

# Briarwood Homes Association, Inc.

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## Board of Directors Meeting Minutes

April 16, 2020, 6:30 p.m.

Attending: Circo, Chris  
Buxcel, Neal  
Harden, Stephanie  
Quigley, Tom  
Sawtelle, George  
Weide, Jack

Not Attending: DuBois, Delores  
LeMaster, Laurie

### 1. Welcome/Quorum

President Quigley convened the second quarter 2020 Board meeting at 6:30 p.m. by way of Zoom video conferencing. Quorum present. He expressed appreciation to Board members for being willing to meet via video conference due to the Corona Virus pandemic social distancing requirements. Handouts for the meeting had been previously distributed via email.

### 2. Prior Meeting Minutes Review/Approval

President Quigley called for approval of the February 20, 2020, Board meeting minutes. Motion to approve by Stephanie Harden. Second by Chris Circo. Motion passed 6-0.

### 3. Financial Review/Approval

- March 31, 2020 Financial Report Review/Approval

Treasurer Stephanie Harden had previously distributed the end of first quarter Financial Report for pre-meeting review. The Balance Sheet reflects total assets of \$18,719.10 including 2019 carry-over of \$9,030.99. Year-to-date Income reflects \$10,851.00; Expense year-to-date \$1,162.89; Net Income year-to-date \$9,688.11. Following discussion, President Quigley called for a motion to approve the March 31, 2020 Financial Report as submitted. Motion to approve by Jack Weide. Second by Neal Buxcel. Motion passed 6-0.

- End of 1Q20 Owner Dues Status

With late payment fees now in effect, out of 199 Briarwood owners, seven (7) have not paid their 2020 dues. Last year at this time there were twelve (12) owners who had not paid.

### 4. 2020 Board Officer Elections

- Election of Officers

- President Quigley called for election of the 2020 Board Officer slate by acclamation. Hand vote of members on the video call unanimously approved.

- 2020 Association Officers

President	Tom Quigley
Vice-President	Neal Buxcel
Treasurer	Stephanie Harden
Secretary	Jack Weide

- List (Terms of Service) sent out via email

- Tom Quigley 1/1/18 – 12/31/20
- Laurie LeMaster 1/1/18 - 12/31/20
- Delores DuBois 1/1/18 – 12/31/20
- Jack Weide 1/1/18 – 12/31/20

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- Chris Circo 1/1/20 – 12/31/22
- Neal Buxcel 1/1/20 – 12/31/22
- Stephanie Harden 1/1/20 – 12/31/22
- George Sawtelle 1/1/20 – 12/31/22

## 5. Detention Pond Repair Status

George Sawtelle reviewed two detention pond status reports sent out for pre-meeting review.

### South Detention Pond

In just the last few years the Association has spent thousands of dollars trying to keep the south pond serviceable. Current focus is on a design change to minimize future repair and maintenance costs. The proposed repair requires changing the length and elevation of the inlet pipes. The inlet pipes are city responsibility and hence require city funding, engineering and construction. This activity was initiated in 2019, however, the Missouri River flooding damages had exhausted city funds. The current effort includes Association preparation for a meeting with the Council Bluffs City Engineering Department to discuss major design changes to the pond inlet pipes and outlet tower with the objective of reducing erosion, eliminating standing water, maximizing machine mowed area and providing an aesthetic view for adjacent homeowners. The handout prepared by George includes narrative and photographs documenting the history leading to this point plus future proposed redesign features. Following discussion, it was agreed President Quigley will send a written request to the Council Bluffs City Engineering Department sharing all this information and requesting a face-to-face meeting. The request will acknowledge a potential meeting delay due to the current Coronavirus health crisis and social distancing requirement. George conveyed that he would be unable to participate in the meeting due to health considerations.

- North Detention Pond

George Sawtelle reported that there are several lower priority repairs which might be considered at the north pond. Depending on funds required for the south pond in 2020, these projects should be considered to bring the north pond up to good condition.

- Repair basin area near inlet pipe from Astor Circle
- Regrade area between inlet pipe and base of outlet tower
- Apply erosion control materials near east wall behind outlet tower structure to the south wall
- Trim or remove large tree on north boundary
  - Following discussion, it was agreed that the tree, diseased and in extremely bad shape, should be removed. Branches from the tree have already fallen and the remainder of the tree presents a safety hazard. Two cost estimates will be obtained for the removal; (1.) Chris Circo will contract a firm known to him, (2.) Tom Quigley will contact Jake Hansen who has done work for the Association previously.

## 6. Administration

Briarwood Neighborhood Garage Sale May 2<sup>nd</sup>

Based on the current Coronavirus health crisis and “shelter-in-place” directive, the group discussed delaying the scheduled May 2<sup>nd</sup> Briarwood Neighborhood Garage Sale. It is understood Forest Glen has either postponed or cancelled theirs. It was decided that the Briarwood Garage Sale will be postponed at least until fall 2020. President Quigley will send out an email to owners (...who have supplied email addresses) advising of the delay.

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## 7. Architecture Committee Report

In Architecture Committee Chair, Laurie LeMaster's absence, President Quigley reported that one request for architecture review had been received this period for replacement of a wooden fence with black chain link. The request was approved.

## 8. New Business

(No new business)

## 9. 2020 Spring/Summer Newsletter

Publication schedule

- Draft Articles submitted to Jack (June 1)
- Draft Complete (June 10)
- Final to Office Max (June 22)
- Label & Mail (June 29)

Articles:

<u>(Theme)</u>	<u>(Author)</u>
○ Presidents Corner	Tom
○ Annual Meeting Schedule	Tom
○ Financial Report	Stephanie
○ Fireworks	Jack
○ Welcome New Residents	Delores
○ Retention Pond Update	George
○ Architecture Committee	Laurie
○ Looking for New Board Members	Tom
○ Neighborhood Watch	Chris
○ Pet Protocol	Tom
○ Lawn Care Protocol	Neal
○ Street Parking	Delores
○ Neighborhood Hydrant Party	Stephanie

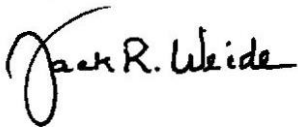
## 10. 2020 Quarterly Board Meeting Dates

- Tuesday, July 9, 2020, 6:30 p.m.
- Tuesday, October 8, 2020, 6:30 p.m. (Held only if needed to prepare for 10/13/20 Owner Meeting)
- Tuesday, October 13, 2020, 7:00 p.m. Annual Owner Meeting

## Adjourn

There being no further business to come before the Board the meeting was adjourned at 6:55 p.m.

Respectfully Submitted,



Secretary of the Board,  
Briarwood Homes Association, Inc.