Board of Directors Meeting Minutes April 11, 2019, 6:30 p.m.

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

1. Welcome/Quorum

President Tom Quigley convened the second quarter 2019 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. Prior Meeting Minutes Review/Approval

Secretary Jack Weide called attention to the February 19, 2019 quarterly Board meeting minutes. Jack moved approval of the minutes as submitted; seconded by Delores DuBois. Motion passed 7-0.

3. <u>Financial Review/Approval</u>

• March 2019 Finance Report Review/Approval

Treasurer Stephanie Harden presented the March 31, 2019 Financial Report. The Balance Sheet reflected total assets of \$14,457.35; 2019 Income to date \$9,530.00; Expense \$1,218.28; Net Income \$8,311.72; Contingency Reserve Fund balance \$6,145.63. Stephanie reviewed several specific report accounts including Account 42200 PayPal income, Account 61400 PayPal expense and Account 61100 Postage/Printing/Mailing. Following discussion, Delores DuBois moved, seconded by Neal Buxcel to approve the March 31, 2019 Financial Report. Motion passed 7-0.

• 2019 Owner Dues Payment Status

Stephanie Harden reported that 97% of the home owners have paid their 2019 dues; slightly better than last year at this time. Numerous owners have taken advantage of electronic payment through PayPal. As of the end of March, \$111 had been received from owners in "late payment charges". For more information about Association late payment procedures and policy see #6 - Administration.

4. Detention Pond Repair Status

George Sawtelle reviewed the current status of major south pond construction. Following early rain and snow late last year some construction tasks remain to be completed this spring. With continuing rain this spring, George reported that the pond basin is still pretty wet and that work has not yet begun. It is anticipated that the contractor will resume work as soon as weather permits.

5. 2019 Pond Maintenance

Tom Quigley reviewed the pond maintenance bid response from Jake's Quality Lawn Service. The bid was in response to an Association request for relatively minor landscape and retaining wall maintenance in both the north and south ponds. The Board approved Jake's bid of \$430 to complete all work requested. It is anticipated that work will commence in approximately one week.

6. Administration

<u>Review wording of Annual Dues Process</u>

Comment/complaint was recently received from 1-2 owners concerning the Association policy which permits publication of non-paying home owner names on the Association Website and Facebook page concurrent with mailing the 3rd "over-due" payment letter sent in April of each year. To further clarify Association collection policy in this regard the Board approved wording changes for use in future dues letters. (*Note: this policy is also documented and available for general viewing on the Association Website*)

Late Payment Notice - New wording:

3rd Letter April 2 If no payment is received by April 2nd, non-paying home owners names will be published on the Briarwood Website and Facebook page. Payment of annual dues will be due by May 1; including a \$20 late charge.

7. <u>Architecture Committee Report</u>

Delores DuBois reported that additional "new resident" visits have been completed. Most recently Delores and Laurie LeMaster welcomed new residents at 1620 Tipton. Anticipated future visits include 1514 Berwick and 620 Redwood Drive. Visits assure new residents are aware of Association policy, have a copy of Briarwood Covenants, and have an opportunity to provide email addresses for Association communication. One Architecture Committee review request was received for window replacement. It was determined that the project would not require committee approval. Discussion included the need for the Architecture Committee to consistently express appreciation to all owners who comply with Association Covenants by submitting proposed project information for approval.

8. New Business

• Introduction of new residents in Newsletter

As an extension of the Welcome Committee program, a discussion was held concerning "introduction" of new residents via the Association Website, Facebook page and Newsletter. Based on the new resident's approval, brief introductory information will be published as a way of "introduction" to the neighborhood. (*Note: Only information agreed to by the resident will be published*)

9. 2019 Spring/Summer Newsletter

Tom Quigley reviewed proposed articles for the Spring/Summer Newsletter.

٠	Street Parking	Jane Herrington
٠	Detention Pond Maintenance/Construction	George Sawtelle
٠	2019 Landscaping	Tom Quigley
•	President's Corner	Tom
	(include info about trash, trash receptacles, garage sale idea, recommended service providers)	
•	Financial Report/Annual Dues Status	Stephanie Harden
٠	Electronic Media (Email, Website, PayPal)	(Will be omitted)
•	Architecture Committee Report	Laurie LeMaster
٠	Introduction of new residents	Delores DuBois
•	Sub-Division Summer Activities	Jack Weide

The same publication procedures as in the past will be used. Draft articles should be emailed to Jack Weide.

Publication schedule:

Draft Articles CompleteJune 4Draft Newsletter CompleteJune 10Draft Newsletter ReviewJune 11-21Final to Office MaxJune 22Label & MailJune 29

- 10. Tom Quigley announced that Briarwood Homes Association, Inc. has been served by Wells Fargo Company in regard to a mortgage foreclosure case against a current Briarwood home owner. (*Note: Home owner identity and address with-held to protect privacy*) Tom will contact the Wells Fargo attorney to certify that Briarwood Homes has no financial claim against this foreclosure. (*Note: In post meeting activity this action was successfully completed*)
- 11. <u>2019 Quarterly Board Meeting Dates</u> Quarterly Board meeting schedule:

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 7:40 p.m.

Respectfully Submitted,

per R. Weide

Briarwood Homes Association, Inc. Board Secretary