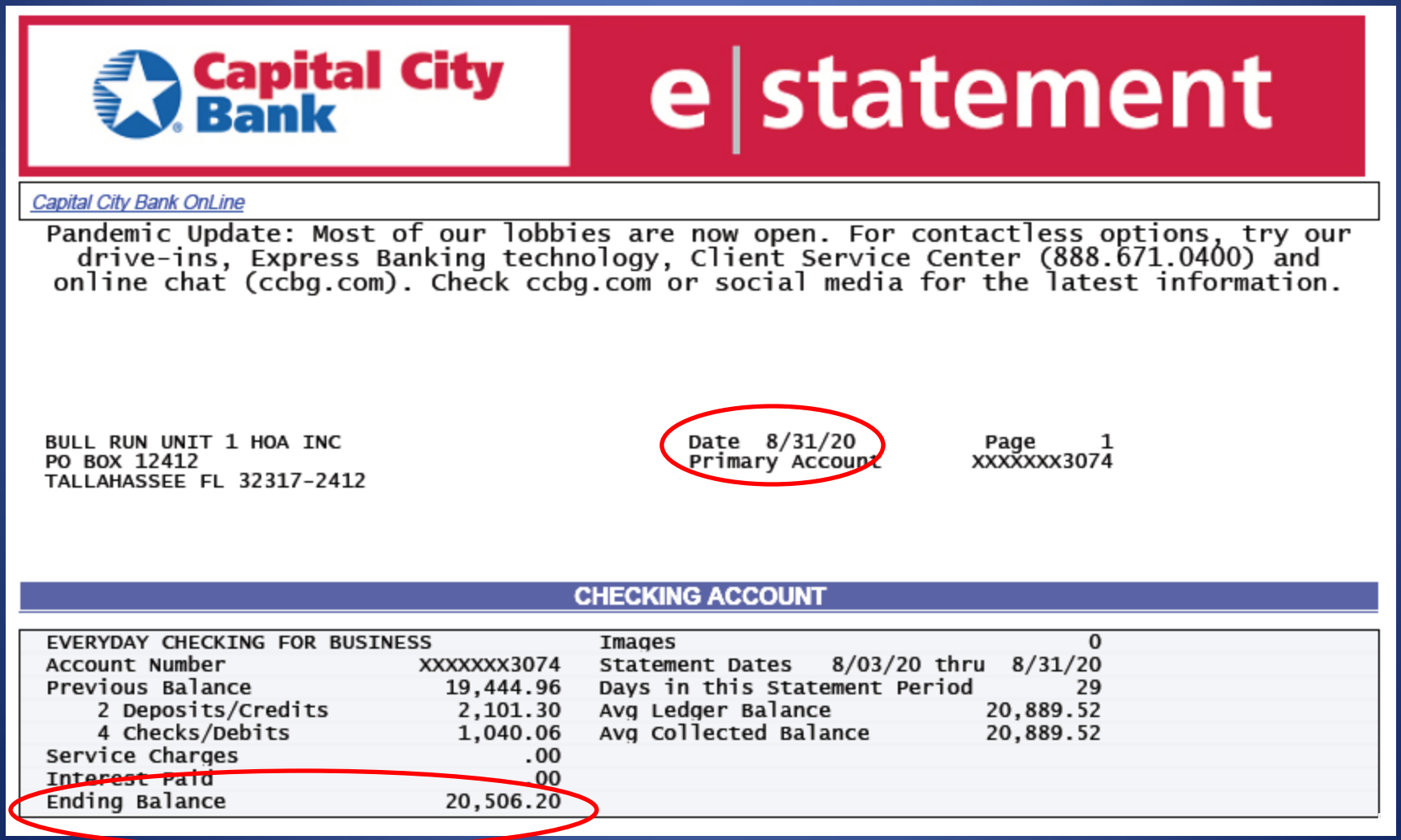
Minutes: 28 Oct 20

Ray made a motion to accept the budget as proposed, Stimmel seconded. The vote was all in favor of the budget as stated. Ray made a motion to make the assessment equal to $230.00 for 2021, Ross seconded. The vote was all in favor of a $230.00 annual assessment. Ray made a motion to set a one-time rebate for 2021 at $60.00, Stimmel seconded. The vote was all in favor of providing a $60.00 rebate for 2021 only. For clarity's sake, the net amount due from each property owner is $170.00 for 2021.

Bylaws Amendment
A Bylaws amendment to change the past due assessment interest rate from a monthly compounded value to a simple 1.5% per month (18% annual is legal limit) was presented. This makes it easier for TPAM to administer. Ross made a motion to change the Bylaws to the 1.5% simple monthly interest rate for past due assessments, Ray seconded. The vote was all in favor of using the 1.5% simple monthly interest rate.

New Business
Only one nomination form for a new Director had been received by TPAM as of this date. The current Directors need to talk to residents for their interest in serving on the BoDs. TPAM was aware that they would need to take a more active role in running the HOA next year. TPAM has also worked on setting up a email address for the webmaster to make notification of website updates easier for Director communication.

31 August 20
Bank Balance



Capital City Bank

e|statement

Capital City Bank OnLine

Pandemic Update: Most of our lobbies are now open. For contactless options, try our drive-ins, Express Banking technology, Client Service Center (888.671.0400) and online chat (ccbg.com). Check ccbg.com or social media for the latest information.

BULL RUN UNIT 1 HOA INC
PO BOX 12412
TALLAHASSEE FL 32317-2412

Date 8/31/20
Primary Account

Page 1
XXXXXXX3074

CHECKING ACCOUNT

EVERYDAY CHECKING FOR BUSINESS		Images	0
Account Number	XXXXXXX3074	Statement Dates	8/03/20 thru 8/31/20
Previous Balance	19,444.96	Days in this Statement Period	29
2 Deposits/Credits	2,101.30	Avg Ledger Balance	20,889.52
4 Checks/Debits	1,040.06	Avg Collected Balance	20,889.52
Service Charges	.00		
Interest Paid	.00		
Ending Balance	20,506.20		

2020 Finances Jan 1- Aug 31

- Income:
  - Assessments $20,629.77
  - Maintenance settlement $11,000.00
- Expenses:
  - Bank fees $15.00
  - Insurance $1,673.00
  - CPA $212.00
  - Legal $2,676.67
  - Website $162.17
  - MRA assessment $480.48
  - Management $2,275.00
  - Office expenses $722.78
  - Grounds maintenance $5,640.00
  - Tree removal $1,800.00
  - Monument landscaping $0.00
  - Monument repairs $50.00
  - Utilities $218.92
- Net Income $15,703.75
- Ending Bank Balance $20,506.20

2021 Budget Rationale

BRU1 HOA Year End Balance		
Assets		
$20,506.20	**Total Account Balance-August 30**	**$18,116.43 balance-Oct 31**
Debits		
-$1,300.00	**TPAM (4 months)**	
-$2,560.00	**Grass Monkeys (4 months)**	
-$100.00	**Grass Monkeys (monument trimming)**	
-$160.00	**Utilities**	
$0.00	**MRA Dues (no managing agent presently)**	
-$2,125.00	**Tree Removal at 5717 Roanoke & Chancellorsville Drive**	
-$1,500.00	**New trees/shrubs for common area**	
$12,761.20	**Projected balance at 2020 YE**	

HOA Maintenance Assessments 2021-2025

Bull Run Unit 1 HOA 5 Year Budget						
Fiscal Year	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Balance Brought Forward	- - - - - -	$12,761.20	$8,434.95	$8,788.70	$9,142.45	$9,496.20
Income						
Assessments		$13,260.00	$17,940.00	$17,940.00	$17,940.00	$17,940.00
Miscellaneous		$100.00	$100.00	$100.00	$100.00	$100.00
Total Income		$13,360.00	$18,040.00	$18,040.00	$18,040.00	$18,040.00
Expenses						
Master Res. Assoc. Fee		$0.00	$0.00	$0.00	$0.00	$0.00
Grounds Maintenance						
Mowing per contract		$7,680.00	$7,680.00	$7,680.00	$7,680.00	$7,680.00
Monument landscaping		$500.00	$500.00	$500.00	$500.00	$500.00
Chancellorsville cleanup		$0.00	$0.00	$0.00	$0.00	$0.00
Management Fees		$3,900.00	$3,900.00	$3,900.00	$3,900.00	$3,900.00
Annual Corporate Fee		$61.25	$61.25	$61.25	$61.25	$61.25
Repairs & Maintenance		$300.00	$300.00	$300.00	$300.00	$300.00
Irrigation systems						
Monuments						
Office		$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
Utilities – water		$400.00	$400.00	$400.00	$400.00	$400.00
Banking – checks & fees		$0.00	$0.00	$0.00	$0.00	$0.00
Legal fees		$0.00	$0.00	$0.00	$0.00	$0.00
Insurance-BoD & Liability		$1,673.00	$1,673.00	$1,673.00	$1,673.00	$1,673.00
Website		$160.00	$160.00	$160.00	$160.00	$160.00
Newsletter		$0.00	$0.00	$0.00	$0.00	$0.00
Postage		$300.00	$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
Board or Member Meeting		$0.00	$0.00	$0.00	$0.00	$0.00
CPA (annual tax return)		$212.00	$212.00	$212.00	$212.00	$212.00
Equipment		$0.00	$0.00	$0.00	$0.00	$0.00
Miscellaneous		$0.00	$0.00	$0.00	$0.00	$0.00
Total Expenses		$17,686.25	$17,686.25	$17,686.25	$17,686.25	$17,686.25
Revenue (income-expenses)		-$4,326.25	$353.75	$353.75	$353.75	$353.75
Estimated Reserve Dec 31	$12,761.20	$8,434.95	$8,788.70	$9,142.45	$9,496.20	$9,849.95
Assessment for Fiscal Year (potential value to meet bylaws)		$230.00	$230.00	$230.00	$230.00	$230.00
Rebate on Assessment		$60.00				
		$170.00	Assessment for current year only			

Maintenance Assessments 2021-2025

Bull Run Unit 1 HOA 5 Year Budget						
Fiscal Year	**2020**	**2021**	**2022**	**2023**	**2024**	**2025**
Balance Brought Forward	- - - - - -	$12,761.20	$8,434.95	$8,788.70	$9,142.45	$9,496.20
Income						
Assessments	$170	$13,260.00	$17,940.00	$17,940.00	$17,940.00	$17,940.00
Miscellaneous		$100.00	$100.00	$100.00	$100.00	$100.00
Total Income		$13,360.00	$18,040.00	$18,040.00	$18,040.00	$18,040.00

Maintenance Assessments 2021-2025

$230 / yr.
$60 rebate
$170 for 2021

Expenses						
Master Res. Assoc. Fee		$0.00	$0.00	$0.00	$0.00	$0.00
Grounds Maintenance						
Mowing per contract		$7,680.00	$7,680.00	$7,680.00	$7,680.00	$7,680.00
Monument landscaping		$500.00	$500.00	$500.00	$500.00	$500.00
Chancellorsville cleanup		$0.00	$0.00	$0.00	$0.00	$0.00
Management Fees		$3,900.00	$3,900.00	$3,900.00	$3,900.00	$3,900.00
Annual Corporate Fee		$61.25	$61.25	$61.25	$61.25	$61.25
Repairs & Maintenance		$300.00	$300.00	$300.00	$300.00	$300.00
Irrigation systems						
Monuments						
Office		$1,000.00	$1,000.00	$1,000.00	$1,000.00	$1,000.00
Utilities – water		$400.00	$400.00	$400.00	$400.00	$400.00
Banking – checks & fees		$0.00	$0.00	$0.00	$0.00	$0.00
Legal fees		$0.00	$0.00	$0.00	$0.00	$0.00
Insurance-BoD & Liability		$1,673.00	$1,673.00	$1,673.00	$1,673.00	$1,673.00
Website		$160.00	$160.00	$160.00	$160.00	$160.00
Newsletter		$0.00	$0.00	$0.00	$0.00	$0.00
Postage		$300.00	$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
Board or Member Meeting		$0.00	$0.00	$0.00	$0.00	$0.00
CPA (annual tax return)		$212.00	$212.00	$212.00	$212.00	$212.00
Equipment		$0.00	$0.00	$0.00	$0.00	$0.00
Miscellaneous		$0.00	$0.00	$0.00	$0.00	$0.00
Total Expenses		$17,686.25	$17,686.25	$17,686.25	$17,686.25	$17,686.25
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Assessment for Fiscal Year		$230.00	$230.00	$230.00	$230.00	$230.00
(potential value to meet bylaws)						
Rebate on Assessment		$60.00				
		$170.00	Assessment for current year only			

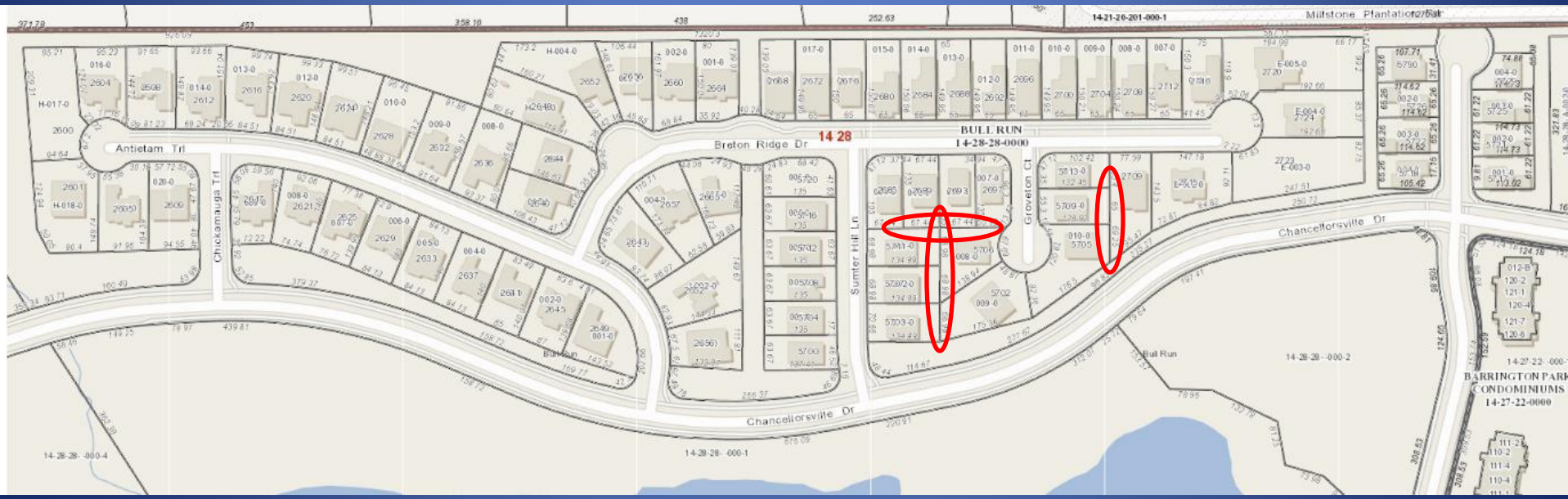
Restoration of Common Area

- Two aspects come into play:
  - Active use: fences, structures, equipment, etc.
  - Passive use: clearing, adding sod, mowing, etc.

- Passive use also has two aspects:
  - Areas with adjacent lots
  - Areas with no adjacent lots

Restoration of Common Area

- Only two areas with back-to-back yards; otherwise privacy was designed into unit by developer



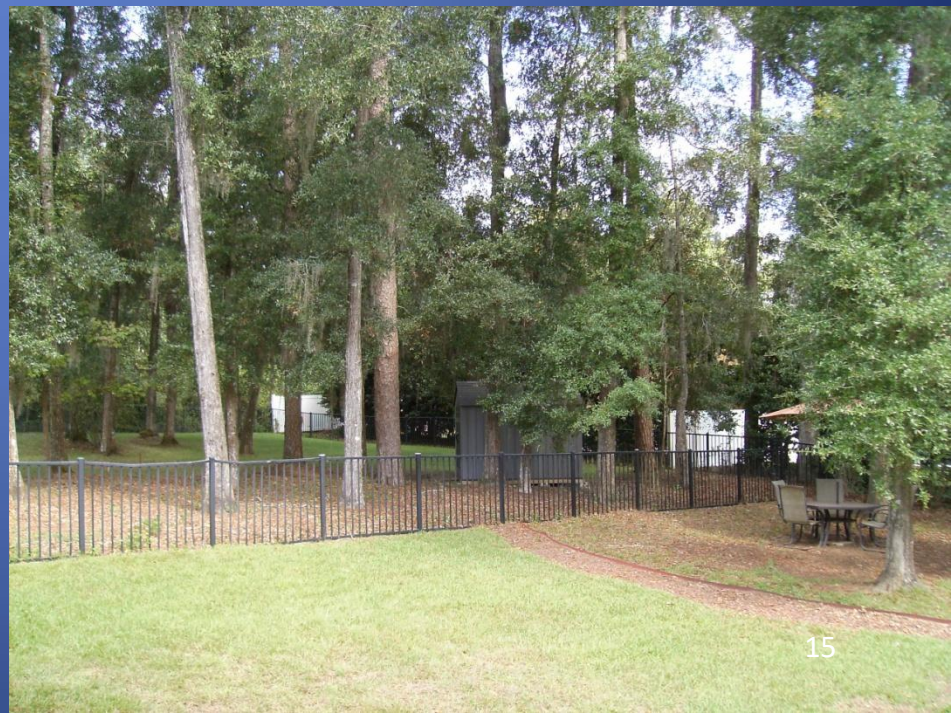
Restoration of Common Area

- Predominant issue on west side of Roanoke Trail; somewhat on east side
- Only one homeowner has completely respected the green space behind their lot
- Common area issues:
  - Passive use; cleared and/or grassed
  - Fenced in as part of homeowners lot
  - Removal of green space trees and/or shrubbery

Restoration of Common Area

- Many homeowners have cleared part of the HOA common area to augment their backyards
- At least two homeowners have fenced in part of the HOA common area as their yard:
  - One; Block approved
  - Two; no ACC approval

Common Area Use



Restoration of Common Area

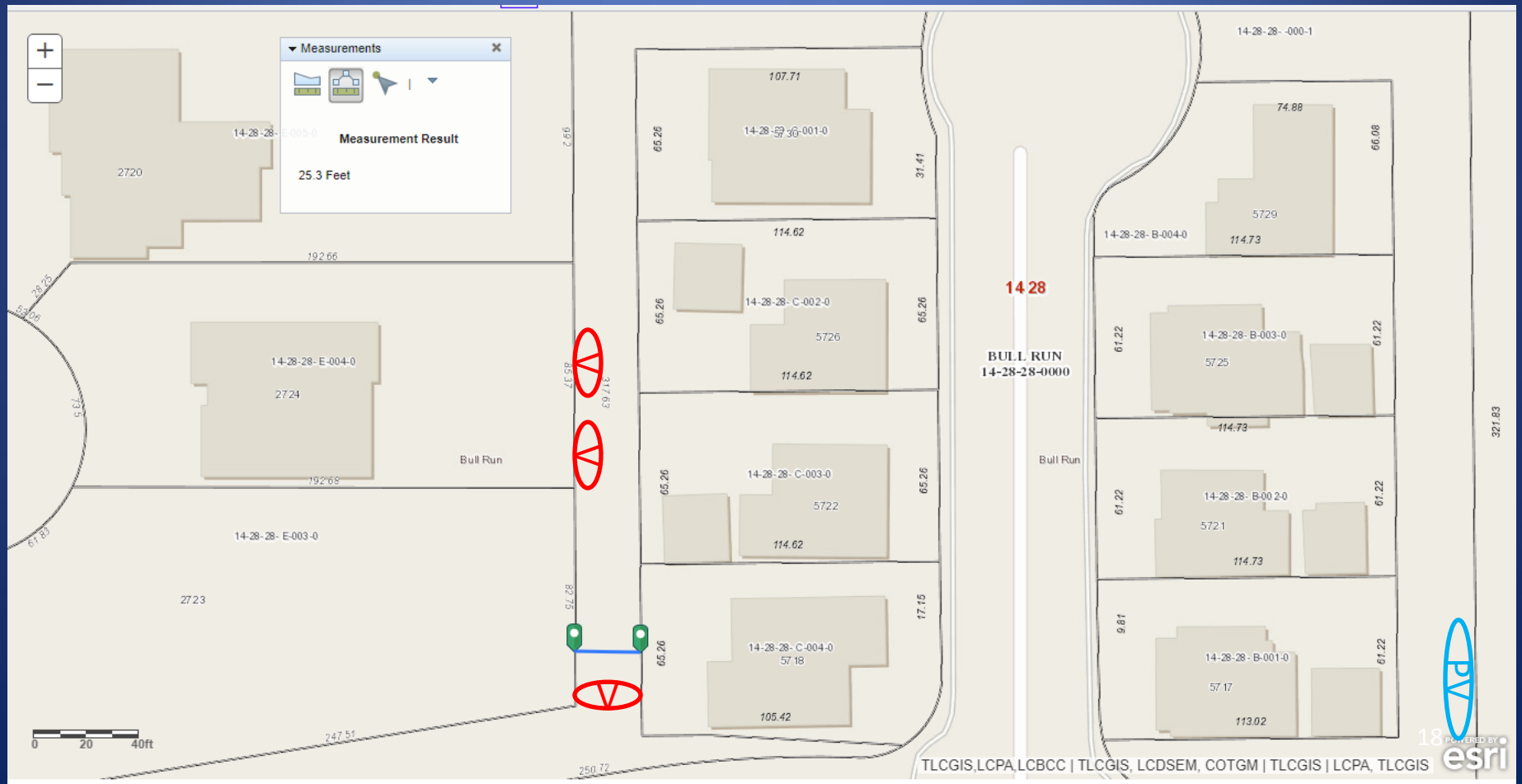
- Legal opinion per our counsel:
  - No permanent or temporary structures on HOA common area; risk mitigation
  - Remove any fencing on HOA common area; doesn't meet the intent of "common area" as provided in covenants plus other legal issues & costs
  - Passive use of HOA common area is common and usually not restricted in HOAs
  - Do not remove any large trees or prune privacy shrubs from common areas without HOA approval

Restoration of Common Area

- Three fence Options:
  - Fence can remain in place; no other action
  - Fence completely removed from common area
  - Fence remains in place with these stipulations:
    - Waiver of liability signed and financed by homeowner (approx. $335 for counsel preparation & filing)
    - Fence removed from common area upon offer for sale or rental of property
    - Trees or shrubs maintained to provide privacy
    - Permanent or temporary structures removed

Restoration of Common Area

- Trees/shrubs added to common area to restore privacy for current/future residents



Restoration of Common Area

- Possible trees/shrubs added to common area to provide isolation from Chancellorsville Dr.

Chancellorsville Drive

Chancellorsville Drive

Election to Board of Directors

- 3 Current Directors would like to step down:
  - Phil Ross, President; term May, 2016 – Dec, 2020
  - Bruce Gillander; term May, 2016 – Dec, 2020
  - Dave Ray; term Nov, 2017 – Dec, 2020
- Candidates for Board
- Adjournment/call to order: election of officers

HOA Annual Meeting

- Any other new business?
- Q&A
- Adjournment