

Briarwood Homes Association Inc.

Board of Directors Meeting Minutes January 23, 2018, 6:30 p.m.

Attending: DuBois, Delores LeMaster, Laurie Not Attending: None
 Goracke, Paul Quigley, Tom
 Harden, Stephanie Sawtelle, George
 Herrington, Jane Weide, Jack

- Welcome/Quorum
President Jack Weide convened the meeting at 6:30p.m. at 112 Garwin Circle West with a welcome. Quorum present. A meeting agenda and other handouts were distributed.
- Prior Meeting Minutes Approval
Approval of the July 11, 2017 and October 17, 2017 meeting minutes was moved, seconded and approved unanimously.
- Finance
EOY 2017 Finance Report Review / Approval
Treasurer Jane Herrington presented the end of year 2017 Finance Report. Total income for the year was \$10,500.42; total expense \$7,628.60. Net profit for 2017 plus 2016 reserve carry over left an end of year balance of \$6,223.71. Motion was made and seconded to approve the end of year 2017 Finance Report. Motion approved unanimously.

EOY 2017 "Final" Owner Dues Status

Jane Herrington reported that one (1) household/owner (1519 Tipton Drive) has delinquent 2017 dues. All other 2017 owner's dues are paid. As a part of this discussion, the Board discussed how to keep track of home owner changes and assure new home owners are aware of Briarwood Covenants. With two hundred (200) homes it is difficult to know when ownership changes. Currently, the only way to know of change is to see movement in the neighborhood or refer to the Pottawatomie County Assessor data base (...which is not updated in a timely fashion). After some discussion, it was agreed that the Association would seek assistance from realtors as a way to track home sales/purchases. It will also be a good way to assure new home owners are made aware of Association Covenants. Jack Weide will draft a letter to the Southwest Iowa Association of Realtors.

2018 "Current" Owner Dues Status

Jane Herrington reported that as of January 22, 2018 seventy-nine (79) home owners have remitted their 2018 dues. Dues are being received by both check and the new PayPal procedure. All dues are supposed to be received by February 15. For owners not remitting by 2/15, the second dues letter will be sent February 28 with a delinquency notice and reminder that a \$10 penalty applies.

Delores DuBois inquired about how the PayPal fees were being administered. Jane indicated that current procedure is for the Association to absorb the PayPal overhead fees. Delores suggested that these fees be passed on to the remitter. Discussion ensued, no decision made. *(Note: In post-meeting negotiations, the Board approved passing on the PayPal administrative overhead fees to the remitter beginning with the 2019 Owner dues collection cycle).*

- 2018 Board Elections
Election procedures, including review of board positions were presented. Benefits of maintaining a full eight (8) member Board and the need for periodic new member recruitment were discussed. Jack asked Board members to be thinking about next years (2019) member needs. Nominations were opened for each of the board positions, excluding the President's position, and a "chair" nomination was moved for each position. No other nominations were received. "Chair" nominations were unanimously approved as follows:

Vice President	Stephanie Harden	Architecture Committee Co-Chair	Delores DuBois
Treasurer	Tom Quigley	Architecture Committee Co-Chair	Laurie LeMaster
Secretary	Paul Goracke	Architecture Committee Member	Jane Herrington
Technical Advisor	George Sawtelle		

Briarwood Homes Association Inc.

Jack Weide relinquished the chair to VP Stephanie Harden for election of the Presidents position. Jack was nominated. No other nominations were received. Nomination was unanimously approved. It was agreed transition to new Board positions could take place as appropriate.

(Note: In post-meeting election negotiations a change to the January 23, 2018 election results was approved. The Board approved exchanging the Vice President and Treasurer position. As a result, Tom Quigley was voted Vice President and Stephanie Harden was voted Treasurer.)

5. Detention Pond Repair Status

George Sawtelle discussed the 2018 detention pond major reconstruction project. Following significant research and investigation, he has prepared a "Request for Bid (RFB) to Repair Briarwood Detention Ponds & South Spillway" specifying use of APS Flexamat products. The RFB specifies expectations, schedule and documentation required. It includes all work to be done on the South Detention Pond, the North Detention Pond and the South Spillway. The RFB will be released as soon as practical specifying responses to be received by February 20, 2018 with construction being completed in early spring 2018. In an effort to help determine best value, the RFB will be sent to multiple construction companies for estimates.

Hole Filling Repairs/Spring Seeding

In follow-up to minor detention pond repairs made late in 2017, George discussed some additional hole filling and seeding requirements around the north and south detention pond perimeter. He proposed moving forward with completion of this work this spring and asked for Board approval to retain Jake's Quality Lawn Service to complete the work. Jake's estimate for seeding behind the block walls and slope of the north pond, then putting erosion netting on the slope is \$375. The Board approved George's recommendation. *(Note: In post-meeting activity, George contracted with Jake's Quality Lawn Service to complete this work this spring at a cost of \$375)*

This discussion included the need to solicit additional owner cooperation (...owners whose properties share common property lines with detention pond properties) in monitoring and preventing erosion concerns along pond fence lines and retaining walls. After significant discussion, it was decided to document this need by sending letters to all home owners asking for their help. Jack agreed to prepare such a letter.

6. 2018 Mowing/Fertilization Contract Selection

In preparation for the 2018 mowing season, Tom Quigley discussed efforts to identify a landscaping and mowing contractor. The Board had previously agreed that it would be prudent to solicit bids since multiple bids had not been sought for three (3) years. After documenting all mowing and fertilization requirements, Tom explained that he sent bid requests to several different landscaping companies including; Loess Hills Landscaping, TruGreen, Loess Hills Lawn Care, Pinnacle Lawn Service, Mike Beckman and Jake's Quality Lawn Service. Bids were received and consolidated into a matrix. Using this matrix, Tom reviewed the details of each bid. Following a thorough evaluation, the Board voted to contract with Pinnacle Lawn Service. *For the record: Pinnacles' bid was about 1/2 that of others, with no obvious reasoning; Tom will monitor to ensure the quality of service quality.* *(Note: In post-meeting activity, on January 25, 2018, Tom completed this activity by signing a contract with Pinnacle and notifying all unsuccessful bidders that the contract had been awarded)*

7. Administration

Owner Complaints / Trash & Recycle Bin Handling

Jack Weide shared concerns received from an owner concerning negligent trash and recycle bin handling which results in trash and debris blowing around in the streets. It seems that some home owners are not using lids on their containers. High winds either blow containers over or just blow contents out of the container into the street. Following discussion, it was decided to use the spring newsletter to emphasize the importance of proper trash/recycle container use.

Owner E-Mail Participation/Expansion

Delores DuBois discussed Association benefits increasing use of electronic media. She proposed proactive solicitation to expand the Association's owners email address database. Following discussion, the Board agreed that Delores should devise and propose a specific plan for such recruitment in 2018.

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Action Item Follow-up (October 17, 2017 Annual Owner Meeting)

Jack Weide called attention to the October 17 Action Item Follow-up list. The Board discussed and updated each of the six (6) action items on the list. (See October 17, 2017 Action Item List for additional detail)

2017 Association Tax Reporting

Form 1099's (Contractor Payments)

Jane Herrington will identify all contractors to which the Association paid \$600 or more. Using this list Stephanie Harden will prepare necessary tax forms for submission. (Note: In post-meeting activity, Stephanie completed this activity January 30, 2018)

Federal Tax Form 1120-H, Iowa Form 1120

Using the end of year Financial Report prepared by Jane Herrington, Jack Weide will prepare and submit Federal and State Tax Returns. (Note: In post-meeting activity, Jack completed this activity February 15, 2018)

8. Architecture Committee Report

Tom Quigley shared that there was no Architecture Committee activity to report.

9. 2018 Spring Newsletter

A potential schedule for publication of the 2018 Spring Newsletter was discussed. The following schedule was approved:

June 11	Spring Newsletter Draft Complete
June 22	Final Copy to Office Max
June 29	Labeling & Mailing Complete

10. New Business

No new Business.

11. 2018 Quarterly Board Meeting Dates

Tuesday, April 10, 2018, 6:30 p.m.

Tuesday, July 10, 2018, 6:30 p.m.

Tuesday, October 9, 2018, 6:30 p.m. (Held only if needed to prepare for 10/16/18 Owner Meeting)

Tuesday, October 16, 2018, 7:00 p.m.

12. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:30 p.m. Changes or additions to these meeting minutes should be submitted to Jack Weide.

Respectfully Submitted,
By Jack Weide

For Paul Goracke,
Association Secretary

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