



# BRIAR HILL

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## ESTATES

**Homeowners' Association**  
**Annual Meeting**  
September 28, 2017

# Welcome

- Fire Exits
- Comfort Facilities

## Rules:

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



# Meeting Agenda

- Welcome – Ken Horn 5min
- Comments - 7<sup>th</sup> District Magistrate Bob Dye 5min
- President's Comments – Ken Horn 5min
- Board Activity Reports
  - Website/Media/Security - Ken Horn 5min
  - Code Enforcement - David Heyne 5min
  - Grounds/Maintenance – Mark Marshall 5min
  - Financial Update – Steve Van Camp 5min
- Open Discussion/Resident Input 20min
- Vote on 2018 Dues 2min
- Nomination/Election of 2017 Board 2min
- Adjournment



# Current Board Membership

- President Ken Horn Term expired /  
Up for election
- Vice President Brian Powell Term expired /  
Up for election
- Secretary Stephen Foreman Term thru 2018
- Code Enforcement David Heyne Term thru 2018
- Treasurer Steve Van Camp Term thru 2018
- Maintenance Mark Marshall Term expired /  
Leaving board
- At Large Sue Piotrowski Term expired /  
Up for election



# **Magistrate's Remarks**

Bob Dye

electbobdye@yahoo.com



# **President's Remarks**

Ken Horn



# President Remarks

## 2016-17 Board Focus & Accomplishments

- Volunteer resident organization focused on maintain/maximize home value and ensure BHE remains a desirable place to live.
- Achieved through enforcement of restrictions, collection of yearly dues, payment of services, maintenance of common areas, oversight of communications tools, etc.



# President Remarks

## 2016-17 Board Accomplishments

- Since the last annual meeting, board activities include:
  - App. 50% reduction of late dues invoices
  - Monthly utilization of monthly e-mail program, Facebook posts, nextdoor.com, Briar Hill Family (FB closed group)
  - Continued work to consolidate Deeds of Restrictions
  - Coordination/replacement of stop signs
  - On-going coordination of street light painting
  - Planning for entrance renovations / on-going maintenance
  - Identification of local, budget-friendly website vendor





# **Media / Communications**

Ken Horn



# Media & Communications

## Website

- Existing website is no longer useable due to older software and user unfriendly interface.
- Oldham County based vendor has been identified to assist in rebuild of site to achieve:
  - More intuitive construction for updates
  - More mobile friendly design
  - Web-based editing interface with simple administrative login
  - Cost of design work and ongoing hosting/software updates more in line with BHE budget
- Goal to complete launch by 12/31/17



# Media & Communications

## Facebook Page

- Likes/follows have grown to 335 – have leveled off
- Monthly posts are boosted for app. \$10 per month to reach all likes and some of their FB friends

## E-blast

- Board has collected 331 email addresses
- Mailchimp monthly e-blasts have app. 50% open rate
- Free e-blast software



# Media & Communications

## Other Social Media

- Receive daily nextdoor.com updates and have used for major announcements
- Member of Briar Hill Family closed Facebook group overseen by Lori Moss. Must request access through specific Facebook page.

## Resident Directory

- Updated and distributed via email – currently after dues payment cycle.



# **Radar Enforcement**

Ken Horn



# Radar Enforcement

- Hiring of off-duty officers in fifth year
- Addresses on-going vehicle issues within BHE
- Increases visible police presence
- Approximately 2/3 of pullovers are BHE residents
- 95% of pullovers are speed limit or stop sign violations
- Program budgeted to continue in 2018



# **Code Enforcement**

David Heyne



# Code Enforcement

- Most Changes to External Structure Must be Pre-Approved by HOA Board.
  - Swimming Pools, Fences, Tennis/Sports Courts, Additions, Out-Buildings, Playgrounds, Patios, Major Landscaping.
  - Application Form Can be Downloaded from Website or Requested by E-mail
  - Approval Time: Typically within 7 Days After All Necessary Information is provided.
  - Construction Must be Completed within 12 months
- **2016-17 Activity:** 4 Pools, 2 Sports Courts, 2 Fences, 2 Sheds, 2 Playgrounds, 1 Garage, 2 Screened-in-Porches.





# Code Enforcement

- Enforcement Process Starts with **Homeowners** Submitting Complaint Form
  - Commercial Activities, Recreational Vehicles / RV / Boat 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 or by email to [board@briarhillestatesky.com](mailto:board@briarhillestatesky.com). Information Is Relayed Directly to HOA Board Members.
  - Initial Response Back to Submitter Within 2-3 Days followed by investigation of complaint by the Board
  - Resolution May Take Time.



# Code Enforcement

- Enforcement Process Starts with **Homeowners** Submitting Complaint Form
  - Enforcement Information is Kept Confidential.
  - Amicable Settlement Is Primary Path.
  - Legal Recourse is Last Resort.(Fines / Liens / Developer)
- **2016-17 Activity:** 13 Complaints including 4 Written Notices.



# Deed of Restrictions Committee

- Covenant Task Force established to amend and rewrite Sections I-IX into a single document
- Section IX is 10 years old 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



# **Maintenance & Landscaping Update**

Mark Marshall



# Maintenance & Landscaping

- Board has voted to renovate landscaping at both BHE entrances.
- Zeppa's Landscaping will be vendor.
- Estimated start date October 2017
- Hardscapes to remain.
- Irrigation system in need of significant repair.
- Center island landscaping at Shadow Creek entrance to be removed/replaced
- Majority of EOG entrances landscaping to be removed/replaced.



# Maintenance & Landscaping

## Ongoing Maintenance

- Board has identified Zeppa's as a turn-key vendor for on-going maintenance.
- Services: Landscaping (Summer & Fall), mowing, lawn care, weed and fertilizer treatments, on-going weeding, irrigation, scheduled trimming/pruning, and holiday lighting.
- Pricing comparable to all previous vendors and services combined.



# Maintenance & Landscaping

## Signage/Lighting

- 28 stop signs received from county and installed by board.
- Two damaged sign replacements
- Communicating with LG&E/KU for Fall 2017 or Spring 2018 painting of light poles



# **Financial Update**

Steve Van Camp





# 2017 Budget to Actual Thru 8/31/2017

	Actual Total - August YTD	<i>Forecast</i> <i>Last Four Months</i>	Expected 2017	Budget 2017
<b>Income</b>				
<b>HOA Dues Income</b>	42,090.00	0.00	42,090.00	42,320.00
<b>Late Fee Income</b>	100.00	0.00	100.00	900.00
<b>Unapplied Cash Payment Income</b>	15.00	0.00	15.00	0.00
<b>Total Income</b>	<b>\$ 42,205.00</b>	<b>\$0.00</b>	<b>\$42,205.00</b>	<b>\$43,220.00</b>
<b>Expenses</b>				
<b>Accounting Database</b>	320.00	0.00	320.00	300.00
<b>Insurance</b>	1,862.67	0.00	1,862.67	2,000.00
<b>Lawn &amp; Garden</b>	6,058.59	6,000.00	12,058.59	12,000.00
<b>Police Patrol</b>	1,770.00	6,230.00	8,000.00	8,000.00
<b>General and Admin Expenses</b>	309.17	1,000.00	1,309.17	2,197.00
<b>Utilities</b>	10,308.86	6,191.14	16,500.00	16,500.00
<b>Website</b>	0.00	600.00	600.00	500.00
<b>Welcome Committee</b>	33.85	150.00	183.85	500.00
<b>Total Operating Expenses</b>	<b>\$20,663.14</b>	<b>\$20,171.14</b>	<b>\$40,834.28</b>	<b>\$41,997.00</b>
<b>Capital Improvements</b>	\$ 0.00	\$0.00	\$0.00	\$1,200.00
<b>Surplus / (Shortage)</b>	<b>\$21,541.86</b>	<b>\$(20,171.14)</b>	<b>\$1,370.72</b>	<b>\$23.00</b>

# 2017 Cash Basis Statement

	<u>Total</u>
<b>OPERATING ACTIVITIES:</b>	
Net cash provided by operating activities	<b>\$21,541.86</b>
Cash at beginning of period - 1/1/17	51,356.07
Cash at end of period - 8/31/17	<b>\$72,897.93</b>
Expense Forecast September - December	26,771.14
Capital Improvements	28,000.00
<b>Expected Cash at 12/31/17</b>	<b>\$18,126.79</b>



# 2018 Proposed Budget

	<b>Budget 2018</b>
<b>Income</b>	
HOA Dues Income (366 lots x \$150)	54,900.00
Late Fee Income	100.00
<b>Total Income</b>	<b>\$ 55,000.00</b>
<b>Expenses</b>	
Accounting Database	350.00
Insurance	2,000.00
Lawn & Garden	12,000.00
Police Patrol	8,500.00
General and Admin Expenses	1,500.00
Utilities	17,000.00
Website	1,000.00
Welcome Committee	350.00
<b>Total Operating Expenses</b>	<b>\$ 42,700.00</b>
<b>Capital Improvements</b>	<b>\$ 0.00</b>
<b>Surplus</b>	<b>\$ 12,300.00</b>

# **Resident Discussion & Questions**



# **Vote on 2018 Dues**

- To begin repayment of reserve funds, board is motioning to set 2018 HOA dues at \$150 per lot.

# **Nomination / Election of 2018 Board**

- Thank you to Board Member Mark Marshall for his service to the BHE Community.
- Board assignments will be made at first board meeting in October.
- Nomination of Brett Cornell for election to board position with term expiring 2019
- Nomination of Ken Horn / Brian Powell / Sue Piotrowski to new terms expiring 2019.





**BRIAR HILL**  
**ESTATES**

**Thank You**