

Briarwood Homes Association Inc.

Board of Directors Meeting Minutes July 12, 2016, 6:30 p.m.

Attending: Epperson, Phil
Harden, Stephanie
Herrington, Jane
Quigley, Tom
Sawtelle, George
Weide, Jack

Not Attending: Dollen, Marie
Esterling, Colby

1. Welcome/Quorum

President, Jack Weide convened the meeting at 6:30 p.m. at 112 Garwin Circle West with a welcome. Quorum was present. A meeting agenda was distributed and reviewed.

2. Introduction of New Board Members

New Board members Stephanie Harden (Vice President) and Tom Quigley (Architectural Committee) were welcomed and introduced.

3. Prior Meeting Minutes Approval

Minutes from the May 10, 2016 Board meeting were reviewed and approved as submitted.

4. Association Financial Reports

Treasurer, Jane Herrington, distributed the July 2016 Financial Statement. She reported a checking balance of \$14,160.80. Following discussion of incomes and expenses the report was approved as submitted. The approved report will be posted to the Briarwood Website.

5. Annual Dues Collection Status / Issues

Jane gave a report on 2016 dues and assessment collection. All Association members have now paid 2016 dues/assessment except for the following three (3):

Kathol, Nicole
1506 Oran Circle

Miller, Nyle & Jolene (Partial Pay)
1415 Oran Drive

Sprecher, Michael (New Resident)
205 Garwin Circle East

A lengthy discussion was held concerning various options for resolving these three (3) past-due accounts. Following review of several alternatives, it was decided that a fifth (5th) dues/assessment reminder letter would be sent to the Kathols and Millers. The letter will solicit immediate owner response concerning the reason(s) for non-pay and reinforce that payment is past due. For the new resident (Sprecher), a follow-up letter will be sent with a reminder of the amount due which includes an opportunity for \$\$ proration. All letters will be sent "Registered with Signature Receipt Return to Sender".

6. Association Newsletter

In an effort to improve the Newsletter creation and distribution process, results of the recent Spring/Summer Newsletter mailing were discussed. Things to watch for next time include: (1.) postage application, (2) name/address data file transmission, and (3.) electronic document transmission format differences. Topics for the Fall/Winter Newsletter, which is scheduled for distribution in early November, should be communicated to Marie or Jack. To promote efficiency and cost savings, Tom Quigley suggested offering the option of email Newsletter (...and other communication) distribution to all members. It was agreed that Tom will document this offer and begin solicitation of member email addresses through the Briarwood Website and then create a repository/data base of responding email addresses by "house address".

Briarwood Homes Association Inc.

7. 2016 Annual Association Membership Meeting

The Annual Association Membership meeting was set for Tuesday, October 25, 7 p.m. Jack will contact the Madison Avenue HyVee to assure Community Room availability for that date.

8. Board Member Elections

Board member elections will be held at the 2016 Annual Meeting scheduled for October 25. The Board member “staggered election” process was reviewed to remind the group that two (2) Board positions will be up for re-election in October: George Sawtelle and Jane Herrington.

<u>Board Member</u>	<u>Current Term</u>	<u>Up for Re-Election</u>
George Sawtelle	1/1/16 – 12/31/16	October 2016
Jane Herrington	1/1/16- 12/1/16	October 2016
Jack Weide	1/1/16 – 12-31/17	October 2017
Stephanie Harden	1/1/16 – 12/31/17	October 2017
Marie Dollen	1/1/16 – 12/31/18	October 2018

Jack asked that George and Jane permit the “chair” to place their names in nomination for the two (2) positions and emphasized the benefit of keeping the current Board together.

9. Association Projects Status Update

Entrance Sign Replacement Lights

George provided an update on repair work he has completed on the entrance sign lights. All lights have been converted to LED with 10.5 Watt, 3,000K (850 Lumens) flood light bulbs.

Detention Pond Grass Condition

George reported that there is still concern over landscape surfaces at the detention ponds; both sparse coverage and weed control. The Struyk 4-Step contract is in place and Jane received notice of the first application last week. The Struyk program should result in some improvement by fall which will carry over to next spring. Depending on the results of these treatments, additional steps may be needed next spring.

South Detention Pond Construction

After some delays, Ehrhart-Griffin and the contractor has assured us that construction at the south pond will begin prior to the end of July. George reported that a contract and final cost estimate is still pending but promised soon.

10. Architectural Committee

Phil Epperson reported on Architectural Committee activity. He indicated that everything in the neighborhood is pretty quiet and Committee is doing OK. Phil proposed a new procedure for use which would include sending a “letter” of acknowledgement to any owner observed initiating a “project” without Architectural Committee approval. The letter would remind the owner that structural and landscape change must be communicated to and approved by the Architectural Committee prior to initiating. The group agreed that Phil should draft such a letter in preparation for its general use by the Committee.

Briarwood Homes Association Inc.

11. Other Old Business / New Business

- a. The topic of an Association sponsored garage sale for next year was discussed. No specific action was taken at this time.
- b. Stephanie Harden raised the question about the possibility of a “common area” or “park” for Association use. There are now no empty lots remaining in the sub-division and the developer did not originally make provision for such an area.
- c. Jane indicated concern over an owner’s lack of landscaping care. It was agreed that Jack would look into the issue and file a “Covenant Violation” letter as appropriate.
- d. The Board agreed that input would be solicited from owner members and posted to the Briarwood Website concerning “recommended” contractors. Plumbers, painters, electricians, landscapers, etc. with which owners have had positive experiences can be recommended for use by other owners. Tom will communicate this owner opportunity on the Website and subsequently post information received.

12. Next Meeting

The 4th quarter 2016 Board meeting is scheduled for Tuesday, September 27, 2016, 7 p.m..

13. 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