



612-208-3779 
admin@rsp.management 
www.rsp-management.com 

BRIAR HILL HOMEOWNERS ASSOCIATION, INC.

Notice of Annual Meeting

The Annual Meeting of Briar Hill Homeowners Association, Inc. will be held on:

APRIL 16, 2026 AT 6:00 PM

Front Entrance Lobby

*Eagan Community Center – Lone Oak Room
1501 Central Parkway, Eagan, MN 55121*

The main purpose of this meeting will be the election of directors to serve on the Board of Directors for the Association. **If you are unable to attend this meeting, please fill out the proxy form. This is crucial in order to obtain the quorum for the meeting.**

The Agenda for the meeting is as follows:

The Agenda

1. Registration (Owners Only)
2. Call to Order /Introductions
3. Verification of Quorum 20%
4. Review Previous Meeting Minutes
5. Annual Report
6. Homeowners Forum
7. Election of Board Members
8. Adjournment

If you have any questions or concerns prior to the Annual Meeting, please contact admin@rsp.management or via phone 612-208-3779

Briar Hill Homeowners Association, Inc.
ANNUAL REPORT 2025 FISCAL YEAR

Pursuant to the Governing Documents of **Briar Hill Homeowners Association, Inc.** following information is to be disclosed to all Homeowners on an annual basis.

STATEMENT OF CAPITAL EXPENDITURES:

Capital expenditures in excess of 2% of the current budget or \$5,000, whichever is greater approved by the Association during the 2025 fiscal year were:

\$161,668 spent in 2025 on Asphalt and Concrete Project and Repairs

STATEMENT OF THE BALANCE OF RESERVE OR REPLACEMENT FUND:

As of December 31, 2025, the total Replacement Reserve fund amount was:

\$191,858.40 total in the account
\$356,416.07 in total reserve assets

STATEMENT OF FINANCIAL CONDITION FOR LAST FISCAL YEAR END:

Please see the attached December 31, 2025 Financial Records

STATEMENT OF STATUS OF PENDING LITIGATION OR JUDGMENTS:

None

STATEMENT OF INSURANCE COVERAGE:

The Certificate of Insurance is attached.

STATEMENT OF UNPAID ASSESSMENTS:

As of February 28th, 2026, the past due assessments totaled **\$6,780**
which is due entirely from 16 units.

Most of this was due to the transition from management. As a reminder, if you have not yet paid your assessment since the transition to RSP Management, please go online, call our office, or email us to help with payment arrangements.



Financial Report Package

December 2025

Prepared for

Briar Hill Homeowners Association, Inc.

By

RSP Management

**Balance Sheet**

Briar Hill Homeowners Association, Inc.

End Date: 12/31/2025

	Operating	Reserve	Total
Assets			
CASH - OPERATING			
South State - Operating - 0395	\$91,241.70	\$0.00	\$91,241.70
Total: CASH - OPERATING	\$91,241.70	\$0.00	\$91,241.70
CASH - RESERVES			
South State - Reserve - 0398	\$0.00	\$191,858.40	\$191,858.40
Total: CASH - RESERVES	\$0.00	\$191,858.40	\$191,858.40
ACCOUNTS RECEIVABLE			
Accounts Receivable - Homeowner	\$16,686.42	\$0.00	\$16,686.42
Total: ACCOUNTS RECEIVABLE	\$16,686.42	\$0.00	\$16,686.42
OTHER ASSETS			
Association Owned Property	\$10,092.00	\$0.00	\$10,092.00
Due from Operating	\$0.00	\$164,557.67	\$164,557.67
Total: OTHER ASSETS	\$10,092.00	\$164,557.67	\$174,649.67
Total: Assets	\$118,020.12	\$356,416.07	\$474,436.19
Liabilities & Equity			
CURRENT LIABILITIES			
Prepaid Assessments	\$5,286.00	\$0.00	\$5,286.00
Total: CURRENT LIABILITIES	\$5,286.00	\$0.00	\$5,286.00
REIMBURSEMENTS			
Due to Reserve	\$164,557.67	\$0.00	\$164,557.67
Total: REIMBURSEMENTS	\$164,557.67	\$0.00	\$164,557.67
EQUITY			
Retained Earnings - Operating	(\$125,777.84)	\$0.00	(\$125,777.84)
Retained Earnings - Reserve	\$0.00	\$296,948.37	\$296,948.37
Total: EQUITY	(\$125,777.84)	\$296,948.37	\$171,170.53
Net Income Gain/Loss	\$0.00	\$59,467.70	\$59,467.70
Net Income Gain/Loss	\$73,954.29	\$0.00	\$73,954.29
Total: Liabilities & Equity	\$118,020.12	\$356,416.07	\$474,436.19



Income Statement - Operating

Briar Hill Homeowners Association, Inc.

From 12/01/2025 to 12/31/2025

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
OPERATING INCOME							
REVENUE - OWNER							
4000-00 Assessment Income	\$ 43,512.00	\$43,529.50	(\$ 17.50)	\$522,145.00	\$522,354.00	(\$ 209.00)	\$ 522,354.00
4015-00 Late Fee	-	-	-	1,075.00	-	1,075.00	-
4070-00 Legal Fees - Collections Income	(1,107.00)	-	(1,107.00)	-	-	-	-
4071-00 Work Order Income	-	-	-	3,725.67	-	3,725.67	-
4195-00 Interest Income - Operating	-	-	-	70.07	-	70.07	-
Total REVENUE - OWNER	\$ 42,405.00	\$43,529.50	(\$ 1,124.50)	\$527,015.74	\$522,354.00	\$4,661.74	\$ 522,354.00
Total OPERATING INCOME	\$ 42,405.00	\$43,529.50	(\$ 1,124.50)	\$527,015.74	\$522,354.00	\$ 4,661.74	\$ 522,354.00
OPERATING EXPENSE							
ADMINISTRATIVE							
5000-00 Management Fees	2,494.00	2,784.62	290.62	33,124.38	33,415.00	290.62	33,415.00
5055-00 Meeting Expense	-	-	-	358.65	-	(358.65)	-
5070-00 Office Supplies	-	208.37	208.37	4,080.74	2,500.00	(1,580.74)	2,500.00
5199-00 Misc Administrative Expense	-	20.87	20.87	-	250.00	250.00	250.00
Total ADMINISTRATIVE	\$ 2,494.00	\$ 3,013.86	\$ 519.86	\$ 37,563.77	\$ 36,165.00	(\$1,398.77)	\$ 36,165.00
INSURANCE							
5200-00 Insurance	-	561.63	561.63	6,350.00	6,740.00	390.00	6,740.00
Total INSURANCE	\$ -	\$ 561.63	\$ 561.63	\$ 6,350.00	\$ 6,740.00	\$390.00	\$ 6,740.00
LEGAL/ PROFESSIONAL FEES							
5400-00 Tax & Audit Fees	-	30.00	30.00	1,830.00	360.00	(1,470.00)	360.00
5415-00 Legal Fees	(1,107.00)	833.37	1,940.37	3,702.00	10,000.00	6,298.00	10,000.00
Total LEGAL/ PROFESSIONAL FEES	(\$ 1,107.00)	\$ 863.37	\$ 1,970.37	\$ 5,532.00	\$ 10,360.00	\$4,828.00	\$ 10,360.00
GROUNDS MAINTENANCE							
6000-00 Landscape - Contract	6,300.00	6,240.00	(60.00)	74,541.62	74,880.00	338.38	74,880.00
6010-00 Landscape - Tree Maintenance	-	1,438.37	1,438.37	8,384.25	17,260.00	8,875.75	17,260.00
6030-00 Snow Removal - Other	-	83.37	83.37	572.00	1,000.00	428.00	1,000.00
Total GROUNDS MAINTENANCE	\$ 6,300.00	\$ 7,761.74	\$ 1,461.74	\$ 83,497.87	\$ 93,140.00	\$9,642.13	\$ 93,140.00
MAINTENANCE & REPAIRS							
6505-00 Repair & Maintenance Services	7,950.00	5,129.12	(2,820.88)	21,006.84	61,549.00	40,542.16	61,549.00
6520-00 Gutter Services	-	516.63	516.63	6,401.00	6,200.00	(201.00)	6,200.00
6530-00 Asphalt/ Concrete	-	-	-	22,900.00	-	(22,900.00)	-
6545-00 Work Order	-	-	-	125.67	-	(125.67)	-
Total MAINTENANCE & REPAIRS	\$ 7,950.00	\$ 5,645.75	(\$ 2,304.25)	\$ 50,433.51	\$ 67,749.00	\$17,315.49	\$ 67,749.00
UTILITIES							
7015-00 Waste Removal	2,196.77	4,000.00	1,803.23	58,850.93	48,000.00	(10,850.93)	48,000.00
Total UTILITIES	\$ 2,196.77	\$ 4,000.00	\$ 1,803.23	\$ 58,850.93	\$ 48,000.00	(\$10,850.93)	\$ 48,000.00
RESERVE CONTRIBUTIONS							
8000-00 Reserve Contribution	210,833.37	21,683.37	(189,150.00)	210,833.37	260,200.00	49,366.63	260,200.00
Total RESERVE CONTRIBUTIONS	\$ 210,833.37	\$21,683.37	(\$189,150.00)	\$210,833.37	\$260,200.00	\$49,366.63	\$ 260,200.00
Total OPERATING EXPENSE	\$ 228,667.14	\$43,529.72	(\$185,137.42)	\$453,061.45	\$522,354.00	\$ 69,292.55	\$ 522,354.00
Net Income:	(\$186,262.14)	(\$ 0.22)	(\$186,261.92)	\$ 73,954.29	\$ 0.00	\$ 73,954.29	\$ 0.00



Income Statement - Reserve

Briar Hill Homeowners Association, Inc.

From 12/01/2025 to 12/31/2025

Description	Current Period			Year-to-date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
RESERVE INCOME							
REVENUE - RESERVES							
4600-00 Reserve Income	\$210,833.37	\$-	\$210,833.37	\$210,833.37	\$-	\$210,833.37	\$-
4605-00 Interest Income - Reserves	86.06	-	86.06	852.33	-	852.33	-
Total REVENUE - RESERVES	\$210,919.43	\$-	\$210,919.43	\$211,685.70	\$-	\$211,685.70	\$-
Total RESERVE INCOME	\$210,919.43	\$-	\$210,919.43	\$211,685.70	\$-	\$211,685.70	\$-
RESERVE EXPENSE							
RESERVE EXPENSES							
8500-00 Reserve Expense - Contribution	(210,833.37)	-	210,833.37	-	-	-	-
8510-00 Reserve Expense - MM Rsv Interest	(766.27)	-	766.27	-	-	-	-
8515-00 Reserve Expenses	152,218.00	-	(152,218.00)	152,218.00	-	(152,218.00)	-
Total RESERVE EXPENSES	(\$59,381.64)	\$-	\$59,381.64	\$152,218.00	\$-	(\$152,218.00)	\$-
Total RESERVE EXPENSE	(\$59,381.64)	\$-	\$59,381.64	\$152,218.00	\$-	(\$152,218.00)	\$-
Net Reserve:	\$270,301.07	\$0.00	\$270,301.07	\$59,467.70	\$0.00	\$59,467.70	\$0.00

Briar Hill Homeowner's Association Board: Election Process 2026:

Nominations:

- **Timeline:** Nominations should be designated 2 weeks in advance of the election if you want your nomination to include a brief candidate bio and statement of intent. Write in candidates can be nominated at the start of the annual meeting.
- **Eligibility:** All homeowners in good standing are eligible to nominate or be nominated. Note that a nominee cannot be a household member, but must be the actual homeowner with proof of ownership required.
- **Process:** Nominations can be submitted online via email to RSP Management at admin@rsp.management AND to the Briar Hill Homeowner's Association President at briarhillassociation@gmail.com. At the meeting, candidates will present their views as well as answer any questions from the community in a candidate forum.
- **Verification:** The Board will verify the eligibility of nominees and ensure only one nomination per household.

Voting:

- **Timing:** The election will be held at our annual meeting which is scheduled this year on April 16th, 2026. The election/meeting will be held at the Eagan Community Center at 6:00pm.
- **Eligibility:** Only one vote per household, with proof of ownership required.
- **Method:**
 - **In-person:** At Eagan Community Center during Briar Hill Homeowner's Association annual meeting on April 16th with ballot verification.
 - **By Proxy:** Proxy vote forms will be mailed or emailed in advance. Proxies can be given to another homeowner who will be in attendance at the above meeting or to a Board member.

Results:

- **Counting:** Two neutral board members (not on ballot) will count the votes. A neutral member of the Homeowner's Association (someone not on the board and not on a ballot) is welcome to observe this vote count.
- **Announcement:** Election results will be declared promptly when all votes have been counted.
- **Tie:** If there is a tie with 2 or more candidates, there will be a second-round vote immediately following at the Briar Hill Homeowner's Association annual meeting. This vote will also be in-person only and include the candidates who tied in the original election only.

Board Member Charge and Description:

Purpose:

- Overseeing the management of the Briar Hill Homeowner's Association.
- Enforcing rules and regulations including following relevant governance documents, such as the association's bylaws and policies.
- Making financial decisions.
- Representing the interests of the Briar Hill Homeowner's Association.

Responsibilities:

- Attending regular meetings, reading, and responding to emails by participating actively.
- Reviewing and approving financial reports.
- Making informed decisions based on best practices and community needs.
- Communicating effectively with residents and stakeholders.
- Complying with all legal and ethical obligations.

Commitment:

- The time commitment required for board service, including regular meetings (1 hour in length), preparation, and ongoing communication, could be 3-5 hours a month.
- Please consider your qualifications and ability to fulfill the responsibilities before running for election.

Additional Information:

- Term lengths are 2 years
- There is no compensation as this is a volunteer position
- Educational/training opportunities for board members as needed.

Homeowner's Association Board Election Nomination Form

Election Year: 2026

Board Position: Open Board Position

Personal Information:

- Full Name: _____
- Address: _____
- Phone Number: _____
- Email Address: _____
- Are you the primary homeowner of your residence? ☐ Yes ☐ No

Nomination:

- Are you nominating yourself or someone else? ☐ Self ☐ Other
- If nominating someone else, please provide their full name and contact information.
 - Full Name: _____
 - Address: _____
 - Phone Number: _____
 - Email Address: _____
 - Are they the primary homeowner of their residence? ☐ Yes ☐ No
- Please provide a brief statement (100 words maximum) outlining why you or the nominee would be a valuable asset to the board.
 - _____
 - _____
 - _____
 - _____
 - _____

Qualifications:

- Please check all that apply:
 - ☐ I have served on a board of directors before.
 - ☐ I have experience in (list relevant skills and experience, e.g., finance, legal, management, construction).

 - ☐ I am familiar with the HOA's governing documents (CC&Rs, Bylaws).
 - ☐ I am able to commit to attending regular board meetings and actively participating in community affairs.
 - ☐ I am passionate about serving the community and improving the neighborhood.

Additional Information:

- Is there any other information you would like to share about yourself or the nominee? (Optional) _____

Signature:

- By signing below, I affirm that the information provided in this form is accurate and complete.

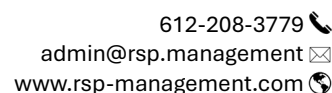
Candidate Signature (if self-nominating): _____

Nominator Signature (if nominating someone else): _____

Date: _____

Submission:

- Please submit this completed form to admin@rsp.management AND briarhillassociation@gmail.com



INSTRUCTIONS:

1. Complete and return this proxy if you are unable or unsure you will be able to attend the meeting.
2. If you choose, you may write "NONE" in the line below. Doing so will count your unit towards quorum but will not authorize anyone to vote on your behalf.
3. The Proxy must be (i) mailed or emailed to the address/email below, or (ii) brought to the meeting, but **must** be received by the Association's Secretary prior to the start of the meeting.

Please email completed form to admin@rsp.management or mail it to:

RSP Management
2355 Highway 36 W STE 474
Roseville, MN 55113

-ACTION REQUIRED-

As member(s) of Briar Hill Homeowners Association and as owner of the unit identified below, I am unable to attend the upcoming annual meeting set for April 16th, 2026 and would like to appoint:

☐ _____
(Please only select someone who you know will be in attendance)

I understand that by submitting this proxy and not attending the Annual meeting, my home will be counted towards quorum, and I am giving my voting authority to the individual named at the meeting, or any adjournment or reconvening of such meeting.

By completing this form, I understand that I am still authorized to vote for or against any other matter or proposal which may properly come before such meeting.

(Date)

(Signature of Unit Owner)

(Print Name)

(Date)

(Signature of Unit Owner)

(Print Name)

(Address/Unit Number)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/01/2025

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER The Coverage Partners LLC 925 Highway 55 Suite #101 Hastings, MN 55033	CONTACT NAME: PHONE (A/C, No. Ext): E-MAIL ADDRESS:	FAX (A/C, No):
INSURED Briar Hill Homeowners Association c/o RSP Management 2355 Highway 36 W Suite 474 Roseville, MN 55113	INSURER(S) AFFORDING COVERAGE INSURER A: United States Liability Insurance Company INSURER B: Pennsylvania Manufacturers Association INSURER C: CHUBB INSURER D: INSURER E: INSURER F:	NAIC # 25895 20443 20702

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☒ POLICY ☐ PRO-JECT ☐ LOC OTHER:			NPP1622947	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY ☐ ANY AUTO ☐ OWNED AUTOS ONLY ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ONLY ☐ NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	☒ UMBRELLA LIAB ☒ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE ☐ DED ☒ RETENTION \$ 10,000			CUP1574157	09/01/2025	09/01/2026	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y / N ☐	N / A				PER STATUTE E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
C	Directors & Officers			ADOMNF186416892	09/01/2025	09/01/2026	Per Occurrence \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Carrier B - Crime/Fidelity - \$1,000,000 - Deductible - \$1,000 - 09/01/2025-09/01/2026
Management Company Listed as Additional Insured on General Liability/Crime/D&O.
10 Day Cancellation Notice

CERTIFICATE HOLDER**CANCELLATION**

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE