

Briarwood Homes Association Inc.
Board of Directors Meeting Minutes (Revised 9/18/15)
September 8, 2015, 7:00 p.m.

Attending: Epperson, Phil
Herrington, Jane
Sawtelle, George
Roane, Judy
Weide, Jack

Not Attending: Dollen, Marie
Esterling, Colby

1. Welcome/Quorum

Jack convened the meeting at 7 p.m. at 112 Garwin Circle West with quorum present.

2. Approval of Meeting Minutes

The June 1, 2015 Board of Directors meeting minutes were reviewed / approved.

3. Financial Report / Approval

Jane distributed and reviewed the current financial report. With all expenses paid current to date and two (2) Association members still owing 2015 dues: 1/1/15 Beginning of Year (BOY) balance = \$7,512.03, year-to-date (YTD) income = \$7,017.50; YTD expense = \$3,289.74; net balance on-hand = \$11,329.79. The current checking account balance is \$11,329.79. Jane expressed little hope that the last two resident's annual dues will be collected.

4. 2015 Annual Member Meeting

The Board chose Tuesday, October 27 as the date for the 2015 Annual Member Meeting. Several meeting locations were discussed with the Madison Avenue Hy-Vee Community Room being 1st choice. Jack will check cost and availability of the Hy-Vee facility prior to making a decision. *(Note: In post meeting action the Hy-Vee location was subsequently reserved as the site for the Annual Meeting; approximate cost is \$50 room use fee plus cost of light refreshments)* It was agreed that US Mail will be used to distribute meeting notices. The meeting notice will be finalized and copied by Jack then provided to Judy for application of postage, mailing labels and mailing. Notices will be mailed on or about October 14-15 so as to arrive at member homes around October 17. Information concerning the meeting will be prominently displayed on the Association Website by Tom Quigley.

5. Registered Office / Agent

Briarwood Homes Association, Inc. Registered Office and Agent information has been updated through the Iowa Secretary of State. The new certificate has been received and filed in the Association "Black Book".

6. Entrance Signs – Graffiti / Electrical

Graffiti has been cleaned from both the north and south entrance signs and the sign lettering renewed with gold-leaf paint and clear sealer. No response(s) were received from the HOA Newsletter plea for an electrician's assistance to fix the north entrance sign lighting. Lights continue to run 24X7. George agreed investigate this situation further and obtain a repair estimate from a licensed contractor, as necessary.

7. Retention Ponds Erosion Projects Status

a. South Pond

George reported repair recent work progress. Council Bluffs City Public Works has straightened the tilted discharge pipe and has communicated they will assume no additional responsibility beyond that point. In response to a member complaint that standing water was causing

mosquitos and foul odors, work was done to reduce standing water in the drainage basin. George and Jack met with Darrell Stanford, Loess Hills Lawn Care, to negotiate remaining repairs to the rock basin around the discharge pipe. Using a Bobcat, Darrell has agreed to add some large stones and level the “rip-rap” in the basin area. This work is considered “temporary” and is estimated to cost around \$500. Phil agreed to communicate all these corrective efforts and “Association thanks” to Mark Elonich who had originally called attention to the problems.

George raised an issue with the future repairs to the south retention pond. Since the planned repairs are considered temporary, they may, or may not, last for a season. Because of silting buildup since the time of original construction, it will be necessary to remove excess soil and the Board should plan for a major repair in the near future. We did get an estimate last year for a major portion of the work and that amounted to \$5,000.00 for engineering costs only and did not include construction.

George will seek a ballpark estimate to perform the engineering and construction that is now envisioned. This will be used for budgeting purposes and to support gathering a contingency fund, which will probably necessitate raising dues, and/or, a special assessment in the coming year. George will also prepare a document to briefly explain the purpose of the retention ponds and what is needed to implement the repairs.

b. North Pond

George reported that work on the north pond “berm repair” was pending. The four invitations for bid released this summer resulted in only one response. Jake’s Quality Lawn Service bid \$3,580.00 to complete the work. More recently, Loess Hills Lawn Service has also agreed to submit a bid. It was agreed that no action would be taken pending receipt of the 2nd bid.

c. North Pond / West Bank

George reported that work on the north pond/west bank (...by Jake’s Quality Lawn Service, work bid - \$1,440) has been intentionally delayed to take advantage of cooler fall temperatures. Jake has committed to complete the work in late September/October.

8. Association Finance

a. Reserve Account (including Balance Sheet reporting)

Currently, the Association has no contingency to cover major unexpected expenditures (...such as major engineering and construction repairs to the retention ponds). Association Covenants authorize a portion of each year’s annual assessment to be allocated/set-aside to a Reserve Account to provide funding for significant non-recurring repair/ replacement projects. Group discussion focused on creation of a reserve account to meet this need. Opinions varied on “if” and “how” this should be done. No consensus reached. The topic was tabled for further discussion at a subsequent meeting.

b. Quarterly Financial Reports

It was agreed that quarterly financial reports should be available not only to the Board but also to Association membership. Therefore, quarterly reports, as approved by the Board of Directors in the quarterly Board meeting, will be posted to the Association web site. The web site report will be high level and not include transaction detail.

c. Periodic Financial Audit

Jack proposed establishment of a “policy” to perform periodic external financial audits. The audits would not be a reflection of Director lack of confidence, rather just a sound business practice for the Board. Judy expressed concern that audits would be too expensive. Following

extensive discussion, no consensus was reached and the matter was tabled for further discussion at a subsequent meeting.

9. Association Newsletter

An example of an HOA newsletter from a much larger association was reviewed by Jack. It contains many interesting ideas for features and sharing association information. The newsletter was published and distributed in magazine form at no cost to the association by a professional publisher which solicited and charged for local advertisements.

The group agreed future Briarwood newsletters should include explanation and education concerning the retention ponds; why they are there, the need to maintain, and the cost of maintenance. It was agreed that there will be no Briarwood Newsletter this fall.

10. Director Office Terms

Association By-Laws provide for members of the Board to be elected at the annual meeting with staggered four year terms. Current Board structure does not provide for member "end of term" or "staggered term" limits. In an effort to establish some sense of Board structure and rotation, Jack proposed establishing a process to create staggered Director terms. An example showing arbitrary staggered end of term dates for each Director was shared. The process would allow for 2 Director positions to be re-elected each year. This process would facilitate Board "knowledge" and "experience" from year-to-year. It would also permit sitting Board members to seek re-election or roll off the Board based on personal choice. Following extensive discussion, no consensus was reached and the matter was tabled for further discussion at a subsequent meeting.

11. Common Area Real Estate Taxes

Taxes for the Association's common areas were discussed. Jane had no indication taxes were assessed or paid during the past 2 Or 3 years. The question is whether or not the Association must pay tax on these properties. No conclusion was reached. Jack agreed to investigate further and report back.

12. Old Business / New Business

Phil reported that, even though the Architectural Committee is short 1 member, he and Colby are doing OK. To a large degree the membership seems to be cooperating and abiding by the Covenants. Discussion was held concerning obvious covenant violations around the neighborhood. The main concerns seem to be autos parked in streets and tall grass / weeds in yards.

13. Next Board Meeting

The next Board meeting is scheduled for **Tuesday, January 12, 2016**. The Association Annual Meeting is scheduled for **Tuesday, October 27, 2015**.

14. Adjourn

There being no further business the meeting was adjourned.

Respectfully Submitted,
Jack Weide