Harlan Run Homeowner's Association Annual Meeting Agenda
November 20, 2025, at 7pm

I. Welcome/Establish a Quorum
   a. President Tom Harris called the meeting to order at 7:08pm
   b. 13 homeowners were in attendance. 74 homeowners are needed to establish a quorum. No quorum was established.

II. If no quorum, close Annual Meeting and open as a Board Meeting
   a. Annual Meeting was closed due to lack of quorum
   b. President made a motion to conduct an open Board Meeting for the purpose of presenting the Treasurer's Report, President's Report, and Open Forum. Motion carried.
   c. Board attendance: Tom Harris, John Mills, Elizabeth Kantor-Bright, Kym Pulfrey-Mattioli, Heather Austin

III. Introduction of Board Members – presented by Kym Pulfrey-Mattioli
   a. Secretary introduced the current Board members and offered thanks for the many years of service that outgoing Treasurer Elizabeth Kantor-Bright had given to the HOA.

IV. Announcement of open Board Seats for 2026-2027 term
   a. Secretary announced open Board seats (Vice President, Secretary, Treasurer). Handout was provided of duties for each open Board seat. Floor was open for questions about open seats. None were asked. Floor was open to any volunteers to fill open Board seats. None were received.

V. Treasurer's Report - presented by Elizabeth Kantor-Bright
   a. 2026 budget was presented and reviewed. Floor was open to any questions. None were received. Motion was made by President and carried to accept the 2026 budget.
   b. Assets were presented and reviewed. Floor was open to any questions. None were received.
      i. Operating accounts as of 10/31/2025 were presented:
         Truist Checking: $26,612.21
         Truist Overflow Account (1.88% interest): $20,086.75
      ii. Capital Expenditure Reserve accounts as of 10/31/2025 were presented:
         CNB Bank Certificate of Deposit (3.92% interest): $100,000 (maturity date 02/07/2026)
         CNB Reserve High Yield Checking (3.04% interest): $60,998.26
      iii. Total assets as of 10/31/2025: $207,697.22

c. Annual Dues increase: In accordance with Article V, Section 5 of the C&R, the Board voted to increase annual dues by 10% to $396 per year. This is the first increase in 5 years and necessary to offset rising expenses, including but not limited to:
    i. Legal fees associated with community governance and compliance inquiries
    ii. Website and secure digital document storage costs
    iii. Higher accounting fees
    iv. Increased postage costs

VI. President's Report – presented by Tom Harris

a. Maintenance achievements: major tree maintenance along Holden Dr in December 2024; fresh mulch and updated landscaping at both entrance signs with thanks to homeowners Jennifer and Jim Mullen for weeding and gardening; weathered and aging road signs were replaced with thanks to homeowner Jeff Bright for spearheading the project.

b. Governance and fiduciary responsibilities: Earlier this year, the Board received a lengthy list of concerns from a homeowner/former Board member regarding the HOA's compliance with proper governance and fiduciary responsibility. After much time and resource, the Board attorney confirmed that the HOA has been in proper compliance in all areas of concern that were brought forward and continues to operate in good standing and in compliance with the Harlan Run By-Laws, the Declaration of Covenants and Restrictions, the sections of the West Virginia Uniform Common Interest Ownership Act that are applicable to Harlan Run, and under the guidance of the West Virginia Non-Profit Corporation Act.

c. Administrative improvements: A comprehensive update of the HOA website was conducted, an official HOA email address was established, and a digital document archive system was put into place. New standards and protocols for digital communication and recordkeeping were enacted for greater efficiency, transparency, and continuity for future Boards with thanks to Kym Mattioli for spearheading and completing the project. Work is underway to create a digital ARC request form for faster and more organized processing.

d. Community yard sale: Strong participation and engagement from residents with thanks to Adriana Lacerda and Lily Carp for their efforts in ensuring the success of the event.

e. Secretary position: The Secretary for 2024/2025 term had multiple vacancies throughout the term. The Board recognized and thanked Rob Parker, Becky Simpson, Rachel Yates, and Kym Mattioli for their time spent in ensuring the duties of the position were covered during the vacancies.

VII. Election of new Board Members

a. Due to no quorum for Annual Meeting, Board entered Executive Session after meeting adjournment for the purpose of filling the upcoming open Board seats. See section X. Executive Session/Elections.

VIII. Open Forum

a. Homeowner David Lambiase inquired about snow removal services and expressed concern about how the ice was treated last year. The Board informed all in attendance that a change in procedure was agreed upon earlier in the year and for this snow removal season, and seasons going forward, all roads would be salted, and the snow removal contractor was authorized to begin plowing as soon as roads began to get hazardous.
b. Homeowner Everett Fletcher commented that there appears to be a decline in exterior maintenance of homes and lots and asked if the HOA can begin enforcing the C&R regarding property upkeep. Mr. Fletcher volunteered to spearhead a Neighbors Helping Neighbors committee to assist neighbors who may need it. The Board recognized that they have received similar complaints recently from other homeowners, along with complaints about cars being parked in yards and on the street. Several other homeowners in attendance agreed that there needs to be better enforcement of exterior maintenance including power washing of algae, weeding and upkeep of gravel berms, tree and shrubbery maintenance, and regular mowing. The Board agreed to the identification and enforcement of exterior maintenance and vehicle issues based on specifications in the C&R.
c. Homeowner Lloyd Prezant inquired about getting new solar lighting for the Welltown Road entrance sign. The Board agreed to do this.
d. Mr. Prezant also commented that many of the cracks in the roads that were sealed several years ago appear to be cracking again. He inquired about the current status of the roads and any special assessment that may be associated with road replacement. The Board indicated that nothing substantive has been decided about future road repairs and/or replacement and that no special assessments were being considered at this time. Any plans for major capital improvements would first need to be approve by a two-thirds quorum of homeowners during a special meeting. No plans are actively being considered at this time.
e. Mr. Prezant also requested, in follow up to a previous conversation with a Board member, that for any ARC requests, homeowner signatures should include neighbors who directly adjoin the property on all sides. The Board agreed and the new digital ARC form will be updated to reflect this.

f. Homeowner David Lambiase commented that there was a dead Bradford Pear tree that was unsightly on a homeowner property that sat close to the road on Tasley and requested that it be removed. The Board agreed to investigate it and contact the proper homeowner.
g. Homeowner Jim Mullen suggested that one way we can foster better community engagement and turnout to the Annual Meetings is to create a Community Party/Potluck in the spring. This idea was met with much enthusiasm from those in attendance. He and several homeowners in attendance offered to help with this idea.
h. Homeowner Ruth Rubinfine requested that No Soliciting signs be placed near both entrances to the neighborhood. All in attendance were supportive of this idea. The Board agreed to do this.
i. Homeowner Frank Mattioli inquired about the idea of a community gate. Options, challenges, and costs were discussed. No action items were identified.
j. Homeowner Diane Seals inquired about how we can enforce the use of stop signs in the neighborhood. All in attendance agree this has been an ongoing problem. The topic of installing license plate readers was discussed. No action items were identified.
k. Homeowner Lloyd Prezant inquired about the status of the proposed Clover Hill subdivision. Kym Pulfrey-Mattioli briefed all in attendance on the latest information she had from reviewing Planning Commission and County Commission meeting minutes and conducting online research. It was shared that the county is building a 2.2-million-gallon water tank on Ridge Rd next door to our development.

IX. Adjournment – Meeting was adjourned at 8:31pm.

X. Executive Session/Elections – Board entered Executive Session at 8:36pm

a. John Mills volunteered to continue a 2-year appointment as Vice President; Kym Pulfrey-Mattioli volunteered to continue a 2-year appointment as Secretary; Heather Austin volunteered to step into a 2-year appointment as Treasurer.
b. President made a motion to accept the volunteer appointments. Motion was seconded and carried.
c. Board will seek to appoint a volunteer to fill the remainder of the Member at Large position in January 2026.

XI. Board exited Executive Session at 8:40pm