

Briarwood Homes Association , Inc.
2017 Annual Member Meeting Minutes
Madison Avenue HyVee Community Room
October 17, 2016, 7:00 p.m.

1. Pre-Meeting Registration

Meeting registration, name tags and meeting material distribution for all attendees were provided by Judy Sawtelle and Maralin Weide.

2. Meeting Welcome

President Jack Weide convened the meeting at 7 p.m. A welcome was extended to all present. Jack expressed 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, Stephanie Harden; Treasurer, Jane Herrington; Secretary, Paul Goracke; Technical Advisor, George Sawtelle; Architecture Committee Chair, Phil Epperson; Architecture Committee Member, Tom Quigley. Words of appreciation were expressed to Board members for their continued contributions and efforts during the past year.

4. Prior Meeting Minutes

Attention was called to the October 25, 2016 Annual Meeting Minutes handout. Attendees were asked to review the minutes. Motion to accept the minutes as submitted was made by Butch Sales. Vicki Bloom seconded. Motion carried.

5. State of the Association Remarks

President Weide offered the following observations on the Association's current state:

- Briarwood Association turns 14 years old this year
- Association works best when all owners are actively involved
- Board is seeking legal, accounting and landscaping expertise/help
- Board currently has 2 vacancies which must be filled; long time member, Phil Epperson, is retiring from the Board effective 10/31/17. We wish to thank Phil for his dedicated and tireless support of the Association
- Association is financially solvent; no large cash reserve; no outstanding debt
- Owners can help cut costs by utilizing electronic media communications (e.g., Newsletters, Dues Letters, etc.)
- Two Association Newsletters/year currently planned
- Covenant compliance is all owners responsibility; owners are asked to comply with and be advocates of the Association Covenants
- Currently, the two most significant Association challenges
 - Owner dues collection
 - Detention Pond Maintenance

6. Electronic Media Usage

Architecture Committee member Tom Quigley presented information on the new website capability for payment of Association dues by credit card. Owners are encouraged to utilize this new credit card / PayPal capability. He reminded everyone that Association Covenants are on the website. An electronic read/write master copy of the Covenants is being sought. Should any owner know of such a file (...or a method to convert the existing online file) please contact Tom. Other information which can be accessed from the website includes: financial reports, meeting minutes, Newsletters, Board contacts, etc. Owners can submit names of recommended contractors for inclusion on the website list. Laurie LeMaster inquired about including a neighborhood directory/owner listing on the website. Concern with security and the workload of keeping such a list updated was expressed by others. It was agreed that the Board would look into this possibility.

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7. Architecture Committee

Architecture Committee member Tom Quigley presented information concerning the Architecture Committee. All subdivision architecture procedures are online at the Association website. They are easy to follow. Owners are asked to work with the Architecture Committee on related property alterations. The Committee tries to use common sense when responding to owner property alteration intentions. Other miscellaneous Covenants were discussed. A question concerning street parking enforcement was asked. There was discussion about increased enforcement and restrictions of routine owner street parking. It was agreed the Board would consider ways to encourage owner Covenant compliance in this regard.

8. Projects – Current & Future

Technical Advisor George Sawtelle called attention to the Detention Pond Projects Handout. The handout included information concerning North and South Detention Pond deterioration issues and anticipated repair costs. After reviewing pond damage history, George shared that a preliminary estimate of \$15,568 had been received for repairs from Gillett's Grading & Excavating Company. In the past Council Bluffs city engineering has been helpful, however, repairs are the responsibility of the Association. The work done last year has been deemed ineffective and a more permanent, long term solution is being sought. Final payment for last year's work (...less than \$500) has been withheld to date. Legal recourse has been determined to be cost prohibitive. The substantial construction work that is still required could be broken into partials (...affordable pieces) for completion. The Board will consider sending letters to all owners whose property border the ponds reminding them of maintenance responsibilities on their side of the pond fence. For the pond basins and around retaining walls, the short term solution is just to fill in the holes to prevent further erosion and minimize stagnant standing water/odors/mosquitoes. The group discussed the distinction between Association responsibilities versus owner responsibilities and how other HOA's (...especially Eastern Hills, Whispering Oaks, etc.) were handling similar situations. Briarwood needs to leverage proven technology and mirror other newer successful local water detention facilities. A lengthy discussion was held about how best to handle the repair construction and the financing for this problem. See Agenda item #9, Financial Report for additional information.

9. Financial Report

Financial Results

Jack Weide (...filling in for the ill) Treasurer Jane Herrington called attention to the end of 3rd quarter 2017 financial report handout. As of the end of September 2017, with all but one Association owner payment received, an income of \$10,205 was reported. Expenses, including an estimate for 4th quarter, were \$7,455. Including 2016 carry over the Reserve Account balance is \$6,602. Paul Goracke moved approval of the Financial Report. Butch Sales seconded. Motion Carried.

2018 Budget Proposal

Jack Weide (...filling in for the ill) Treasurer Jane Herrington called attention to the proposed 2018 Association Budget handout. It reflected \$10,000 income, \$10,564 expense, and resulted in an end of year Reserve Balance of \$6,038. He explained that this budget reflected income from a \$50 per owner dues levy and expense of \$5,000 in capital improvements (...Detention Pond repairs). Following significant group discussion, Dan Cloyd made a motion to amend 2018 total income to \$20,000 through a "not to exceed" \$50 per owner Special Assessment Levy. Vicki Bloom seconded. Motion carried.

Following additional discussion Stephanie Harden moved approval of the 2018 budget as amended. Dave Stroebele seconded. Motion Carried.

2018 Dues Collection Procedure

Jack Weide (...filling in for the ill) Treasurer Jane Herrington called attention to the proposed 2018 Association Dues Collection Procedure Resolution. He explained that introduction of the Resolution was the result of 2015-2016 dues collection difficulties. There has been a small contingency of owners creating significant extra dues collection work. This Resolution is an attempt to improve that situation. The Resolution states that on January 2, 2018 the annual dues

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letter will be sent to owners with a reminder that full payment is due February 15, 2018. (Note: The payment due equals: \$50 dues + \$50 SpecialAssessment = \$100) Should payment not be received by 2/15 a second letter will be sent reflecting payment due by March 31 including a \$10 delinquent payment charge. Should payment not be received by 3/31 a third letter will sent reflecting a payment due by May 1 including a \$20 delinquent payment charge. The names of non-paying 3rd notice owners will be published on the Association website and the Association may file a certificate of non-payment (e.g., Property Lien) with the Pottawattamie County Register of Deeds against the home.

Following discussion of this Resolution an amendment was proposed to the wording of the 3rd notice to reflect “owner” responsibility of all collection costs incurred (e.g., interest, filing fees, attorney fees, court costs and other costs of the collection as incurred) in accordance with Article 4, Briarwood Covenant Declaration. Annette Sales moved approval of the Resolution as amended. Dave Cole seconded. Following group discussion motion carried.

10. Board of Director’s Election

Vice President Stephanie Harden reviewed the current Board composition explaining that two of the eight Board positions were open and needed to be filled. She explained that Board members generally fulfill many of their roles electronically via internet, email, text, etc. Four Board meetings are held each year. Board member positions generally carry 3-year terms. Prior to calling for floor nominations the chair (...Stephanie)placed the names of Delores DuBois and Laurie LeMaster in nomination. Nominations were then opened to the floor. Hearing no new floor nominations, nominations were closed. Since there were two open positons and two nominees a single vote was called. The vote was unanimous with Delores DuBois and Laurie LeMaster being elected.

11. New Business

Dan Cloydasked about placement of lawn signs (e.g., real estate, political, etc.) on Association property. In addition to looking bad, too often signage gets put out; then neglected and left for adjacent property owners to clean up. Briarwood Covenants address signage on owner property. Should there be rules for placing yard signs on Association property?Exceptions could be made. For example, temporary “open house” real estate signs could be allowed at the subdivision entrances/exits. It was agreed the Board would take this question under advisement.

With the exception of one parcel, all the property along the west side of State Orchard Road is landscaped and mowed byowners. City/county crews do not maintain this area. The only exception is on the south end adjacent to 4127 Briarwood. Why isn’t this area landscaped/mowed? It was agreed that the Board would contact the owner and try to work something out.

12. Adjourn

With no further business to come before the group a motion to adjourn was made by Bob Olson. Stan LeMaster Seconded. Motion carried.

Respectfully Submitted,

For /Paul Goracke
Briarwood Homes Association, Inc.
Secretary