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.

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.

Bull Run Unit 1
HOA Board Meeting

28 Oct 2020

Agenda:
Board Meeting

- Reading of previous meeting minutes
- Profit & Loss thru Sep 30th
- Budget & Assessment for 2021
- Bylaw amendment: past due interest rate
- Q&A

Previous Meeting Minutes

- Board of Directors:
  - March 10, 2020 – wax myrtle removal, etc.
  - October 5, 2020 – tree removal
- ACCs:
  - 2633 Antietam-5718 Roanoke
  - 2697 Breton Ridge

Bull Run Unit 1 HOA Board/ACC Meeting Minutes
May 7th and June 17th, 2020

An open meeting was not held due to the Covid-19 Pandemic. All residents were informed of the proposal via email with requests for comments. Only 2 positive comments were received for the 1st ACC request and 2 positive for the 2nd ACC request.

Pursuant to the CC&Rs and Bylaws for BRU1 HOA, the BoD acts as the ACC.

Board members present were:

- Phil Ross, Director President
- Leslie Fearington, Director
- Bruce Gillander, Director
- Dave Ray, Director
- Bill Stimmel, Director

ACC Requests Submitted for Consideration

1. 2633 Antietam Trail – Iyer: Fence
2. 5718 Roanoke Trial – Gainer: Deck

ACC Request #1

The fence proposal was a standard shadow box design to tie into the neighboring fences by extending new fence from the rear corners of the current home structure and by adding fence from the rear corners of the adjacent fences (both of which are shadow box construction).

Vote: All Directors voted to approve the request

ACC Request #2

The deck proposal was well within the boundaries of the lot and matches the side dimensions of the home. The deck is to be white painted wood construction.

Vote: All Directors voted to approve the request

Bull Run Unit 1 HOA Board/ACC Meeting Minutes
Monday, 5 Oct 20

The meeting was held via the Zoom application.

Phillip Ross called the meeting to order at 7:00 pm.

Pursuant to the CC&Rs and Bylaws for BRU1 HOA, the BoD acts as the ACC.

Board members present were:

- Phil Ross, Director President
- Leslie Fearington, Director
- Bruce Gillander, Director
- Dave Ray, Director
- Bill Stimmel, Director

Residents present were: Kishan Kundapur

ACC Requests Submitted for Consideration

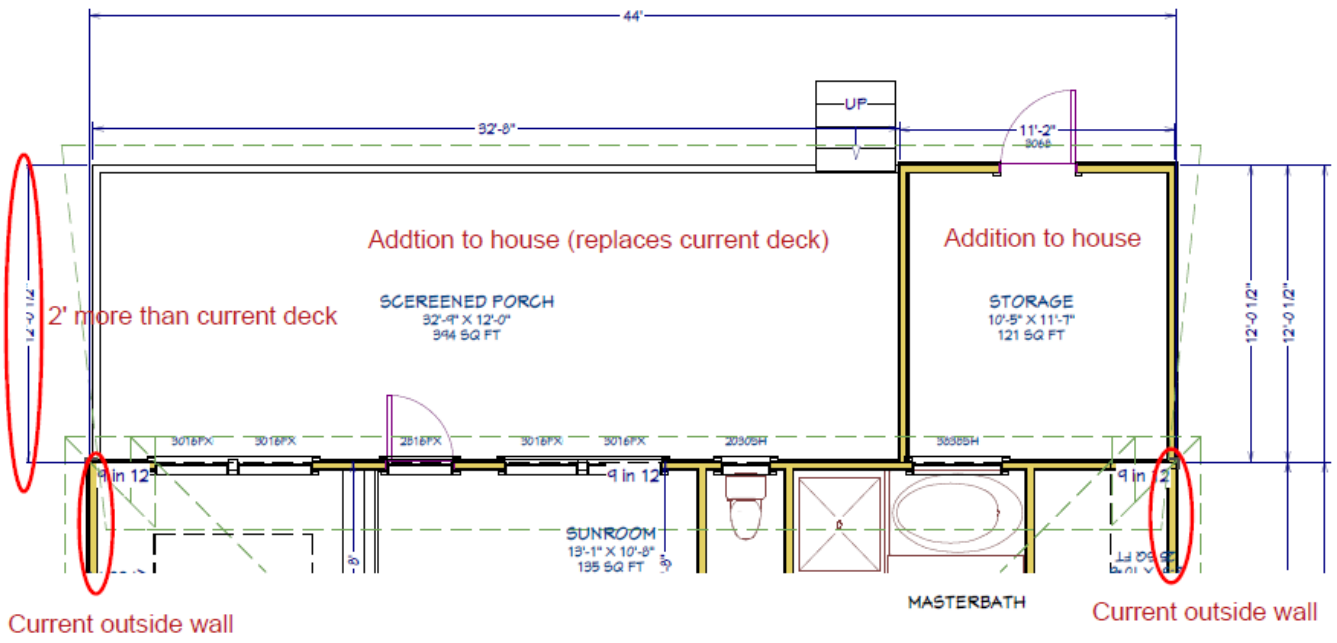
1. 2697 Breton Ridge Drive: additional room, screened porch, new deck

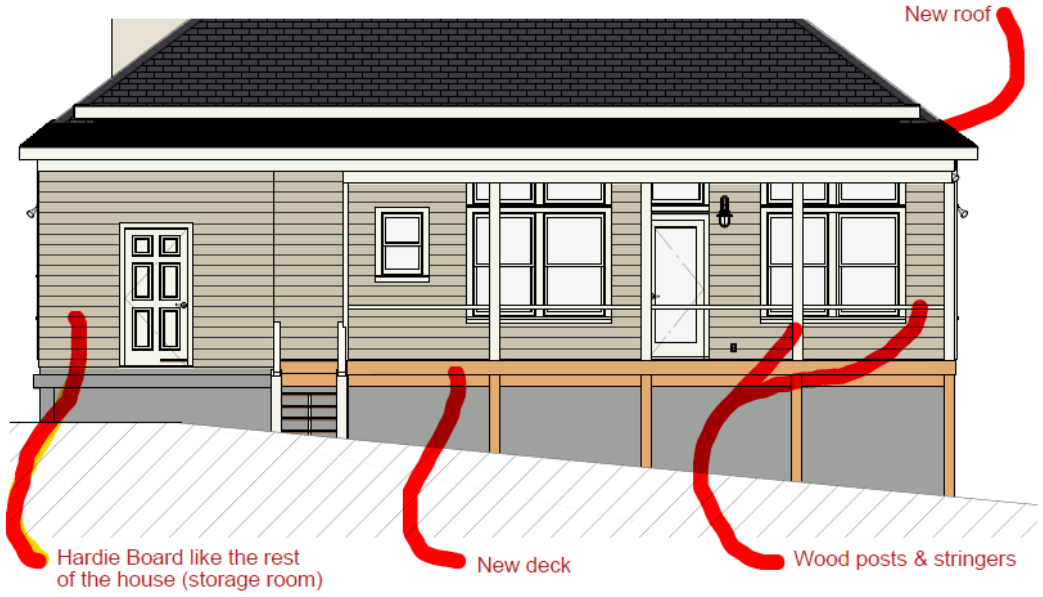
ACC Request #1

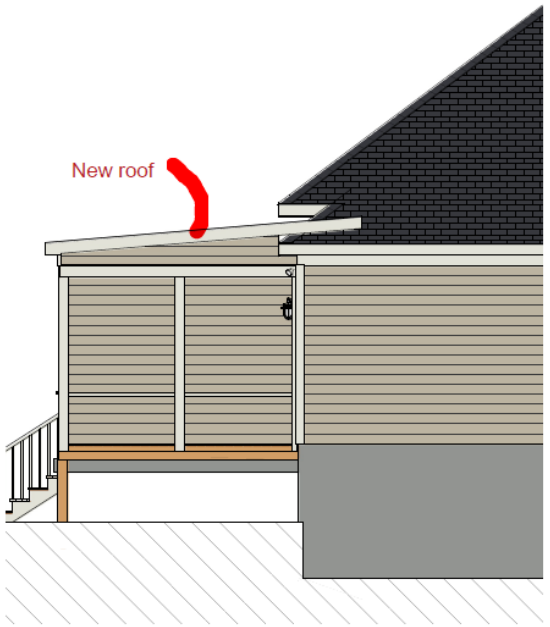
Material provided by Mr. Kundapur had previously been sent to the Board for review. Ross and Stimmel visited the building site prior to the meeting and explanations of the building plan were subsequently sent to the Board in anticipation of the ACC meeting. No questions were addressed at this meeting.

Motion to approve request: Ross
Second: Ray
Vote: All in favor of approving the ACC request based on the documents and explanation provided by Mr. Kundapur

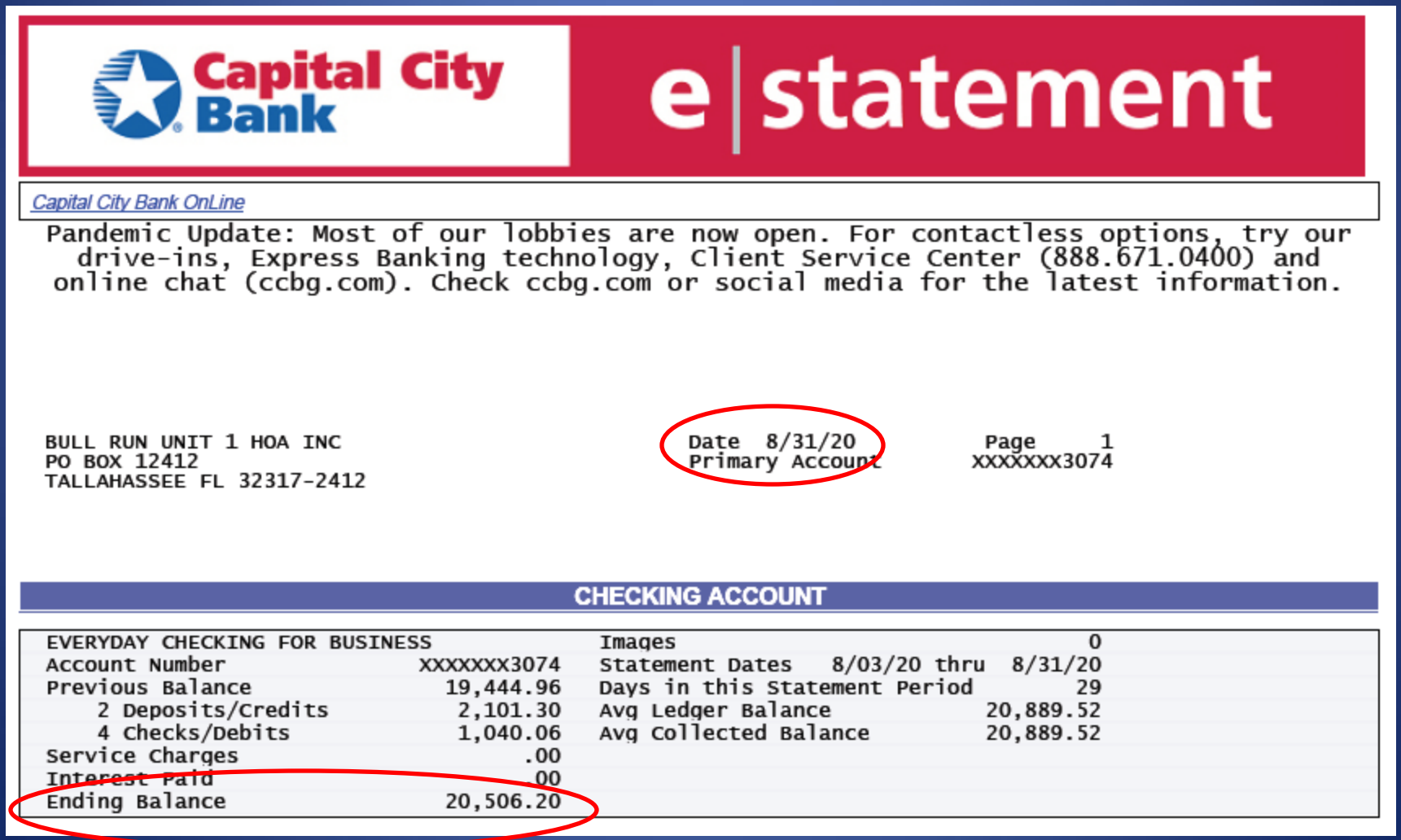
The meeting was adjourned at 7:07 pm.


44'
32'-8"
UP
11'-2"
Addtion to house (replaces current deck)
Addition to house
2' more than current deck
SCEREENED PORCH
32'-9" X 12'-0"
394 SQ FT
STORAGE
10'-5" X 11'-7"
121 SQ FT
12'-0 1/2"
12'-0 1/2"
9 in 12
9 in 12
9 in 12
SUNROOM
13'-1" X 10'-8"
135 SQ FT
MASTERBATH
Current outside wall
Current outside wall


New roof
Hardie Board like the rest
of the house (storage room)
New deck
Wood posts & stringers


New roof

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 30

- 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**
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		$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

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
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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			

Maintenance Assessments 2021-2025

- Is there a motion to:
  - Accept the budget as previously stated

- Is there a motion to:
  - Set the annual assessment rate to $230 per resident
  - Set this year's rebate on the assessment to $60
  - Set the effective assessment due for 2021 to $170

Bylaws Amendment

- Article XI: Assessments and Late Payments
- Changed rate to 1.5% per month simple interest on assessment
- Easier for TPAM to administer

ARTICLE XI – ASSESSMENTS AND LATE PAYMENTS

As more fully provided in the Declaration, each member is obligated to pay to the Association annual and special assessments. Payment of assessments shall follow this schedule:

- January 1 (due) – Jan 31: no penalty if paid during this time period
- February 1: $25 late fee + 1.50% interest on assessment
- March 1 – until payment: + 1.50% interest on assesment each month (18% per annum)
- July 1 – Legal action to obtain payment of balance owed

the Association may bring an action at law against the owner personally obligated to pay the same or foreclose the lien against the property, and interest, costs, and reasonable attorney's fees of any such action shall be added to the amount of such assessment. No owner may waive or otherwise escape liability for the assessments provided for herein by non-usage or abandonment of their lot.

HOA Board Meeting

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