

Briarwood Homes Association, Inc.

Board of Directors Meeting Minutes February 20, 2020, 6:30 p.m.

Attending: Circo, Chris
LeMaster, Laurie
Quigley, Tom
Sawtelle, George
Weide, Jack

Not Attending: Buxcel, Neal
DuBois, Delores
Harden, Stephanie

1. Welcome/Quorum

President Quigley convened the first quarter 2020 Board meeting at 6:30 p.m. at 1719 Tipton Drive with a welcome. Quorum present. A meeting agenda and numerous handouts were distributed.

2. New Board Member Welcomed

New Board member, Chris Circo, was welcomed to the Board.

3. Prior Meeting Minutes Review/Approval

President Quigley called for approval of the 10/15/19 Briarwood Homes Association 2019 Annual Member Meeting minutes. Motion to approve by Chris Circo. Second by George Sawtelle. Motion passed 4-0.
(Note: one Board member arrived after this vote was taken)

4. Financial Review/Approval

- **EOY 2019 Finance Report Review/Approval**
Since Treasurer Stephanie Harden was not in attendance, President Quigley presented the end of year 2019 Financial Report. The Balance Sheet reflected total assets of \$9,030.99; 2019 Income \$10,333.00; Expense \$7,447.64; Net Income \$2,885.36. Including 2018 carry-over of \$6,145.63 plus 2019 Net Income of \$2,885.36 the Association Contingency Reserve Fund balance reflected \$9,031. Following discussion, Jack Weide moved, seconded by Chris Circo to approve the December 31, 2019 end of year Financial Report. Motion passed 5-0.
- **EOY 2019 "Final" Owner Dues Status**
President Quigley reported that **100%** of the homeowners paid their 2019 dues. The Board wishes to thank all homeowners for remitting their payments.
- **2020 "Current" Owner Dues Status**
Out of 199 Briarwood owners, there are currently 35 who have not paid their 2020 Association dues. At this same time last year (2019) there were 59 owners who had not paid. Treasurer Harden will be sending dues "second notice" reminders to the 35 owners who have not paid. Second notice payments must include the \$10 late payment fee.

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5. 2020 Board Elections

Due to the absence of three (3) Board members, Board election was postponed. President Quigley will develop a slate of officers for nomination at the April 9, 2020 Board meeting.

6. Detention Pond Repair Status

George Sawtelle reviewed a proposal he had prepared for continued re-construction of the Association South Detention Pond. The proposal impacts both the Tipton Drive and the Briarwood Drive water inlet pipe structures and the surrounding pond basin. Basically, the proposal recommends raising and/or shortening the Tipton Drive inlet plus raising the Briarwood Drive inlet with grading and reconstructing of the pond basin between the two (2) inlet structures and the pond water outlet structure. The recommendation specifies use of Flex-a-Mat technology. George explained that he is in the process of reviewing this proposal with a contractor and the Flex-a-Mat company representative. Since the Association believes the city of Council Bluffs is responsible for both water inlet structures, a letter outlining this proposal will be sent to the Council Bluffs Engineering Department to request a joint meeting to review the Briarwood proposal. The Association plans no further Detention Pond expenditures pending resolution.

7. 2020 Mowing/Fertilization Contract Selection

- Mowing Bid

The 2020 mowing contract was signed with Pinnacle. It specifies an increase of \$5 per mow. Tom Quigley and George Sawtelle will perform an on-sight walk-through with Pinnacle prior mowing season.

- Fertilization Bid

The 2020 fertilization and weed control contract was signed with Pinnacle. It specifies an increase of \$10 per treatment.

- Tree Bagworm Treatment

Due to a heavy evergreen tree bagworm infestation all Association trees must be treated this spring (around May first). Tom Quigley solicited bid proposals from three (3) different companies.

Results:

Sunoco All eleven (11) trees for \$75

Pinnacle All eleven (11) trees @ \$65 per tree; including tax,
a total cost of \$765.05

ABC Termite/Pest Control \$60 for 1st tree; \$20 for 2nd thru 10th; total cost \$260 + tax

Following discussion George Sawtelle moved acceptance of the Sunoco bid. Jack Weide seconded. Motion passed: 5-0.

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8. Administration

- 2019 Association Tax Reporting
There were no Form 1099's required this year.
Federal Form 1120-H and Iowa Form 1120-H were submitted January 13, 2020.
- 2020 Association Annual Owner Meeting
The HyVee Community Room has been reserved for the Association Annual Owner meeting scheduled for October 13, 2020.
- Garage Sale
The Briarwood Neighborhood Garage Sale is scheduled for May 2, 2020. This is the same date as the Forest Glen Neighborhood Garage Sale. Email notification will be sent to all owners on the Association email list. "Curb signs" which were used last year will be put out again this year.
- Web Advertisements
A proposal to sell ad space on the Briarwood Association Web Site was reviewed. Following discussion, it was agreed the Association should avoid this activity in order to retain its non-profit, tax exempt 501-C(3) status.
- Dues Payment Penalty
The Association "annual dues collection" policy was reviewed. The pros and cons of eliminating the late payment penalty were discussed. Following discussion, it was decided to continue the current Association "late payment" policy.
- Association Web Security
A discussion was held concerning increased security for the Association Web Site; making some or all it password protected. Following a failed motion, it was agreed that no changes would be made.
- Member "idea" solicitation
All owners on the Association email list will be offered a chance to provide feedback to the Association Board. Specifically, the offer will solicit concerns, suggestions and ideas for "improvements" plus requests for Newsletter articles they would like to see included.

9. Architecture Committee Report

Laurie LeMaster reported on Architecture Committee activities. She reported that there had been no owner inquiries this period. Laurie and Delores DuBois continue to make new owner "welcome" visits as needed.

10. 2020 Spring/Summer Newsletter

Tom Quigley reviewed the Spring/Summer Newsletter publication schedule and indicated newsletter article topics will be chosen in the April 13, 2020 Board meeting.

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

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11. New Business

George Sawtelle reported that one of his neighbors experienced a potential vandalism incident (as captured by a doorbell camera on their house). The camera recorded a person trying to open their locked car door in the middle of the night. Recent similar activity at Forest Glen was discussed. Laurie LeMaster reported that at least one of the incidents had been resolved by parents of a young person who was reportedly involved. Following a general discussion concerning security in the neighborhood, Chris Circo recommended the Association consider participation in the city Neighborhood Watch Program. Chris agreed to contact the Council Bluffs Police Department to learn more about their program and how to get involved. He will also prepare an article for the June 2020 Briarwood spring/summer Newsletter.

12. 2020 Quarterly Board Meeting Dates

Quarterly Board meeting schedule:

Thursday, April 9, 2020, 6:30 p.m.

Thursday, July 9, 2020, 6:30 p.m.

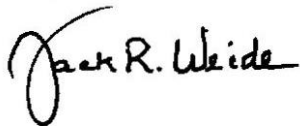
Thursday, October 8, 2020, 6:30 p.m. *(Held only if needed to prepare for 10/15/19 Annual Owner Meeting)*

Tuesday, October 13, 2020, 7:00 p.m. Annual Owner Meeting

13. Adjourn

There being no further business to come before the Board the meeting was adjourned at 7:55 p.m.

Respectfully Submitted,



Secretary of the Board,
Briarwood Homes Association, Inc.