

# Briarwood Homes Association, Inc.

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## Board of Directors Meeting Minutes July 9, 2020, 6:30 p.m.

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

Not Attending: Circo, Chris  
DuBois, Delores  
LeMaster, Laurie (->See Agenda Item #5)

### 1. Welcome/Quorum

President Quigley convened the third quarter 2020 Board meeting at 6:30 p.m. by way of Zoom video conferencing. Quorum present. Handouts for the meeting had been previously distributed via email.

### 2. Prior Meeting Minutes Review/Approval

President Quigley called for approval of the April 16, 2020, Board meeting minutes. Motion to approve by George Sawtelle. Second by Jack Weide. Motion passed 5-0.

### 3. Financial Review/Approval

- June 30, 2020 Financial Report Review/Approval

Treasurer Stephanie Harden reviewed the June 30, 2020 Financial Report. The Balance Sheet reflects total assets of \$17,410.55. Year-to-date Income reflects \$11,428.00; Expense year-to-date \$3,048.44; Net Income year-to-date \$8,379.56. Stephanie explained that income and expense were on target according to the approved budget. Offering the convenience of PayPal dues payment resulted a net loss of \$2 this year, in 2019 the result was a net gain of \$8. PayPal continues to be a popular option for dues payment. Following discussion, President Quigley called for a motion to approve the Financial Report as submitted. Motion to approve by Jack Weide. Second by George Sawtelle. Motion passed 5-0.

- End of 1Q20 Owner Dues Status

As of the end of the 2<sup>nd</sup> quarter, 100% of the Association owners have paid their 2020 Association dues. Toward the end of the collection cycle, there was one owner who still had not paid. As a result, a generous anonymous donor submitted dues in that owner's behalf. Later, the owner paid. Now that the real owner has remitted payment, the donor's anonymous gift will be returned. The Board expressed appreciation to Stephanie for her diligent dues collection work.

### 4. Detention Pond Repair Status

Based on a report sent out earlier, George Sawtelle reviewed south detention pond repair status. His focus concerned the response received from the City of Council Bluffs concerning the Association's request that the city make structural repairs/changes to the Tipton Street inlet. A response received from Mark Augustine, P.E., city engineer, indicates that the city feels no changes are "required". However, since the Association remains concerned about standing water and unsightly weeds caused by un-mow-able parts of the pond basin, George discussed alternative Association sponsored repairs. He asked for Board member input. Following a discussion which considered various alternatives, the Board decided to move forward with basin repairs including filling eroded basin holes to minimize standing water and replacement of damaged Flex-a-Mat/TRM to level the basin floor, enhance drainage, and prevent further erosion. If contractor availability is a concern, it was agreed the project could be done in stages. George will contact Wahle Construction, the contractor, to pursue project scope, timing, and estimated cost. (Note: Since George's availability will be limited due to upcoming surgery, Tom will assist George in this effort.)

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## 5. Architecture Committee Report

- President Quigley explained that, due to health concerns, Architecture Committee Chair, Laurie LeMaster, has submitted her resignation from the Association Board. Board member Chris Circo has been appointed and has accepted the Architecture Committee Chair position.
- The Architecture Committee received two (2) owner requests this period: (1) swimming pool construction, and (2) new yard fencing. Both projects have been tentatively approved and remain under review.

## 6. Administration

- Briarwood Neighborhood Garage Sale  
Due to continued Covid-19 Pandemic health risks, it was agreed that a Briarwood Association Neighborhood Garage Sale would not be offered this year.
- Tom will check with Chris Circo on owner feedback concerning the Neighborhood Watch Program proposal.

## 7. New Business

Adhering to all Covid-19 health precautions, the annual owner business meeting is still planned to take place at the Madison Street HyVee on Tuesday, October 13, 2020.

## 8. 2020 Fall/Winter Newsletter

Publication schedule
○ Articles submitted by October 28
○ Draft Newsletter Review
October 30 thru November 8
○ Final to Office Max November 11
○ Label & Mail November 14

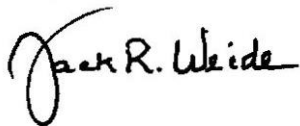
Articles	(Author)
(Theme)	
Presidents Corner	Tom
Annual Meeting Report	Tom
Board Member Election	Tom
Association Financial Report	Stephanie
*2020 Approved to date	
*2021 Approved Annual Budget	
Welcome New Residents (?)	Delores
Retention Pond Update	George
Architecture Committee Report	Chris
Cars Parked on Street during Snowstorms	Neal
Snow in front of US Postal Cluster Style Mailboxes	Jack

## 9. 2020 Quarterly Board Meeting Dates

- 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 7:00 p.m.  
Respectfully Submitted,



Secretary of the Board,  
Briarwood Homes Association, Inc.