

**Briarwood Homes Association Inc.**  
**Board of Directors Meeting Minutes**  
**October 22, 7:00 p.m.**

Attending: Herrington, Jane  
Sawtelle, George  
Weide, Jack

Not Attending: Dollen, Marie  
Epperson, Phil  
Esterling, Colby  
Roane, Judy  
Thompson, Roger

1. Welcome/Quorum

Jack convened the meeting at 7 p.m. at 112 Garwin Circle West with quorum present. The purpose of this meeting was to make final preparation for the 2015 Annual Member Meeting October 27.

2. Detention Pond Repairs

George reviewed two spreadsheet documents (Attachment #1) he had prepared reflecting Association financials. Document #1 shows year to date income (\$7,107.50) in addition to actual plus forecast expense (\$8,920.81) for the year. Document #2 shows 2014 actual, 2015 actual plus forecast and 2016 forecast income/expense. The 2016 numbers include the estimated extra-ordinary Retention Pond damage repair expense (\$10,600) provided by civil engineering firm, Ehrhart Griffin & Associates. Including the extra-ordinary Retention Pond repairs, the total 2016 forecast expense is \$20,485. This means the 2016 annual dues is forecast to be \$73.20.

3. 2016 Association Dues

Based on the financial analysis reflected in #2 above, different alternatives for collecting the 2016 annual dues were discussed. The decision was made to present two alternatives in the 10/27 meeting then solicit member feedback. Alternative #1 is to assess \$75 dues in 2016. Alternative #2 is to assess \$55 dues in 2016 and \$55 dues in 2017. Concern was expressed that alternative #2 does not permit pond repair to begin until late 2017. The Board will consider input received at the meeting and make a final decision after the Member Meeting.

4. Pond Repair & Annual Dues Increase Education

Discussion centered on the need to communicate information concerning the dues increase(s). Members must be informed about the Detention Pond damage, cost of repairs and impact on future dues. Two methods were selected, (1) presentation in the Member Meeting and (2) use of a Fall/Winter Newsletter. George will present information on pond damage and construction needs. (Attachment #2) Jane will present financial information and impact on member assessment. (See #3 above) Jack will prepare a Newsletter to be mailed out in early November.

5. Board Member – Staggered Terms

Association By-Laws specify staggered 4-year member terms. A decision was made to not hold Board elections this year. Since the Board was only recently re-organized it was agreed that the first staggered term elections will be held in 2016 according to the following calendar.

<u>Board Member</u>	<u>Current Term</u>	<u>Up for Re-election</u>	<u>Next Term (...would be)</u>
George Sawtelle	1/1/16 – 12/31/16	October 2016	1/1/17 – 12/31/20
Jane Herrington	1/1/16 – 12/31/16	October 2016	1/1/17 – 12/31/20
Jack Weide	1/1/16 – 12/31/17	October 2017	1/1/18 – 12/31/21
Judy Roane	1/1/16 – 12/31/17	October 2017	1/1/18 – 12/31/21
Marie Dollen	1/1/16 – 12/31/18	October 2018	1/1/18 – 12/31/22

6. Next Board Meeting

The next Board meeting is scheduled for **Tuesday, January 12, 2016.**

7. Adjourn

There being no further business the meeting was adjourned. Changes or additions to these meeting minutes should be submitted to Jack.

Respectfully Submitted,  
Jack Weide