

Briarwood Homes Association Inc.

Board of Directors Meeting Minutes April 11, 2017, 6:30 p.m.

Attending: Epperson, Phil
Harden, Stephanie
Quigley, Tom
Sawtelle, George
Weide, Jack

Not Attending: Esterling, Colby
Goracke, Paul
Herrington, Jane

1. Welcome/Quorum

President, Jack Weide convened the meeting at 6:35 p.m. at 112 Garwin Circle West with a welcome. Quorum present. A meeting agenda and other handouts were distributed and reviewed.

2. Prior Meeting Minutes Approval

January 10, 2017 Board meeting minutes prepared by Secretary Paul Goracke were reviewed. Revisions submitted: IV. 3. – (add) - “The remaining 163 were sent through the US Postal Service.”; IV.7. – (revise) - “After some discussion it was decided that the schedule of newsletters would be adjusted to the end of May after spring activity plans have been initiated and the end of November following the annual members meeting.”; IV.8. – (revise) – “A review of the association’s policies was implemented by George and Jack. Paul and Jack will investigate options to identify any cost cutting measures. Information will be supplied back to the resident owner that initiated the question.”; IV.9 - (revise) - “among” to “among”. Motion to approve the minutes as revised by Tom Quigley. Second by Phil Epperson. Motion carried.

3. Finance

1st Quarter 2017 Finance Report Review/Approval

The 1Q2017 Finance Report provided by Treasurer Jane Herrington was reviewed. Net income for the year is \$7,774.50 with \$9,600.00 YTD income and \$1,825.50 YTD expense. Balance Sheet Asset total is \$11,126.39. Motion to approve by Phil Epperson. Second by Tom Quigley. Motion carried.

Jane completed setup of “online” banking for the Association. American National Bank has refunded previous billing for rendering paper statements.

2017 Owner Dues Status

2017 owner dues collection status was reviewed. Jane Herrington provided a report indicating ten (10) owners have not paid 2017 dues as of April 3rd. The 3rd notice “dues letter” was sent to the 10 non-pay owners indicating a payment due of \$70, including late penalty. Names and addresses of these ten non-pay owners will be published on the Briarwood web site until payment is received. Third notice remittance date is May 15. Following that date, any unpaid dues will be reviewed by the Board of Directors for subsequent collection action.

4. Architecture Committee

Phil Epperson, Architecture Committee Chair, shared one (1) fence building project request submitted by Dave Rosenberg, 1801 Tipton. The request is for a back yard, partial surround, 6’ high cedar privacy fence along Orchard Road across the back of his yard to obstruct an “undesirable view”. Rock, mulch and flower planting are planned along the fence line. Phil explained the request would require an “exception” since Briarwood Covenants specify a maximum fence height of 48” and favors chain link or rod iron. After considerable discussion it was agreed the request should be approved as an exception based on the following criteria: (1) specific location (2) stated purpose, (3) “partial” yard surround, (4) past precedent. Architecture Committee approval is granted based on “exception”.

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5. Architecture Committee (Continued)

Phil Epperson will communicate this finding back to the Rosenburg's. Phil expressed appreciation that owners seem willing to communicate plans to the Architecture Committee. He also reminded Board members to watch for new projects and assure the committee's "notice to request" letter is sent to owners observed initiating new projects. Spring is the busiest time of the year for new construction.

6. Administrative

2016 Tax Reporting

Jack Weide reviewed 2016 tax filing results. Both state and federal forms (e.g., Form 1120) were filed in accordance with past Association filing guidelines. In compliance with state and federal requirements, Form 1099 earnings documents were filed with the government and provided to Loess Hills Lawn Care (\$2,616.15) and Gillett's Grading & Excavation (\$7,200.00). Jack solicited help with taxes for next year by anyone with tax knowledge; Stephanie Harden offered.

Postal Service

Vice President Stephanie Harden shared an owner's complaint concerning postal service. The owner has been receiving mail other than their own. Also, on occasion, their mail is being delivered to other addresses. Stephanie had advised them that the Briarwood Association has no jurisdiction in the matter. When the owner reported the situation to the Post Office he/she was advised to track service results over a period of time and then report specific instances of bad service by date. Stephanie asked Board members to alert her if other reports were received.

Insurance Policy

In a continuing review from past Board meetings, discussion concerning insurance coverage/cost was conducted; specifically, the idea of accepting competitive bids for future coverage. The current policy (e.g., Butterbaugh Insurance Center Policy # 142307-39859713-17) is paid up through March 2018. In response to an inquiry received from a Briarwood owner (Jay Simms, 1330 Berwick Circle, Gade Insurance Services, Inc.) it was agreed that Mr. Simms should be allowed to review current Association coverage, recommend future coverage, and submit a competitive bid. Tom Quigley will make contact with Mr. Simms and extend this invitation.

2017 Mowing Contract

Based on favorable past performance over the past two years, Loess Hills Lawn Care has been retained for the 2017 season at a rate of \$130 per unit/mowing. This includes north and south retention pond mowing, trimming and debris control. The contractor agreed to pay particular attention to steep slope erosion control; raising mowing height as necessary. Contractor Form w-9 and current insurance certification were obtained and are on file.

7. South Detention Pond

Fall Construction (Follow-up Repairs)

Board Administrator, George Sawtelle, reviewed the results of a site visit with Mike Gillett, Gillett's Grading & Excavating. Mike recommends filling the current "water" hole and pouring concrete slurry over the rock & dirt fill. This is considered a more permanent fix than just dumping rock into the hole. Other slope and elevation modifications would also be made to affect improved drainage and erosion control. Mr. Gillett will submit a time and materials estimate for Board review. He verbally estimated the cost of the project to be approximately \$4,000 to \$5,000.

Spillway Elevation

Using a laser level Mr. Gillett identified the pond lower retaining wall is 9" below the top of the discharge level and the lowest point of the spillway is 6" below. The spillway should typically be approximately 1 foot above, according to Terry Morrison, Ehrhart Griffin Engineering. Mike recommends a concrete weir at the pond spillway to preclude mechanical erosion and provide proper elevation. Mr. Gillett will submit a time and materials estimate for Board review. No verbal estimate was received, however, there was discussion concerning the cost benefits of completing this project at the same time as the "water" hole fill project.

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South Detention Pond (Continued)

NW Corner Erosion

A potential revision to the pond NW corner landscape (e.g., east side of 1709 Tipton, Mark & Kimberly Elonich home) was discussed with no definitive conclusion or obvious solution.

Ehrhart Griffin & Associates Unpaid Invoice

After careful review of project results, the Association Board concludes the 2016 South Retention pond construction and repair led by Ehrhart Griffin & Associates failed to fulfill contract specifications. In keeping with this position, and since Ehrhart Griffin has failed to take corrective action, the Board has decided to withhold remittance of \$332.50 in final invoice payment.

8. Home Owner Street Parking

In recent months it has been observed that numerous owners are parking on the street in violation of Briarwood Covenant, Section 9.5 (a) –“i.e., street parking is prohibited, except for temporary guest parking”. After considerable pro and con discussion, especially as it relates to child safety, the Board resolved that owners should be expected to comply with this Covenant. To that end, the Board adopted three (3) steps to move forward: (1.) communication In the June/Spring Newsletter of the Covenant language to increase owner awareness, (2.) windshield “fliers” for suspected violator autos, (3) owner contact for chronic non-compliance.

9. 2017 Spring Newsletter

Roles & Responsibilities

Everyone will be given an opportunity to participate. Jack will coordinate assembly and layout. Jane will provide the mailing label file. Tom will provide technical interface for document submittal to the vendor printer. Office Max will be vendor of choice for printing, addressing, postage application.

Potential Articles

Submit ideas for Newsletter “theme” development and individual articles to Jack. Volunteer to write or acquire articles supporting the chosen theme(s).

Proposed Publication Schedule

Draft Complete (June 1)

Final to Office Max (June 5)

Label & Mail (June 15)

10. New Business

There was no new business.

11. 2017 Quarterly Board Meeting Dates

Tuesday, July 11, 2017, 6:30 p.m.

Tuesday, October 10, 2017, 6:30 p.m.

12. Adjourn

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