



Spruce Hill Estates

HOA Newsletter

Fall/Winter 2020

Board of Directors

*Jeremy Chrisman
Jeff Wessell
Joe Brose*



Spruce Hill ESTATES
c/o Clagett Management
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Community Manager:

Renee Sanders

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SPRUCE HILL ESTATES WEBSITE

If you are not already a member of Spruce Hill Estate's website, please go to:

<https://sprucehillestateshoa.com>

Share community information with Spruce Hill Estates neighbors. There is also a Documents section where pertinent Spruce Hill Estate documents are posted. **Please join today!**

Annual & Budget Meeting Scheduled

The 2020 Annual Meeting of the Spruce Hill Estates Homeowners Association, Inc., has been scheduled for **Friday, December 18th, 2020, at 6:00 PM**. For the health and safety of all, the meeting will be held **VIRTUALLY**. This will allow members to attend the meeting from the safety of their home by participating via a computer, tablet, or smartphone.

The purpose of the meeting will be to review the operations of the Association, discuss community/common area issues, ratify the 2021 budget, elect one member to the Board of Directors and adopt Revenue Ruling Revenue Ruling 70-604 Election.

If you are interested in being nominated for a Director position, please contact Renee' Sanders at rsanders@clagett.com, or 304-596-6630 x1109 prior to the meeting. A vote will be held during the meeting.

A brief Board of Directors meeting will immediately follow the annual meeting.

Below is the website and login information for the meeting:

Spruce Hill Estates Annual/Budget Meeting
Friday, December 18, 2020 6:00 PM - 7:00 PM (EST)

Please join my meeting from your computer, tablet or smartphone.
<https://global.gotomeeting.com/join/881866357>

You can also dial in using your phone.

United States: +1 (224) 501-3412
Access Code: 881-866-357

New to GoToMeeting? Get the app now and be ready when your first meeting starts: <https://global.gotomeeting.com/install/881866357>

Please Keep Yards Tidy

Keeping front yards clean and tidy does wonders to improve and maintain the curb appeal of any neighborhood. Please ensure that trash cans, trash and debris are not stored in front (or side) yards, that shrubs are pruned appropriately to reflect a neat appearance, and old perennials and other plants are cut back for the winter season.

Financial Corner

The most recent balance sheet (10/31/2020) reflects that the Association has the following funds:

Operating Cash: \$41,274
Capital Reserves: \$21,762

The accounts payable is \$0, and past due accounts is \$14,015.53. Four Lots are more than the current year delinquent.

Be advised that the Association aggressively pursues delinquent accounts, first with a lien on the property, and then by turning the account over to a local collections attorney to file suit and pursue a Writ of Execution (Sheriff seizure of property) and/or garnishment.

If you get behind in your payments, please contact the management office (rsanders@clagett.com) to discuss arranging a repayment plan prior to allowing your account to accrue further fees or property liens.

Welcome, Renee Sanders

Renee Sanders is the new community manager for Spruce Hill Estates HOA. Renee is an experienced HOA manager and a great asset to the management team. Please do not hesitate to reach out to Renee with any questions or concerns you may have. Note that Heather Field continues to work with the community as well.

2021 Budget & Assessment

Included with this newsletter is the operating budget for fiscal year 2021. The Board of Directors has reviewed the past year's expenses and estimated the needed funds for expenses in 2021. **In keeping with the required funding of the Capital Reserves for future replacement of our roads, the Board of Directors did approve the standard 10% increase in assessments for 2021 that will allow us to deposit an additional \$5,164 into the reserve account.** The attached budget reflects the increased assessment and projected expenses for all costs and reserve allocations.

An invoice will be mailed to all members in December, with the 2021 assessment of \$585.64, due on January 1, 2021, and considered late after March 31, 2021. Note that payments may be made by mail, online banking, or at www.Clagett.com.

The Capital Reserve Study is located on the sprucehillestateshoa.com website for your review if you have any questions about the Capital Reserve Funding Report. We will be covering this at the Annual Meeting to provide an update and also for the benefit of new owners who would like to know more about the future replacement plan for our roads.

Problem Street Light?

The street lights within the community are owned and maintained by Potomac Edison – the City of Charles Town simply pays a "lease" fee which covers all electricity and future maintenance/repair/replacement. For outages, you may contact Potomac Edison by phone or website to report, and they will make the repair at no cost to the HOA.

Snow Removal

R&L Landscapes will maintain our community roads again for 2020-2021 and will begin plowing once snowfall reaches 2" and is also forecast to continue accumulation.

Please remember there is no parking permitted on the roads within Spruce Hill Estates and vehicles parked on the shoulder may be towed without notice during a snow event.

Parking Reminder...

Just another reminder that on-street parking is limited to guests only. Specifically, vehicles should generally be parked within garages and on driveways. Vehicles should never be parked in the grass in front of, besides, or behind your property. Please respect your neighbors and park in accordance with the rules and regulations.

Winter Maintenance

Remember to turn off outside water faucets to keep the water lines from freezing during prolonged cold spells. To properly winterize a hose bib, turn the inside pipe to the "closed" position, and turn the outside water spigot to the "open" position. A burst pipe can be an expensive mess!

ANNUAL MEETING AGENDA
Spruce Hill Estates Homeowners Association, Inc.
December 18, 2020
6:00 PM - VIRTUAL

In accordance with generally accepted procedures, the Order of Business for the Annual meeting shall be as follows:

- I. Homeowner sign-in
- II. Call to order
- III. Establish quorum / Proof of notice of meeting
- IV. Approval of prior year's meeting minutes
- V. Financial / Officer's report
- VI. Nominations / Election
- VII. Adoption of Revenue Ruling 70-604
- VIII. Ratification of Budget
- IX. Old / New business
- X. Adjournment

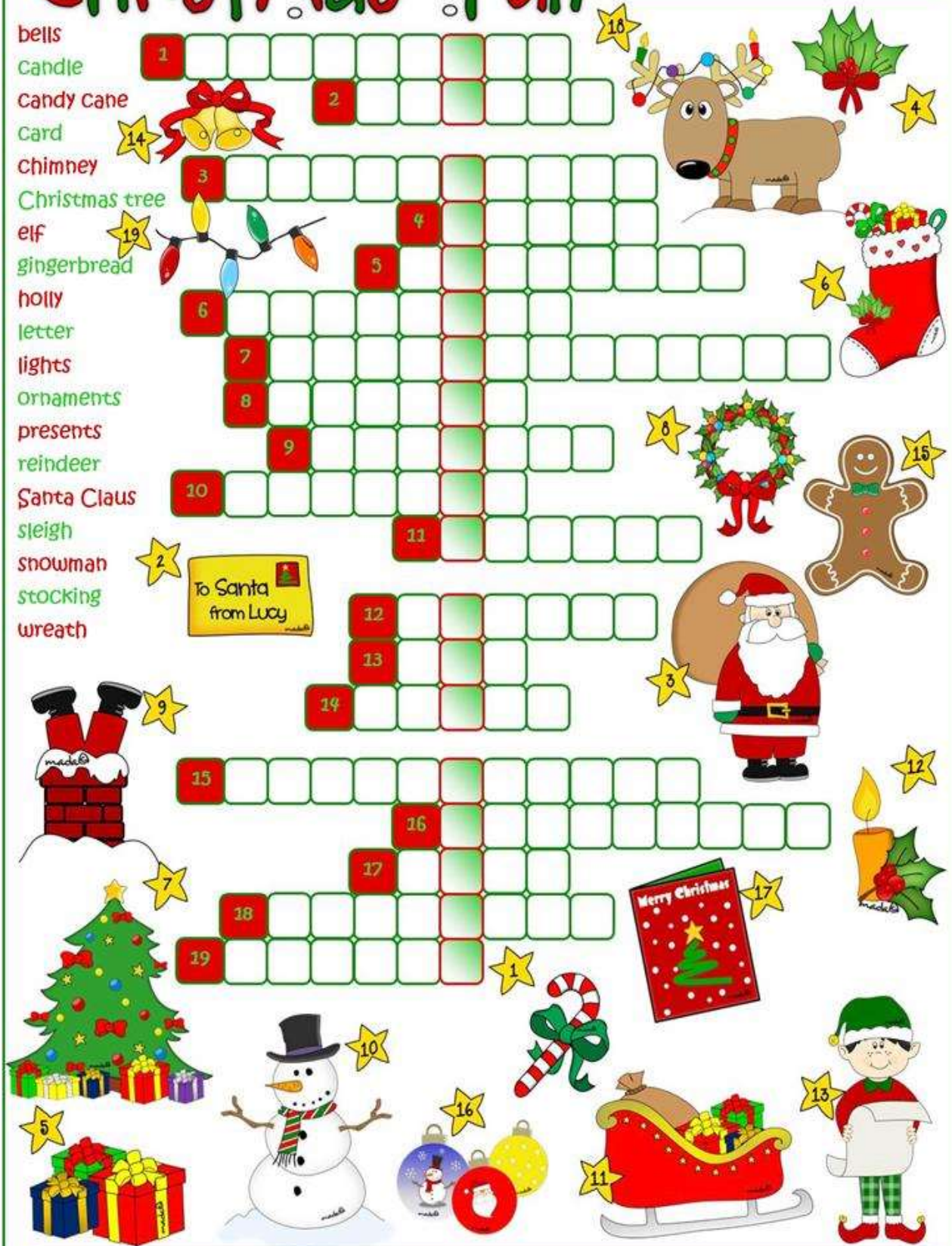
**Spruce Hill Estates Homeowners Association
2021 BUDGET - BOARD APPROVED - PROPOSED**

		2019	2020	2020	2021	97 Units	
		Budget	Budget	Projected	Proposed	2021	
						PUPM	
INCOME							
4100	Assessment Income	51,642.80	51,642.80	55,694.91	56,807.08	48.80	585.64
4400	Late Fees Income	300.00	300.00	3,700.00	2,000.00	1.72	
4404	Collections/Legal Fees	150.00	150.00	1,246.00	500.00	0.43	
4405	Violation Fines	0.00	0.00	4,550.00	0.00	0.00	
4406	Capital Contribution	0.00	0.00	532.40	0.00	0.00	
4702	Interest Income	250.00	250.00	20.00	20.00	0.02	
4815	Miscellaneous Income	0.00	0.00	771.00	0.00	0.00	
TOTAL INCOME		52,342.80	52,342.80	66,514.31	59,327.08	50.97	
EXPENSES							
<u>Administrative</u>							
5002	Write-Offs	1,500.00	0.00	8.31	0.00	0.00	
5101	Bank Charges	25.00	25.00	0.00	0.00	0.00	
5104	Intranet/Website	216.00	0.00	660.00	660.00	0.57	
5113	Insurance	600.00	600.00	570.00	600.00	0.52	
5122	Meeting Room Rental	150.00	150.00	0.00	150.00	0.13	
5128	Postage Expense	700.00	750.00	650.00	750.00	0.64	
5132	Printing & Reproduction	600.00	600.00	450.00	600.00	0.52	
5137	Federal Income Taxes	50.00	50.00	0.00	50.00	0.04	
5142	License/Permits	26.00	26.00	25.00	25.00	0.02	
5145	Supplies/ Misc.	200.00	1,916.00	100.00	250.00	0.21	PO Box, etc.
Total Administrative		4,067.00	4,117.00	2,463.31	3,085.00	2.65	
<u>Common Area Grounds</u>							
6602	Grounds Maintenance Expense	19,538.00	19,538.00	18,020.00	18,020.00	15.48	No increase
6801	Other(Maintenance & Improvements)	2,000.00	2,000.00	0.00	2,000.00	1.72	
6660	Snow Removal	11,000.00	9,621.00	5,000.00	12,000.00	10.31	YTD \$1,960
6735	Road Repairs / Improvements	0.00	0.00	0.00	1,000.00	0.86	
6745	Signs, Installation and Repairs	0.00	0.00	0.00	200.00	0.17	
Total Common Area Grounds		32,538.00	31,159.00	23,020.00	33,220.00	28.54	
<u>Professional</u>							
5200	Audit & Tax Preparation	300.00	300.00	255.00	260.00	0.22	
5210	Community Management Fees	6,402.00	8,730.00	8,730.00	8,730.00	7.50	
5220	Legal Expense-Collections	1,800.00	1,800.00	1,500.00	1,800.00	1.55	
5221	Legal Expense-General	1,000.00	1,000.00	0.00	750.00	0.64	
5235	Reserve Study	0.00	0.00	0.00	0.00	0.00	Last report 2016
Total Professional		9,502.00	11,830.00	10,485.00	11,540.00	9.91	
<u>Community Activities</u>							
5310	Community / Social Events	36.00	36.00	0.00	36.00	0.03	
Total Committee Activities		36.00	36.00	0.00	36.00	0.03	
<u>Reserves</u>							
8005	Capital Reserve Deposit	6,000.00	5,000.00	5,000.00	11,426.00	9.82	
9499	Interest on Reserves	200.00	200.00	20.00	20.00	0.02	
Total Reserve Deposits		6,200.00	5,200.00	5,020.00	11,446.00	9.83	
TOTAL EXPENSES		52,343.00	52,342.00	40,988.31	59,327.00	50.97	
Total Net Income/Loss		-0.20	0.80	25,526.00	0.08	0.00	

Christmas fun

Match the words to the correct pictures to complete the Crossword. Then find a secret message.

- bells
- candle
- candy cane
- card
- chimney
- Christmas tree
- elf
- gingerbread
- holly
- letter
- lights
- ornaments
- presents
- reindeer
- Santa Claus
- sleigh
- snowman
- stocking
- wreath



The secret message is _____ isLCoLead home.