

Briarwood Homes Association, Inc.
2019 Annual Member Meeting Minutes
Madison Avenue HyVee Community Room
October 15, 2019, 7:00 p.m.

1. Pre-Meeting Registration
Briarwood owner registration, name tags and meeting handouts were provided to all attendees by Mary Kay Quigley and Maralin Weide.
2. Meeting Welcome
The 2019 Briarwood Homes Annual Owner Business Meeting was called to order by President Tom Quigley at 7 p.m. with a welcome.
3. Board of Director Introductions
Association Board and Architecture Committee members were introduced by President Quigley: Vice President, Neal Buxcel; Treasurer, Stephanie Harden; Secretary, Jack Weide; Technical Advisor, George Sawtelle; Architecture Committee, Laurie LeMaster (Chair); Delores DuBois (Not Present); Jane Herrington. President Quigley thanked the Board of Directors for their continued efforts and contributions during the past year.
4. Prior Meeting Minutes
Attention was called to the October 16, 2018 Annual Meeting minutes handout. A call for additions or corrections to the minutes was made. Hearing none, a motion to accept the minutes as submitted was made by Maralin Weide, second by Stephanie Harden. Motion carried.
5. State of the Association Remarks
President Quigley offered the following observations concerning the Association:
 - Major focus this year was continued maintenance of the two 19-year-old water detention ponds
 - Covenant compliance is important; owners are asked to send anticipated property improvements to the Architecture Committee/Laurie LeMaster
 - Briarwood is a popular neighborhood; one realtor reported that of 8 homes put up for sale, 4 sold in less than a week
 - Thanks to Treasurer Stephanie Harden's persistence 100% of owner annual dues was collected this year
 - Thank you to Delores DuBois, Laurie LeMaster and Jane Herrington for forming and acting as a "Welcome Committee" to new Briarwood residents
 - Special thank you to Delores DuBois for her efforts in getting additional resident email addresses; she was able to add 42 more emails to the list; expanded use of electronic media continues to reduce stationary, printing and postage costs; Association now maintains email addresses for 162 owners
 - The Board plans to continue communicating with owners by way of two (2) Briarwood Newsletters a year plus the Annual Meeting; the next Newsletter is scheduled to be published in mid-November; continued use of email and Facebook to communicate announcements throughout the year is planned
 - At the 2018 Annual Meeting the Board was asked if we could have a Briarwood Neighborhood Garage Sale; following additional positive comment from other members, a garage sale was scheduled for August 2019; approximately 14 owners participated; Beginning in 2020 a Briarwood Neighbor Garage Sale will be held at the same time as Forest Glen; first Saturday in May
 - The Board wishes and requests more owners to attend each year's Association Annual Business Meeting; the Association works best when all owners are actively engaged
 - Don't forget to access the Briarwood Website (www.briarwoodCB.org) for the latest Association information; owner suggestions/questions can be submitted there also

President Quigley concluded his remarks by again thanking each person for their attendance and asked if there were any questions; there were no questions raised.

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6. Financial Report

2019 Financial Results-To-Date

Treasurer Stephanie Harden called attention to the Financial Report handout. The September 30, 2019 financial report reflects total assets of \$12,868.61 and expenses to date of \$3,610.02. Income to date of \$10,333.00 includes dues “late payment penalty” fees of \$281 and PayPal fees of \$102. For owners paying their annual dues by PayPal the flat fee is \$2; paid on-time or late. Again, this year, expense reductions in the area of electricity and stationery/postage was realized. The end of September Financial Statement balance of \$12,868.61 includes year-to-date results of \$6,722.98 plus 2018 carry-over of \$6,145.63. Stephanie included an official *National Bank* statement screenshot substantiating the \$12,868.61 balance. A brief discussion concerning publication of owner names (e.g., Briarwood Web/Facebook) who are delinquent in paying their annual dues was held. There was support for continuing this policy as needed.

Following discussion, a motion to approve the September 30, 2019 Financial Report was made by Jane Herrington; second by Tom Quigley. Motion carried.

2020 Dues Level

Treasurer Stephanie Harden called attention to the budget handout which reflects a 2020 Operating Budget of \$10,945. The Board-recommended 2020 dues level of \$55 is based on the Briarwood Association member approved 5-Year Budget Plan and is the basis for the proposed 2020 Operating Budget. Stephanie explained the 5-Year Budget Plan is an attempt to be proactive as opposed to reactive thereby allowing the Association to handle unexpected expenses and avoid special member assessments.

Following discussion, a motion to approve the 2020 Budget was made by Mary Kay Quigley; second by Stan LeMaster. Motion carried.

7. Architecture Committee Report

Attention was called to the “Top Five Reasons for Architecture Committee” submitted by Architecture Committee Chair Laurie LeMaster.

1. So you don’t end up living next to a psychedelic pink house
2. They stabilize property value through consistent renovation guidelines
3. Your neighborhood will look the way owners and prospective buyers find attractive
4. You will feel an increased sense of security; HOA’S tend to have neighbors looking out for their neighbors
5. Maintain attractive and functional common areas

Stephanie Harden asked about the need to notify the Architecture Committee when a deck is replaced. Laurie indicated it is always a good idea to notify the committee of change. A short discussion was held concerning what/when information should be submitted. The Covenants include information about the proper way to notify the Architecture Committee of changes. Owner Kris Bessette asked if there was any way to get an owner to take better care of their yard. Tom Quigley answered that the Association, unlike the city of Council Bluffs, works with owners to encourage proper maintenance but has no jurisdictional authority. Association Covenants, which the owner agreed to when purchasing their home, also contain minimum maintenance standards. Owner Vicki Bloom inquired about the possibility of adding a screened-in deck/patio to their home. Discussion included current Briarwood Covenant policy on enclosed patios and the history of granting Covenant exceptions when it makes good sense.

8. Detention Pond Maintenance

George Sawtelle called attention to the Detention Pond Maintenance handout and led a discussion concerning maintenance of the two (2) Detention Ponds. He shared history. Responsibility for the Briarwood common areas, including both the North and South Detention Ponds, was turned over to Briarwood owners in December 2001. Using his handout, which included pictures, the purpose and design of the Detention Ponds was explained. George also described

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several significant weather events and associated structural damage to the ponds over the years. He pointed out that it is significant that the ponds were intended to be “detention”, as opposed to “retention”, facilities. He noted that it is believed some of the current problems are caused by original structural design deficiencies. Regarding the South Detention Pond, (1) the inlet and outlet pipes were originally constructed within +-2 inches of the same elevation leaving the basin bottom essentially flat, preventing adequate drainage and hence the constant presence of standing water, (2) an appropriate support footing, a standard design practice, was not provided for the Tipton inlet pipe. That pipe now tilts downward causing a scour hole to form with each major rainfall. The South Pond continues to require more maintenance than the North Pond. For now, the Association continues to work with the contractor and the city of Council Bluffs to rectify all the deficiencies and implement a more permanent solution which Briarwood homeowners can accept. Even though the city of Council Bluffs has assisted in the past, representatives have said it will be at least 2020 before they can offer additional resources.

9. Board of Director’s Election

Tom Quigley advised the group that there were three (3) Board members whose terms of office expire December 31, 2019; Jane Herrington, George Sawtelle, Stephanie Harden. Nominations were called. Chris Circo, 1425 Aster Drive, was nominated. The Chair, Tom Quigley, nominated Stephanie Harden and George Sawtelle. (Note: Jane Herrington withdrew her name from nomination.) No further nominations were received from the floor. Nominations were declared closed. The vote was called. George Sawtelle, Stephanie Harden and Chris Circo were unanimously elected. Congratulations to new Board member Chris Circo (... whose term of office beings January 1, 2020) and incumbents George Sawtelle and Stephanie Harden.

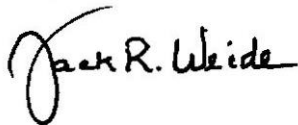
10. New Business

None

11. Adjourn

With no further business to come before the group the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,



Secretary,
Briarwood Homes Association, Inc.