

Briarwood Homes Association Inc.
Board of Directors Meeting Minutes
May 10, 2016, 7:00 p.m.

Attending: Herrington, Jane
 Sawtelle, George
 Weide, Jack

Not Attending: Dollen, Marie
 Epperson, Phil
 Esterling, Colby
 Roane, Judy (Resigned)
 Roane, Rob (Resigned)

1. Welcome/Quorum

President, Jack Weide convened the meeting at 7 p.m. at 112 Garwin Circle West with quorum present. A meeting agenda was distributed and reviewed.

2. Board Structure / Membership

Judy Roane has resigned her Vice-President Board position and Rob Roane has resigned his position on the Architecture Committee. Rob and Judy have announced they are moving from the sub-division. Replacements for both positions will be sought immediately.

3. Prior Meeting Minutes Approval

Minutes from the January 12, 2016 Board meeting, as submitted by Secretary Marie Dollen, were reviewed and approved as submitted.

4. Association Financial Reports

Treasurer, Jane Herrington, distributed the end of April 2016 "Statement of Receipts and Disbursements" and the May 1, 2016 "Financial Statement". She reported a checking balance of \$14,822.31. Following a review both reports were approved as submitted.

5. 2016 Association Dues / Assessment

Jane reported that 2016 dues and assessment payments continue to come in with a total of 11 owners still not paid. The number of owner homes assessed was 199. Total 2016 dues/assessments collected to date is \$13,945. Jane sent out 3rd notices to the 11 non-paying owners. The 3rd notice identified a payment deadline date of May 31, 2016. It was agreed further collection action would be determined, as necessary, following May 31st. A discussion was held concerning exactly how many members/owners the Association includes. To resolve this question about Briarwood Association "home owner count", it was agreed a physical inventory of homes will be taken. The resulting physical inventory will be reconciled to Jane's report of Pottawattamie County/Council Bluffs City owner address records utilized in dues collection. George and Jack agreed to perform the physical inventory.

6. 2015 Association Tax Reports

Jack reported that required Association State and Federal tax reports have been filed.

7. Association Projects Status Update

South Detention Pond Repairs

Using a spreadsheet he developed, Administrator, George Sawtelle shared additional financial project information and discussed the Association's financial ability to move forward with construction. George reviewed Ehrhart-Griffin & Associates engineering expenses paid to date and projected Ehrhart-Griffin and a construction contractor bid for project completion yet this year. With the increases noted, the revised total estimated project cost is now \$12,100. The increased cost can still be accommodated with the 2016 special assessment and carryover from 2015, though the estimated 2016 carryover will be slightly smaller than previous years. Based on this analysis, the Board agreed that the project should move forward. George will contact Terry Morrison at Ehrhart-Griffin and arrange a go-forward meeting with the contractor identified.

Entrance Sign Lights

The light sensor on the Gladbrook sign has been replaced. Electricity costs have decreased. George continues to work on the LED replacement project. He has been having trouble getting information and estimates. There is evidence of "water" in the light receptacle boxes at the Briarwood entrance sign; probably a drainage problem which needs to be addressed. One blub needs replaced at the Gladbrook sign.

Detention Pond Seeding / Weeding

Struyk has been contracted to perform 4 step lawn care on the north and south ponds, including fertilizer, pre-emergent, broad leaf control, and insecticide at a cost of \$597.32 for the year. This was done to help correct deterioration of sod conditions on several steep slope areas in the south pond and weed control within both the north and south ponds. George will contact Struyk representative, Brad Trede to clarify their typical notice of services including the placement of signage and invoicing.

2016 Season Mowing Contact

Darrell Stanford, who performed Association lawn care in 2015, has been contracted to perform lawn care for 2016at the same rate.

8. Briarwood Spring 2016 Newsletter

It was agreed a newsletter is needed. A lengthy discussion about content, development and distribution was held. The newsletter will be a 2 page (8.5"X11") full color document, folded in half, sealed with gum labelmailing. Unless other arrangements can be made, document copying will be done commercially. George volunteered to explore addressing techniques. Postage application would be done by the Post Office. Jack has provided several suggested articles to Secretary, Marie Dollen. George will write a piece on "South Retention Pond Construction" and Jane will write a piece on "Association Finances". Marie has been asked to prepare a piece on "Summer Safety". Be sure to let Marie know if you have ideas for other topics to be included. (NOTE: Post meeting discussion with Marie indicates she will be looking at copying, addressing, posting techniques further.)

9. Architecture Committee

Architecture Committee Chairman, Phil Epperson who was out of town on business sent a report that all is "quiet" within the Architecture Committee. They are working on one larger project concerning the potential addition of a swimming pool by the Taylor family at 1313 Berwick Drive.

10. Work Day

A beautification workday was scheduled for Saturday, May 14, 9:00 a.m. to remove the green overgrowth and dying shrubs at the Gladbrook entrance sign. An effort will also be made to complete the evaluation of the North Retention Pond "west slope" problem(s) and reach agreement on a solution with the owner.

11. Next Meeting

The third quarter Board meeting is scheduled for Tuesday, July 12, 2016.

12. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:30 p.m. Changes or additions to these meeting minutes should be submitted to Jack.

Respectfully Submitted,
Jack Weide