

# Briarwood Homes Association, Inc.

---

## Board of Directors Meeting Minutes February 19, 2019, 6:30 p.m.

Attending:      Buxcel, Neal                      Quigley, Tom                                      Not Attending: DuBois, Delores  
                    Harden, Stephanie                      Sawtelle, George  
                    Herrington, Jane                      Weide, Jack  
                    LeMaster, Laurie

### 1. Welcome/Quorum

President Jack Weide convened the first quarter 2019 Board meeting at 6:30 p.m. at 1719 Tipton Drive with a welcome. Quorum present. A meeting agenda and several handouts were distributed. A special “welcome” was extended to new Board member Neal Buxcel who joined the Board effective January 1. Jack expressed appreciation to each Board member for their continued dedication and contribution to the Association.

### 2. Prior Meeting Minutes Review/Approval

Jack Weide called attention to prior meeting minutes; 10/09/18 quarterly Board meeting and 10/16/18 Annual Owner Meeting. Motion to approve was called. George Sawtelle moved, seconded by Jane Herrington to approve both sets of minutes. Motion passed 7-0.

### 3. Financial Review/Approval

- EOY Finance Report Review/Approval

Treasurer Stephanie Harden presented the EOY 2018 Financial Report. The report reflected 2018 Income of \$19,825.00; Expense \$19,903.08; Net Income (\$78.08). The Balance Sheet reflected an ending Contingency Reserve Fund level of \$6,145.63. Motion to approve was called. Jane Herrington moved, seconded by Tom Quigley to approve the EOY 2018 Financial Report. Motion passed 7-0.

- EOY 2018 “Final” Owner Dues Status

Stephanie Harden reported 2018 annual owner dues were received for all homes except one (William Penner, Tipton Drive). Due to a complicated house sale, no further attempts will be made to collect.

- 2019 “Current” Owner Dues Status

Stephanie Harden reported that 140 owners have paid their 2019 annual owner dues of \$50 as of February 18, 2019; 59 owners have not paid. 103 owners have paid by check. Thirty seven paid by PayPal even though the owner, for the 1<sup>st</sup> time this year, must now pay the PayPal fee. This payment rate is improved over 2018 when only 79 owners had paid by this time. In keeping with the Briarwood Dues Payment Policy, the second notice letter will now be sent out to the remaining 59 owners who have not paid.

- January 31, 2019 Financial Report Review/Approval

Stephanie Harden presented the January 31, 2019 Financial Report. The report reflected Income of \$4,654.00; Expense \$151.85; Net Income \$4,502.15. The Balance Sheet reflected Total Current Assets of \$10,647.78. Jack Weide called attention to the \$2,500 Detention Pond improvement expense that was carried over into 2019 from 2018 and how it will make the 2019

# Briarwood Homes Association, Inc.

---

maintenance/improvement budget challenging. Motion to approve was called. Tom Quigley moved, seconded by Laurie LeMaster to approve the 2019 January 31, 2019 Financial Report. Motion passed 7-0.

## 4. 2019 Board Elections

Nominations and voting on all 2019 Board positions was completed with the following results:

President	Tom Quigley
Vice-President	Neal Buxcel
Treasurer	Stephanie Harden
Secretary	Jack Weide
Technical Advisor	George Sawtelle*
Architecture Committee Chair	Laurie LeMaster
Architecture Committee Member	Jane Herrington
Architecture Committee Member	Delores DuBois

*\*Note-With limits on time/activity level*

## 5. Detention Pond Report Status

George Sawtelle presented Detention Pond major construction status.

- South Detention Pond  
On November 3, 2018, inclement weather forced work stoppage on the major construction. Construction tasks not completed include grading around lower basin, spillway reconstruction and composting/seeding work. The remainder of the construction is scheduled to be completed this spring as weather permits. By the end of 2018, contract payments totaling \$14,645 had been made with a balance due on completion of work of \$2,500. Total project cost is expected to be \$17,145.
- North Detention Pond  
Future maintenance/improvement work is needed to prevent standing water and erosion issues. Once proven successful, it is anticipated that a design similar to the South Pond Flexamat & TRM solution will be proposed for the North Pond. A North Pond design proposal, including detailed drawings and budget projections, will be prepared by mid-year 2020.

## 6. 2019 Mowing/Fertilization Contract Selection

Tom Quigley presented the results of the 2019 mowing and fertilization "Invitation for Bid" sent out 4Q18. It was agreed that Tom and George will work together to determine proper timing and exact location of fertilization and seeding efforts to produce best results.

- Mowing Bid signed for same as last year  
The Board previously approved a 2019 mowing season contract with Pinnacle Lawn Service at the same rate (e.g., \$70/mow; estimated \$2,300 for the season; weather dependent) charged in 2018.
- Review & Award Bids on Fertilization and Weed Control  
Bids were received from Loess Hills Lawn Care, True Green, Joe Faust Enterprises and Pinnacle Lawn Service. Using a service/cost matrix prepared by Tom Quigley, the Board reviewed each bid proposal submitted. Following a lengthy discussion, Jack Weide moved, second by Laurie LeMaster to accept the Loess Hills Lawn Care bid for a 5-step Program priced at \$72/step. Motion passed 7-

# Briarwood Homes Association, Inc.

---

0. Tom Quigley will provide selection results to bidders and request a contract from Loess Hills Lawn Care.\*

- Review Bids received on other Pond Maintenance Items
  - Over-seeding  
Loess Hill Lawn Care bid will be accepted including cost of seed, 50# Bomgaars, (\$50-\$90) power raked with straw (7 bales) on bare ground (\$70), 1 hr. labor \$35. Tom will provide selection results to bidders and request a contract to be submitted.\*
  - Re-Glue Cap Stones and Dirt/Seed/Sod Work  
Loess Hill Lawn Care bid will be accepted including cost of glue plus labor \$35/hour. Tom Quigley will provide selection results to bidders and request a contract from Loess Hills Lawn Care.\*
  - Trim Trees  
No action was taken on miscellaneous North/South tree trimming work. Several Board members expressed interest in handling this task internally (e.g., volunteers).

*\*Note- In post-meeting activity Loess Hill Lawn Care withdrew their bid. Subsequent Board action is required to select a new provider.*

## 7. Administration

- 2018 Association Tax Reporting  
No Form 1099 contractor payments documents were required in 2018.  
Federal Form 1120-H and Iowa Form 1120-H completed and filed January 24, 2019.  
The Briarwood Corporation Registered Agent Certificate will be updated prior to the required April 2019 renewal date. The update will include registering Tom Quigley as new agent.
- HyVee Community Room  
The HyVee Community Room is reserved for Annual Owner Meeting scheduled for October 15, 2019.
- Letter to Owners sharing South Detention Pond boundaries  
A letter will be sent to all Briarwood owners with South Detention Pond shared property lines. (Note- this includes non-owner/neighbor Kenneth Wilcox, Orchard Road) The letter will provide an update on continued construction work.
- Scam Discussion  
Numerous “scam” attempts have been made against Association information. All Board members were ask to be alert for scam attempts.

## 8. Architecture Committee Report

Architecture Committee Chair Laurie LeMaster reported that the new resident Welcome Program has been very successful. During 4Q18 Architecture Committee members (Laurie LeMaster, Delores DuBois, Jane Herrington) welcomed and supplied the new “Welcome Letter” and copies of the Covenants to six (6) families. In addition, email addresses for the families were procured further reducing Association postage expense. Currently, one (1) welcome call is pending. With the exception of recent snow related complaints (e.g., snow removal around cluster mail boxes, street parking restricting plowing, etc.) there has been no Architecture Committee activity since the last meeting.

# Briarwood Homes Association, Inc.

---

## 9. 2019 Spring/Summer Newsletter

Tom Quigley reviewed the proposed Spring Newsletter schedule. Procedures for the Letter will be similar to previous issues. Tom will make writing assignments and Jack will serve as coordinator/editor.

Draft Complete	June 10
Final to Office Max	June 22
Label & Mail	June 29

## 10. New Business

- **Covenants**  
A discussion was held concerning recent complaints about snow removal around mail cluster boxes and street parking which inhibits snowplow operations.
- **Facebook**  
Briarwood's two (2) Facebook accounts continue to experience significant traffic.
- **Auto Registration**  
George Sawtelle discussed an Association auto registration process. He indicated that other HOA's are using the registration process as a "parking" management program. No action was taken.
- **Detention Pond Property Tax Assessment**  
Neal Buxcel inquired about how the Detention Ponds are "deeded". One line of thought is that the square footage of each pond is sub-allocated to adjacent property owners. Since an answer was not available, Tom Quigley agreed to investigate further.

## 11. 2019 Quarterly Board Meeting Dates

Following discussion the quarterly Board meeting schedule was altered as follows:

Thursday, April 11, 2019, 6:30 p.m.

Thursday, July 11, 2019, 6:30 p.m.

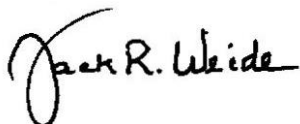
Thursday, October 10, 2019, 6:30 p.m. *(Held only if needed to prepare for 10/15/19 Annual Owner Meeting)*

Tuesday, October 15, 2019, 7:00 p.m. Annual Owner Meeting

## 12. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:00 p.m.

Respectfully Submitted,



Briarwood Homes Association, Inc.  
Board Secretary