

Briarwood Homes Association, Inc.

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

Attending: Buxcel, Neal LeMaster, Laurie Not Attending: -None-
 DuBois, Delores Quigley, Tom
 Harden, Stephanie Sawtelle, George
 Herrington, Jane Weide, Jack

1. Welcome/Quorum

President Tom Quigley convened the third 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

Tom Quigley called attention to the prior meeting minutes (April 11, 2019) and moved approval of those minutes. Motion was seconded by Jack Weide. Motion passed 8-0.

3. Financial Review/Approval

- June EOM 2019 Finance Report Review/Approval

Treasurer Stephanie Harden presented the June 30, 2019 Financial Report. The Balance Sheet reflected total assets of \$14,177.65; 2019 Income YTD \$10,333.00; Expense YTD \$2,300.98; Net Income YTD \$8,032.02; Contingency Reserve Fund balance \$6,145.63. Stephanie called attention to the Miscellaneous Income account reflecting a balance of \$383.00 which includes \$281 of Dues Penalty and \$102 of PayPal Convenience fees. Following discussion, George Sawtelle moved, seconded by Neal Buxcel to approve the June 30, 2019 Financial Report. Motion passed 8-0.

- 2019 Owner Dues Payment Status

Stephanie Harden reported that **100%** of the homeowners have now paid their 2019 dues. She expressed appreciation to all homeowners for making their payments and expressed the wish that more owners would pay their dues in the future on "first notice" (e.g., Annual dues letter which is sent in January of each year).

- Annual Owner Business Meeting Preparation

In preparation for the October 15 Annual Owner Business Meeting, Stephanie will provide a current end of September Financial Report for Board review. Barring unexpected financial circumstances, the 2020 Annual Budget will be prepared based on this report and using the 5-Year Association Budget plan to set 2020 Annual Owner Dues level. This would mean the Board will be recommending a 2020 annual dues level of \$55 at the October 15, 2019 Annual Owner Meeting.

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4. Detention Pond Repair/Major Construction Status

George Sawtelle reviewed the status of continuing south pond major construction. He reported that construction remains on hold due to weather and extremely wet conditions in the pond basin. Due to the wet conditions, the contractor has been unable to work in the basin to correct damage caused by the early spring storms or complete the remaining spillway/landscape work. To move the project forward at this point George recommended three (3) things that need to be done; (1) level and re-secure the storm damaged Flex-a-Mat surface, (2.) haul in dirt to fill around the edges of the basin to displace standing water, (3.) add additional concrete reinforcement at the Tipton Street outlet. Discussion followed. There were questions about how much of this work, if any, would be outside the existing construction contract which still has \$1,500 payable. The idea of adding large stones/rocks to stabilizing the basin floor was discussed. In the end, it was agreed that George would continue to work with the contractor in pursuit of project completion via the three work activities outlined above.

5. 2019 Pond Maintenance

Tom Quigley reviewed the recent pond maintenance completed for some relatively minor landscape and wall stone issues at both the north and south ponds. This work was Board approved in the April 11, 2019 Board Meeting and was successfully completed by Jake's Quality Lawn Service.

With the incomplete south pond major construction, weeds have grown in the construction site and rocky areas on the west side near the north corner. Weeds have also become a problem at the north pond in the rocky area around the south outlet. These are areas which cannot be maintained with mowers. Tom has requested a bid from Pinnacle Lawn Service (... who holds the Briarwood 2019 lawn care contract) for periodically hand cutting the weeds in these areas. Once bid results are in the Board will be asked to approve/disapprove this work.

6. Architecture Committee Report

Laurie LeMaster reported on recent Architecture Committee activities. She indicated that one inquiry had been handled related to the replacement of an owner's deck. A neighbor of the owner making the change contacted the Architecture Committee stating there was concern the change had not been Association approved. Laurie subsequently contacted the owner and worked with them to review/approve the deck construction. Committee work also continued on a fencing project adjacent to the north pond perimeter concerning placement of a gate. Laurie expressed appreciation to all owners who contact the Architecture Committee before commencing their construction projects.

Delores DuBois reported on "new resident" visitation activity. She indicated that she is monitoring several homes involved in potential sales. There was discussion about the best timing to contact new homeowners. It was agreed that it should be done as soon as possible without interfering with the owner's move. Delores indicated that she continues to work on a "visitation form" for use in making the visits. This form will include the technique for gathering brief introductory information from the new resident. Everyone was asked to let Delores know if they become aware of a new resident. As new residents are confirmed visits will be scheduled. Tom Quigley agreed to send out the most recent Association "resident listing" to all Board members.

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7. New Business

- Proposed “Briarwood” Garage Sale August 3, 2019
Tom Quigley has received about a half dozen responses to the recent Newsletter question: “Would you support a Briarwood Association sponsored Garage Sale?” Based on responses received, Tom proposed scheduling a one (1) day Association sponsored garage sale on August 3, 2019 from 9:00 a.m. to 2:00 p.m. (*Note: In post-meeting activity the start time was changed to 8:00 a.m.*) The Association will pay for a two (2) day Nonpareil ad and four (4) yard sale signs to be placed at the sub-division entrances. Total Association expense is estimated at around \$50. Information concerning the garage sale will also be published on the Association web site and Facebook. Following group discussion, Jane Herrington moved, seconded by George Sawtelle to approve. Motion passed 8-0.
- Fireworks Complaint
Jack Weide reported that one Association owner complaint was received during the July 4th holiday period. The complaint concerned shooting fireworks in the street. Council Bluffs Fireworks Ordinance 19—131 specifies that fireworks may only be shot on an individual’s private property or that of a consenting property owner. Following discussion, it was agreed that the Briarwood Homes Association will continue to reinforce its support of the Council Bluffs Fireworks Ordinance with emphasis on enforcement being a Council Bluffs city administration function. The Board will continue to promote Briarwood Homes Association owner safety and respectful shooting of fireworks through its Newsletter and other communications. As was done this year, an article will again be published in the Spring/Summer 2020 Association Newsletter seeking owner compliance with the Council Bluffs Fireworks Ordinance.

8. 2019 Fall/Winter Newsletter

Tom Quigley reviewed proposed articles for the Fall/Winter Newsletter.

<u>News Article</u>	<u>Author</u>
• Cars Parked on Street during snow events	Neal
• Detention Pond Maintenance/Construction	George
• Snow in front of US Postal Cluster style mailboxes	Jack
• Presidents Corner	Tom
○ Association Garage Sales, etc.	
• October 2019 Owner Meeting results	Tom
• Association Financial Report	Stephanie
○ 2019 Approved to date	
○ 2020 Approved Annual Budget	
• Introduction of new residents	Delores
• Recycle Bin Management	Stephanie
○ Name/Address on Bin, etc.	
• Architecture Committee Report	Laurie
○ Owner remind owner to contact Committee	
<i>Solicit help from all owners to remind other</i>	
<i>Owners to contact the Association when</i>	
<i>Planning building/landscape changes</i>	

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Publication schedule:

Draft Articles Complete	October 28
Draft Newsletter Complete	October 30
Draft Newsletter Review	October 30 thru November 8
Final to Office Max	November 11
Label & Mail	November 14

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

9. 2019 Quarterly Board Meeting Dates

Quarterly Board meeting schedule:

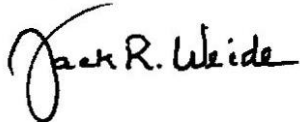
Thursday, October 10, 2019, 6:30 p.m. *(Held only if needed to prepare for 10/15/19 Annual Owner Meeting)*

Tuesday, October 15, 2019, 7:00 p.m. Annual Owner Meeting

10. Adjourn

There being no further business to come before the Board the meeting was adjourned at 7:50 p.m.

Respectfully Submitted,



Briarwood Homes Association, Inc.
Board Secretary