

Briarwood Homes Association Inc.

Board of Directors Meeting Minutes April 10, 2018, 6:30 p.m.

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

1. Welcome/Quorum

President Jack Weide convened the meeting at 6:30 p.m. at 112 Garwin Circle West with a welcome. Quorum present. A meeting agenda was distributed.

2. Prior Meeting Minutes Approval

Approval of the January 23, 2018 Board Meeting minutes was moved by Stephanie Harden, seconded by Jane Herrington; approved unanimously.

3. Finance

End of 1Q2018 Finance Report Review / Approval

Treasurer Stephanie Harden presented the first quarter 2018 financial report. Total dues income for the period was \$18,149.77; total expense for the period was \$1,146.36. Approximately 26% of owners paid their dues via PayPal with the Association paying the \$169.51 PayPal service charge. One owner paid cash; the rest paid by check. Approval of the first quarter financial report was moved by Stephanie Harden, seconded by Jack Weide; approved unanimously.

Reporting Format Discussion

Stephanie provided an example of a new "standard accounting report format" and proposed its use in Board meetings. The report follows generally accepted accounting standards and includes all aspects of point-in-time financial status including approved annual budget with tracking, asset/liability balance sheet, Income/expense statement, etc. Board members made suggestions for customization/improvement and agreed it should be tried. Suggestions and additional input should be provided to Stephanie for inclusion in the report to be provided in the July 10 Board Meeting.

Owner Dues Payment Status

Again this year, there are twelve (12) owners delinquent in dues payment. For these owners, past due payments now incur the approved \$20 "late payment" penalty. Dues letter number #3 will be sent to each non-paying owner requesting immediate payment. (Note: As of May 1st any remaining delinquent payers will have their names posted to the Association website)

4. Administration

Tax Forms (1120H) & Form 1099's

Jack expressed thanks to Stephanie and Jane for completing preparation and filing of the 2017 Form 1099(s). He also reported that the 2017 Association State and Federal tax returns were filed effective February 15, 2018.

Registered Agent Renewal

Jack reported that no Registered Agent Renewal was due this year. The next renewal period falls in 2019.

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Owner E-Mail Participation/Expansion

Delores reported progress on planning to expand Association owner email participation. Her committee, comprised of Laurie and Jane, will begin soliciting participants using contact forms being created by Delores. Tom will provide owner address information for the contact forms. Each committee member will have approximately fifty-five (55) door-to-door contacts to complete. The objective is to achieve increased owner email participation by June 20th in time for release of the Spring/Summer Newsletter edition scheduled for June 29, 2018. Increased email utilization will significantly reduce all Association mailing/communications expense.

Mowing/Landscaping Contract

Tom reported the 2018 mowing contract was successfully awarded to Pinnacle Lawn Service. The first application of fertilizer and pre-emergent was applied as directed on March 28th. Everything is ready to go for the mowing season.

5. Detention Pond Repair Status

Construction Planning/Contract Bids

George reported that the project design specifications were completed and Request for Bids (RFB's) prepared and released on January 27th. Brian Williams (ASP Enterprises) has provided cost estimates for the erosion specialty materials. The RFB was subsequently sent to contractors; Gillet Grading & Excavating, Blu Wahle Quality Landscaping Solutions, and Ryan Young Next Phase Environmental, requesting bids. When no bids were received numerous other contacts (phone calls, emails) were made, however, as of this date, no bids have been received. Contractors have been very unresponsive. Board discussion included contingency plans for moving the construction work forward; what can be done? Suggestions included ideas on how to continue pursuit of the initial contractors listed above and also identification of other contractors capable of performing this large Association project. George will continue making contacts including a couple new contractors. The Board wishes construction to be completed this spring.

Hole Filling Repairs/Spring Seeding

Jakes Quality Lawn Service completed Phase I of this work last fall. A new task was identified to cleanup dead branches around the Mulberry Tree at the North Pond. Jake completed this work on April 6 with expectation that the spring reseedling can be completed soon dependent on the weather and temperatures. Total cost of this project will be approximately \$600.

Entrance Lighting

Entrance lights at both the north and south entrances have experienced a single LED bulb failure since installation on 8 June 2016. George reported that the good news is that replacing bulbs is getting cheaper with the cost of LED bulbs decreasing. He also advised that the bad news is that the Association needs to anticipate additional costs for replacement of aging underground wiring and lighting receptacles sometime in the future.

6. Architecture Committee Report

Laurie reported on Architecture Committee activity: several inquiries have been received. Most activity has related to fencing project requests. No problems to date. The Board discussed Covenant interpretation and how to respond to owners who point out past Covenant architectural deviations.

7. Action Item Review

The Action Item report was reviewed and updated. It was agreed that only open/active action items will be maintained on the report going forward. (See Action Item Report, dated 4/11/18)

8. 2018 Spring/Summer Newsletter Topics/Writing Assignments

The Spring/Summer Newsletter will be published June 29, 2018. All articles should be electronically submitted to Jack on or before June 11; the earlier the better. All Board members will review/edit the completed document with the final manuscript turned over to the printer on June 22. Jack will check with Office Max to determine how addressing and postage application will work. Tom volunteered to help with addressing/postage if necessary.

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Newsletter writing assignments:

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| 1. Trash/Recycle Container Management; | Jack |
| 2. Detention Pond Maintenance/Construction | George |
| 3. 2018 Mowing/Landscaping | Tom |
| 4. President's Corner | Jack |
| 5. Association Financial Report/Annual Dues Status | Stephanie |
| 6. Electronic Media Usage (Email, website, PayPal) | Delores |
| 7. Board Member Recruiting | Jack |
| 8. Preferred Business Contacts | Tom |
| 9. Briarwood Hydrant Party | Laurie |
| 10. Architecture Committee Report | Laurie |

9. New Business

Logistics for the 2018 Annual Owner meeting were discussed. The meeting will be held at the HyVee Community Room again this year. Jack will work with HyVee to reserve the room for Tuesday, October 16.

10. 2018 Quarterly Board Meeting Dates

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.

11. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:19 p.m.

Respectfully Submitted,
By Jack Weide

For Paul Goracke,
Association Secretary