

**Briarwood Homes Association, Inc.**  
**2018 Annual Member Meeting Minutes**  
**Madison Avenue HyVee Community Room**  
**October 16, 2018, 7:00 p.m.**

1. Pre-Meeting Registration

Briarwood owner registration, name tags and meeting handouts were provided to all attendees by Delores DuBois and Maralin Weide.

2. Meeting Welcome

The 2018 Briarwood Homes Annual Owner Business Meeting was called to order by President Jack Weide at 7 p.m. with a welcome. Jack expressed sincere appreciation to each person for their attendance, interest and participation.

3. Board of Director Introductions

President Weide reviewed the Association Board and Architecture Committee structure. Members of the Board were introduced: Vice President, Tom Quigley; Treasurer, Stephanie Harden; Technical Advisor, George Sawtelle (Not present); Architecture Committee, Laurie LeMaster (Chair), Delores DuBois, Jane Herrington (Not present). The Secretary position is currently vacant. Jack expressed appreciation to the Board members for their continued efforts and contributions during the past year.

4. Prior Meeting Minutes

Attention was called to the October 17, 2017 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 Tom Quigley; second by Stephanie Harden. Motion carried.

5. State of the Association Remarks

President Weide offered the following observations concerning the Association:

- A desire that more owners would attend each year's Association Annual Meeting
- Association works best when all owners are actively engaged
- Meeting attendees will be asked to approve current financial report(s); next year's dues level and budget
- Major focus on communal property maintenance; especially the two 18 year old water detention ponds
- Board has been very active all year functioning with seven (7) members
- Covenant compliance is important; all owners are asked to be advocates for Association Covenants
- New annual dues collection procedure introduced this year worked well and will be continued. Thanks to Treasurer Stephanie Harden's persistence all but one owner has now paid dues
- Boards plans to continue communicating with owners by way of two (2) Newsletters/year; next Newsletter is scheduled to be published in mid-November
- Expanded use of electronic media continues to reduce stationary, printing and postage costs; need to leverage use of electronic media more
- Working with Council Bluffs Realtor Association "signage" clutter has been reduced at the Briarwood entrances
- Working with the Council Bluffs City Administrators, mowing on west State Orchard Road right-of-way was accomplished

Attendees were asked for feedback concerning financial audits. Question: "Should the Association initiate financial audits?" Performing financial audits does not reflect negatively on the Association governance process, Board or Treasurer. Audits are considered a sound business practice. Records indicate that only 1 attempt at an audit has been made in the 14 year Association history. Attendee feedback included; (1) relatively small amounts of money involved, (2) potential cost of conducting an external audit, (3) simplicity of account structure; limited accounts, (4) trust in Association governance process. Following discussion, attendee consensus was that no action is currently required.

President Weide concluded his remarks by again thanking each person for their attendance. As owners we all have a vested interest in making Briarwood "the best it can be".

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6. 2018 Financial Results-to-Date

Treasurer Stephanie Harden called attention to the financial report handout. She reviewed the September 30, 2018 financial report which reflected total assets of \$19,159 and expenses to date of \$6,890. She called attention to significant expense reductions including: (1) electricity; through recent introduction of LED lighting, (2) Postage/Printing/Mailing; through expanded use of electronic media. Still outstanding is the large detention pond construction expense which is expected to approach \$18,000. Following discussion, a motion to approve the September 30, 2018 Financial Report was made by Maralin Weide; second by Dee DuBois. Motion carried.

7. 2019 Annual Dues Level Set

Treasurer Stephanie Harden presented the Board approved proposal for a \$50 dues level for 2019. The Board recommends continuation of the 2018 dues level with no special assessment. Following discussion, a motion to approve the 2019 proposed dues level of \$50 per home owner with no special assessment was made by Laurie LeMaster; second by Stephanie Townsend. Motion carried.

8. 2019 PayPal Fee Policy

Electronic payment using PayPal was first offered for submission of dues at the beginning of 2018 with the Association paying all PayPal usage fees. So far this year, the Association has payed \$176 in usage fees. To reduce/eliminate this expense, the Board proposed that, beginning January 1, 2019, PayPal usage fees be paid by the "payer". The formula for calculating the usage fee is: = (3% X amount due + \$.30 rounded up). For example; paying 2019 dues (\$50) using PayPal will cost the owner \$52. Following discussion, a motion to approve the new PayPal usage fee policy effective January 1, 2019 was made by Stan LeMaster; second by Glenn DuBois. Motion carried.

9. 2019 Operating Budget

Treasurer Stephanie Harden called attention to the 2019 Board approved proposed budget handout. The budget income/expense accounts which reflect \$9,950 based on an annual dues level of \$50. The budget includes a carry-over property maintenance contingency of \$4,150. Following discussion, a motion to approve the 2019 budget as submitted was made by Neal Buxcel; second by Richard Clayton. Motion carried.

10. Architecture Committee Report

Delores DuBois shared comments concerning the Architecture Committee's purpose and objective. She explained the benefits of owner compliance with the Briarwood Covenants and reminded owners that a copy of the Covenants can be accessed on the Association website at [www.briarwoodcb.org](http://www.briarwoodcb.org). This summer, in an effort to increase electronic media usage and reduce mailing/postage expense, the committee was instrumental in gathering more than 125 Briarwood owner email addresses. The committee is also introducing a new "RESIDENT WELCOME" procedure for use when new owners move into the sub-division. The new procedure identifies new residents and triggers delivery of a welcome package which includes a "welcome" letter, explanation of Association procedures, dues policy and a copy of the Association Covenants. Since the Association does not always receive information about new residents, Delores asked owners to help watch for new residents. If you see a "For Sale" sign or somehow become aware of a house sale or purchase, please contact any member of the Board and let them know.

11. Detention Pond Maintenance

Filling in for Technical Advisor George Sawtelle, Tom Quigley shared information concerning on-going communal property maintenance and forecast capital improvements. He began by addressing the two (2) Association water detention ponds. South Pond reconstruction has been contracted to Wahle Quality Landscape Solutions, Inc. using a new ASP Enterprises technology called "Flexamat". This project, which is already funded in the 2018 budget, was delayed due to contractor selection, contract negotiations and most recently bad weather. The final Wahle contract was signed on September 10, 2018 for \$17,145 with an added contingency of up to \$1,200, if needed. The contracted work schedule includes a target completion date of October 31, 2018, dependent on weather. Considering all the rain we have had the last few weeks, project completion may go beyond the end of October but is still expected to be complete by year end.

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All of the Association communal property, including the water detention ponds and entrance grounds/lights, is more than 15 years old. Due to a combination of erosive weather related conditions, like the June 2014 torrential downpours/flooding, and age, property capital improvements must be anticipated and planned. Unfunded capital improvements and property maintenance over the next 3-5 years are estimated to approach \$20,000. This cost includes capital improvement work at the North Pond similar to that being done at the South Pond and replacement of entrance sign lighting at Gladbrook Drive and Briarwood Drive. In addition, increased annual maintenance including erosion fill, sod placement along the pond fence lines, reseeding pond basins & steep slopes, tree care/replacement and wall stone/wall cap repair will likely be required. Much of this work will require multi-year, sustained efforts.

Tom ended his presentation by sharing a summary document describing the above property improvements along with their potential financial impact. To better prepare for these anticipated expenses, the Board has documented a 5-year budget plan. Tom indicated that the 5-year plan starts out by assuming a \$50 dues level in 2019 with \$5 increases in subsequent years not to exceed a \$65 annual dues level in any given year. The 5-year budget plan is expected to generate sufficient contingency dollars to fund both forecast capital improvements and annual maintenance. *(Note: Copies of the 5-year capital improvement/annual maintenance and budget plan can be accessed at [www.briarwoodcb.org](http://www.briarwoodcb.org).)*

12. Briarwood Electronic Media

Stephanie Harden led a discussion concerning the Associations use of electronic media. Owners are encouraged to use the Associations website ([www.briarwoodcb.org](http://www.briarwoodcb.org)) and Facebook accounts (Briarwood Neighbors – Council Bluffs IA) and (Briarwood HOA Council Bluffs). Currently, both Facebook accounts are active and available for use. Eventually, the accounts will be merged into one. Facebook accounts are convenient for advertising garage sales, etc. The Briarwood website contains a wealth of Association information including contact information, Covenants, Board Meeting Minutes, Financial Reports and Annual Budget. Also, if you know of a reliable home contractor that you would recommend, that information can be put out on the website. Contact Tom Quigley.

13. Board of Director's Election

Nominations were called for one (1) vacant Board seat which needs to be filled for 2019. The Chair, Jack Weide, opened nominations with a chair nomination for Neal Buxcel. Nominations were then opened to the floor. With no nominations from the floor received, nominations were declared closed. The vote was called. Neal Buxcel was unanimously elected. Congratulations to new Board member Neal Buxcel whose term of office will begin January 1, 2019.

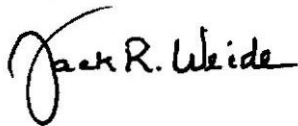
14. New Business

None

15. Adjourn

With no further business to come before the group a motion to adjourn was made by Kathy Clayton; second by Stan LeMaster. Motion carried.

Respectfully Submitted,



Jack R. Weide  
Briarwood Homes Association, Inc.