

Briarwood Homes Association, Inc.

Board of Directors Meeting Minutes October 9, 2018, 6:30 p.m.

Attending: DuBois, Delores
Harden, Stephanie
Herrington, Jane
Quigley, Tom
Sawtelle, George
Weide, Jack

Not Attending: LeMaster, Laurie

1. Welcome/Quorum

President Jack Weide convened the meeting at 6:30 p.m. at 112 Garwin Circle West with a welcome. Quorum present. A meeting agenda and handouts were distributed. The objective of the meeting was to discuss and reach consensus on issues related to the October 16, 2018 Annual Owners Business Meeting and publication of the 2018 Fall/Winter Newsletter.

2. South Detention Pond Construction

George Sawtelle reported that construction at the south pond scheduled to begin 10/1/18 has been delayed by weather/rain. It is expected that construction will begin as soon as weather permits. Due to George's absence during the next few weeks, Tom Quigley will make the construction presentation at the October 16 Owners Meeting and handle the Newsletter construction article.

3. 2018 Financial Results (To Date)

Stephanie Harden reviewed the end of September 2018 Financial Report. She reported that all 2018 dues has been collected except for one owner (William Penner, Tipton Drive). Due to a complicated house sale, no further attempts will be made to collect. The current Balance Sheet reflects \$19,159.07 on hand. Year-to-date Income equals \$19,825; expense equals \$6,889.64. YTD net income is \$12,935.36. George Sawtelle moved, seconded by Delores DuBois to approve the September 30, 2018 Financial Report. Motion Passed 6-0.

4. 2019 PayPal Policy

Currently, PayPal is offered to owners as a free payment method for dues and other payables. A proposal for PayPal fees to be passed on to the Owner using the service was discussed. The proposal specifies that payment by PayPal must include fee payment of 3% of the payment amount, plus a flat \$.30, rounded up. So, for example, a \$50 dues payment via PayPal will cost \$52.00 (e.g., $((\$50) + (\$1.50 + .30 = \$1.80 \text{ rounded up to } \$2.00) = \$52)$). Tom Quigley moved, seconded by Jane Herrington to approve the new PayPal Policy. Motion passed 6-0.

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5. 2019 Dues Level

Following significant discussion Stephanie Harden moved, Tom Quigley seconded a motion to set 2019 dues level at \$50 per home with no assessment. Discussion included an in depth review of George Sawtelle's 5-year property maintenance forecast and a 5-year budget proposal to support that maintenance. It was agreed that both the 5-year maintenance forecast and 5-year funding plan would be presented at the October 16th Annual Owner Business Meeting in support of the \$50 dues proposal.

6. 2019 Annual Budget

Stephanie Harden reviewed the proposed 2019 budget. The budget is based on a \$50 annual dues level which will produce approximately \$9,950 in income. Following discussion, an extra \$1,000 was moved to property maintenance. With this change, the budget includes approximately \$4,000 of property maintenance expense. No "major" property reconstruction is planned for 2019. The objective is to carry over approximately \$4,150 into 2020 in a maintenance contingency fund. Stephanie Harden moved, seconded by Tom Quigley, a motion to approve the 2019 budget. Motion Passed 6-0.

7. 2019 Board Membership

Jack Weide reviewed the status of anticipated 2019 Board membership and reinforced the positive value of a full Board composition. With Paul Goracke's resignation mid-year 2018, the Board has been operating one member short. Following discussion, all current Board members indicated a willingness to continue into 2019. It was agreed that George Sawtelle's Board activities would be focused primarily on property maintenance planning and execution. One new Board member will be sought at the 10/16 Annual Meeting. Jack Weide reported that Owner Neal Buxcel, 1718 Tipton Dr. has agreed to accept a nomination for this position.

8. Board Proposals

The Board discussed several proposals and made decisions on how to handle each one.

Garage Sales Owners will be advised that they may submit garage sale information to be posted on the Association web site. No official Association sponsorship for garage sales is offered. Stephanie Harden will cover this subject in her 10/16 meeting presentation.

New Resident Welcome Delores DuBois presented ideas concerning a new resident "welcome" package. The idea is make new residents feel welcome and also assure they are aware of all Association policies. Once a new resident is identified, a package including a welcome letter (...draft available from Delores) and a copy of the Association Covenants will be provided either by US Mail or a personal visit by a team of two (2). It was agreed that this idea has merit and should be pursued.

Neighborhood Park Stephanie Harden reported that inquiries and requests related to a neighborhood park in this area can be sent to the city of Council Bluffs. The contact information will be made available to Briarwood owners. No official Association sponsorship for a neighborhood park will be offered.

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Financial Audit Jack Weide reviewed the pro's and con's of a possible Association audit. Since the Association has a limited history of performing audits, it was agreed that the topic would be taken to the 10/16/18 Annual Meeting for Owner feedback. Based on Owner input, the Board will either take further action or table the topic.

9. 2018 Fall/Winter Newsletter

Jack Weide reviewed plans for the Fall/Winter newsletter. Authors and schedule are as follows:

<u>TOPIC</u>	<u>AUTHOR</u>
October 2018 Owner Meeting Results	Jack
Association Financial Reports	Stephanie
2018 Approved to Date	
2019 Approved Annual Budget	
2019 Owner Dues Procedure / New PayPal Policy	Tom
Detention Pond Construction	Tom
Briarwood Facebook	Stephanie
President's Corner	Jack
Architecture Committee Report	Laurie
Snow Removal Policy	Jack
Electronic Covenants Document	Tom

Publication Schedule:

Draft Articles Submitted.....	October 27
Draft Newsletter Complete	October 29
Board Member Draft Review	October 30 to November 8
Final Newsletter to for Printing/Assembly	November 9
Label & Mail Newsletter	November 16

10. Other New Business

Covenant Compliance

Jack Weide will send the Covenant Compliance files to Delores so they can be used by the Architecture Committee to respond to Covenant violations.

October 16, 2018 Annual Meeting Reminders

- Presentation hardcopies must be to Jack Weide by Friday, October 12 to be included in the Registration packet
- Tom Quigley will send out the final agenda to all email holders this week
- Street signs advertising the meeting are out
- HyVee has confirmed the Community Room reservation and refreshment order
- Board members unable to attend: George Sawtelle and Jane Herrington

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11. 2019 Quarterly Board Meeting Dates

Tuesday, February 19, 2019, 6:30 p.m.

Tuesday, April 9, 2019, 6:30 p.m.

Tuesday, July 9, 2019, 6:30 p.m.

Tuesday, October 8, 2019, 6:30 p.m. (Held only if needed to prepare for 10/16/18 Owner Meeting)

Tuesday, October 15, 2019, 7:00 p.m.

12. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:25 p.m.

Respectfully Submitted,
Jack Weide