



# BRIAR HILL

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## ESTATES

**Homeowners' Association**  
**Annual Meeting**  
September 22, 2016

# Welcome

- Fire Exits
- Comfort Facilities

## Rules:

- Group Participation/Idea Sharing
- Time Consideration
- Courteous Behavior
- Open Discussion
- Question and Answer Period Provided



# Meeting Agenda

- Welcome - Mark Marshall 5min
- Comments - 7<sup>th</sup> District Magistrate Bob Dye 5min
- President' s Comments – Mark Marshall 5min
- Board Activity Reports
  - Financial Update - Mark Marshall 5min
  - Maintenance - Dave Brown 5min
  - Website/Media/Security - Ken Horn 5min
  - Code Enforcement - David Heyne 5min
- Nomination/Election of 2017 Board 5min
- Open Discussion/Resident Input 20min
- Adjournment



# Current Board Membership

- |                    |                |  |
|--------------------|----------------|--|
| • President        | Mark Marshall  | Term expired / Motion to complete Brown term |
| • Vice President   | Ken Horn       | Term thru 2017                               |
| • Secretary        | Brian Powell   | Term thru 2017                               |
| • Code Enforcement | David Heyne    | Term expired / Up for election               |
| • Treasurer        | Kevin Bean     | Term expired / Leaving board                 |
| • Maintenance      | David Brown    | Term thru 2017 / Leaving board               |
| • Committee        | Sue Piotrowski | Term expired / Up for election               |



# **Magistrate's Remarks**

Bob Dye

electbobdye@yahoo.com



# **President's Remarks**

Mark Marshall



# President Remarks

## 2015-16 Board Focus & Accomplishments

- As in prior years, the BHE BOD has maintained its focus on fairly implementing and enforcing the BHE restrictive covenants and bylaws.
- The purpose of maintaining these restrictions is to primarily maintain home values and to also ensure that BHE remains a desirable place to live.
- Since the last annual meeting, the BOD has completed some landscaping and preservation projects. We have also begun the process of rewriting the current restrictive covenants and bylaws.



# **Financial Update**

Mark Marshall on behalf of Kevin Bean





# 2016 Cash Basis Statement

<b>Cash Balance 12/31/2015</b>		<b>\$49,646.18</b>
Collections in 2016		
	Homeowners fees collected	\$39,510.00
	Resident Overpayments	\$130.00
<b>Total Collected as of 8/31/2016</b>		<b>\$39,640.00</b>
<b>Total Cash Available through 8/31/2016</b>		<b>\$89,286.18</b>
<b>Expenses for 2016 as of 8/31/2016</b>		
	HOA Insurance	\$1,840.01
	Police Patrol	\$2,160.00
	Legal Fees	\$0.00
	Sheriff Fees	\$0.00
	Tax Preparation	\$0.00
	Annual Billing Expenses	\$135.10
	Accounting Database	\$289.95
	Court Costs	\$0.00
	Taxes Paid	\$0.00
	Other General Administrative Expenses	\$49.54
	Postage	\$306.22
	Stationary and Printing	\$0.00
	Website	\$0.00
	Report Filing	\$15.00
	Welcome to the Neighborhood	\$59.94
<b>Total Administrative Expenses</b>		<b>\$4,855.76</b>
	Lawn and Garden	\$4,483.35
	Common Area Maintenance	\$1,828.30
	Electric	\$9,747.40
	Water	\$882.15
<b>Total Operating Expenses</b>		<b>\$16,941.20</b>
<b>Total Posted Expenses</b>		<b>\$21,796.96</b>
<b>PNC Cash Balance as of 8/31/2016</b>		<b>\$67,328.42</b>



# 2016 Budget to Actual Thru 8/31/2016

Income	Budget	Actual as of 8/31/2016	Est 4th Qtr	Year End Expected
Homeowners Assessments/Late Fees 365 @ \$105	\$38,950.00	\$ 39,510.00	\$ -	\$39,510.00
Resident Overpayments	\$ -	\$ 130.00	\$ -	\$ 130.00
<b>Total Operating Revenue</b>	<b>\$38,950.00</b>	\$ 39,640.00	\$ -	<b>\$39,640.00</b>
<b>Expenses</b>				
<b>Administrative Expenses</b>				
Insurance	\$ 2,000.00	\$ 1,840.01	\$ -	\$ 1,840.01
Police Patrol	\$ 7,200.00	\$ 2,160.00	\$ 5,040.00	\$ 7,200.00
Legal Fees	\$ 1,000.00	\$ -	\$ 1,000.00	\$ 1,000.00
Sheriff Fees	\$ 200.00	\$ -	\$ -	\$ -
Fire Hydrant Painting	\$ 3,000.00	\$ -	\$ 2,482.90	\$ 2,482.90
Annual Billing Expenses	\$ 350.00	\$ 135.10	\$ -	\$ 135.10
Accounting Database	\$ 300.00	\$ 289.95	\$ -	\$ 289.95
Court Costs	\$ 82.00	\$ -	\$ 300.00	\$ 300.00
Other General Admin	\$ 400.00	\$ 49.54	\$ 200.00	\$ 249.54
Postage	\$ 350.00	\$ 306.22	\$ -	\$ 306.22
Stationary And Printing	\$ 300.00	\$ -	\$ -	\$ -
Website	\$ 500.00	\$ -	\$ 250.00	\$ 250.00
Report Filing	\$ 15.00	\$ 15.00	\$ -	\$ 15.00
Welcome to the Neighborhood	\$ 500.00	\$ 59.94	\$ 200.00	\$ 259.94
<b>Total Administrative Expenses</b>	<b>\$16,197.00</b>	\$ 4,855.76	\$ 9,472.90	<b>\$14,328.66</b>
<b>Operating Expenses</b>				
Lawn and Garden	\$ 9,000.00	\$ 4,483.35	\$ 5,000.00	\$ 9,483.35
Common Area Maintenance	\$ 200.00	\$ 1,828.30	\$ 250.00	\$ 2,078.30
Electric	\$14,000.00	\$ 9,747.40	\$ 5,000.00	\$14,747.40
Water	\$ 1,500.00	\$ 882.15	\$ 400.00	\$ 1,282.15
Holiday Décor	\$ 1,500.00	\$ -	\$ 1,500.00	\$ 1,500.00
<b>Total Operating Expenses</b>	<b>\$26,200.00</b>	\$ 16,941.20	\$12,150.00	<b>\$29,091.20</b>
<b>Capital Improvements</b>	<b>\$ 1,200.00</b>	\$ -	\$ -	<b>\$ -</b>
<b>Total Expenses</b>	<b>\$43,597.00</b>	\$ 21,796.96	\$21,622.90	<b>\$43,419.86</b>



# 2017 Proposed Budget

		Budget
<b>Income</b>		
Homeowners Assessments      368 @ \$105	\$	38,640.00
Late Fees                              36 @ \$25	\$	900.00
<b>Total Operating Revenue</b>	<b>\$</b>	<b>39,540.00</b>
 <b>Expenses</b>		
<b>Administrative Expenses</b>		
Insurance	\$	2,000.00
Police Patrol	\$	8,000.00
Legal Fees	\$	1,000.00
Sheriff Fees	\$	200.00
Annual Billing Expenses	\$	350.00
Accounting Database	\$	300.00
Court Costs	\$	82.00
Other General Admin	\$	400.00
Postage	\$	350.00
Stationary And Printing	\$	300.00
Website	\$	500.00
Report Filing	\$	15.00
Welcome to the Neighborhood	\$	500.00
<b>Total Administrative Expenses</b>	<b>\$</b>	<b>13,997.00</b>
 <b>Operating Expenses</b>		
Lawn and Garden	\$	9,500.00
Common Area Maintenance	\$	1,000.00
Electric	\$	15,000.00
Water	\$	1,500.00
Holiday Décor	\$	1,500.00
<b>Total Operating Expenses</b>	<b>\$</b>	<b>28,500.00</b>
 <b>Capital Improvements</b>	 <b>\$</b>	 <b>1,200.00</b>
<b>Total Expenses</b>	<b>\$</b>	<b>43,697.00</b>
	<b>Shortage \$</b>	<b>(4,157.00)</b>
<b>Recommendation of Board to increase dues to \$115.00 per lot.</b>		



# **Maintenance & Landscaping Update**

David Brown



# Maintenance & Landscaping

- Arborvitaes at Shadow Creek entrance removed
- Peyton's Lawn Care Contracted in 2016
- Spring Planting added
  - 6 Gold Thread Cypress
  - 6 Schipp Laurels
  - 8 Winter Gem Boxwoods to EOG Entrance
  - 24 Liriope to Shadow Creek entrance



# Maintenance & Landscaping

## Irrigation

- Lindsay Marie Irrigation open & close sprinkler system
- Backflow pressure testing completed
- Two irrigation system breaks repaired

## Fire Hydrants

- 38 fire hydrants painted by Aspire Painting
- Cost of app. \$2,500, budgeted \$3,000
- HOA overseeing project should extend life of work rather than OCFD overseeing project



# Maintenance & Landscaping

## Holiday Decorations

- Easy Pro Property Service contracted in 2015
- Intention to renew with Easy Pro for 2016
- Lights and decorations in place prior to Nov. 30 and removed / stored in early January



# **Media / Communications**

Ken Horn





# Media & Communications

## Website

- Content system is outdated but cost prohibitive to update
- Estimates to completely redesign site are in excess of \$3,000
- Currently hosted for free with freelance maintenance work as needed
- Will determine next steps as part of 2016-17 plan



# Media & Communications

## Facebook Page

- Likes have increased above 300
- Used complementary with monthly E-blasts
- Communicate to all likes does cost app. \$10 per post
- Research whether FB page can house documents and possibly replace website long term.



# Media & Communications

## E-blast

- Resident directory of app. 315 email addresses
- Monthly updates and special announcements
- Have limited use of e-blast to board related announcements
- Social announcements continue through generous work of Lori Moss for both BHE and Briar Hill



# **Radar Enforcement**

Ken Horn



# Radar Enforcement

- Hiring of off-duty officers in fourth year
- Addresses on-going vehicle issues within BHE
- Increases visible police presence
- Program focused on AM and PM Rush
  - Off hours have been added per resident requests
- Intention to continue program at with resident approval tonight
- County has acquired unmanned radar unit that can be reserved as well.



# **Code Enforcement**

David Heyne



# Code Enforcement

- Most Changes to External Structure Must be Pre-Approved by HOA Board
  - Swimming Pools, Fences, Tennis Courts, Additions, Out Buildings, Major Landscaping, etc. are Examples.
  - Application Form Can be Downloaded from Website or Requested by E-mail
  - Approval Timing Within 7 Days After All Necessary Information is provided.
  - Construction Must be Completed within 12 months



# Code Enforcement

- Enforcement Process Starts with **Homeowners** Submitting Complaint Form
  - Commercial Activities, Recreational Vehicles / RV / Boats Parking, Animals / Livestock, Noxious / Offensive Conditions, Lot Maintenance, Off-Road Vehicles / Non-licensed Vehicles, etc.
  - Complaint Form Can be Filled Out and Submitted via Website. Information Is Relayed Directly to HOA Board Members.
  - Initial Response Back to Submitter Within 2 Days.
  - Resolution May Take Time.





# Code Enforcement

- Enforcement Process Starts with **Homeowners** Submitting Complaint Form
  - All Enforcement Information Are Kept Confidential.
  - Amicable Settlement Is Primary Path.
  - Legal Recourse is Last Resort.(Fines / Liens / Developer)
- Vacant Lot Maintenance
  - Grass Cutting
  - Rock Pile Removal



# Deed of Restrictions Committee

- Covenant Task Force established to amend and rewrite Sections I-IX into a single document
- Section IX will be 10 years old in September 2017 and eligible to be changed with 51% approval of lots in BHE per Article 23
- Updates will include:
  - Transfer shared authority of developer/HOA board to solely HOA board
  - Remove irrelevant articles such as road maintenance
  - Clarify process for review and enforcement of covenants
- Task force currently consists of 3 current board members, 2 former board members and 2 at-large BHE homeowners



# Nomination / Election of 2017 Board

- Thank you to Board Members Kevin Bean and David Brown for their service to the BHE Community.
- Board assignments will be made at first board meeting in October.
- Nomination of Ken Horn to complete term started by board appointment. Term will expire 2017.
- Nomination of David Heyne for reelection to board with term expiring 2018
- Nomination of Sue Piotrowski for reelection to board with term expiring 2017. One-year term needed to balance term expirations
- Nomination of Steve Van Camp and Stephen Foreman for election to board positions with terms expiring 2018



# **Resident Discussion & Questions**

