

**Briarwood Homes Association , Inc.**  
**2016 Annual Member Meeting Minutes**  
**Madison Avenue HyVee Community Room**  
**October 25, 2016, 7:00 p.m.**

1. Pre-Meeting Registration

Maralin Weide and Judy Sawtelle provided registration for all attendees as they entered. Meeting materials were distributed.

2. Meeting Welcome

Association President, Jack Weide, convened the meeting at 7 p.m. He welcomed all those present and thanked them for their attendance, interest and participation.

3. Board of Director Introductions

President Weide reviewed the Association Board and Architecture Committee structure. He then introduced the Board of Directors: (1.) Vice President, Stephanie Harden, (2.) Treasurer, Jane Herrington, (3.) Secretary Designate, Paul Goracke. (4.) Administrator, George Sawtelle. Architecture Committee members were then introduced: (1.) Phil Epperson, Committee Chair, (2.) Colby Esterling (Not Present), (3.) Tom Quigley (Not Present). Words of appreciation were expressed to the Board members for their continued contributions and efforts during the past year.

4. Prior Meeting Minutes

Attention was called to the October 27, 2015 Annual Meeting Minutes handout. Attendees were asked to review the minutes. Motion to accept the minutes as submitted was made by Administrator George Sawtelle. Second by Rich Mayer. Motion carried.

5. State of the Association Remarks

President Weide offered remarks concerning the need for additional member involvement and volunteer workers. Attendees were asked to consider submitting their name for service if interested. A list of potential volunteers is maintained for future consideration. Currently, there is a need for attorney and accountant/auditor services. Attendees were asked to contact any Board member should they or someone they know be interested in serving.

Owners are encouraged to utilize the Association website (BriarwoodCB.Org) and electronic communications. The Board has made provisions for owners to submit & maintain their email addresses for Association use. On the website, owners can now give permission for electronic distribution of Association Newsletters, Annual Dues Notices and all miscellaneous communications. As more and more owners sign up for electronic communication additional cost savings will be realized.

Owners are encouraged to report construction and improvements to the Architecture Committee. Architecture Committee Chair Epperson offered comments on the importance of Covenant compliance and owners working with the Architecture Committee. The Architecture Committee stands ready to work with owners on building projects such as deck replacements, chain link fence installations, pool construction, retaining wall landscaping, etc. Just call (402.990.6489) or email (philepperson@gmail.com) to start the process. President Weide shared examples of the most common covenant violations being reported to the Board: (1.) trash can location, (2.) trailer storage & vehicle storage on premise, (3.) owner long term parking on the street. The Board follows up on all reports received. Owner cooperation in resolving violations has been very good.

6. Projects – Current & Future

Administrator Sawtelle provided an informative audio/visual presentation on the history of the Association common area development; the two main entrances and the two government mandated water retention ponds. He expressed appreciation to owners for their assistance in caring for these areas. George showed photos explaining entrance gate electrical upgrades made this year as well as North and South Water Detention Pond work done. He stressed that all of these structures were built at the beginning of the Briarwood development in 2001, or shortly thereafter. They are now almost 15 years old and in need of significant maintenance. He also shared the revealing

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video of the June 2014 rain storm which contributed to major damage at the South Pond. All North pond maintenance construction was completed late last year. The first phase of South pond maintenance construction is being completed this year. To date, actual cost of this project phase is \$12,500 as compared with the original Ehrhart-Griffin Engineering firm estimates of \$10,600. Next year, during 2017, the plan is to continue South Pond assessment to identify priority maintenance items which will likely begin in 2018 and include erosion control on the west bank and rebuilding the spillway restructure on the east berm. Approximately \$2,000 has been added to the 2017 budget for this work.

7. Financial Report

a. 2016 Results

Treasurer Herrington presented the current financial report. Allowing for outstanding debt (\$8,650) and estimated 4<sup>th</sup> quarter expenditures totaling \$9787 the current financial report reflects a projected year-end balance of \$2,910. Motion was made to approve financial report by Secretary Designate Paul Goracke; Second by Butch Sales. Motion Carried. (A complete copy of this financial report is available on the Association website)

b. 2017 Budget & Member Dues

Treasurer Herrington presented the proposed 2017 budget. The budget is based on 199 “owner homes” with dues at \$35 and a special assessment of \$15. A discussion followed concerning how many “homes” comprised Briarwood. Some attendees thought two homes were built on double lots which could mean that there are only 198 homes. Jane will look into this when dues notification letters are sent out. The budget as submitted reflects \$6,965 of 2017 dues income plus \$2,910 carry over from 2016. General expense remains the same as in 2016 with \$2,000 included to cover planned capital improvements. A discussion was held concerning the dues amount of \$35. Since the Association was formed in 2004, annual dues have been \$35. Attendees expressed concern that over the years the cost of living in general has increased while Association dues have not kept up. Sufficient annual dues allow the Association to remain solvent, strong and an advocate for the community. Vice President Harden proposed the 2017 budget be amended to reflect an annual dues level of \$50 with no special assessment; Second by Butch Sales. Motion Carried. A motion to approve the budget, as “amended”, was made by Vice President Harden; Second by Butch Sales. Motion carried.

c. New Dues Collection Procedure

Treasurer Herrington reviewed 2016 dues collection results and presented procedures for 2017 owner dues collection. 2016 collection results were very good (99%), however, the collection process was not completed until September. This caused significant extra expense and wasted Treasurer’s time. The new collection procedure, which will be outlined in the owner dues notification letter released January 2, 2017, is designed to expedite the entire collection process. (A complete copy of the new collection procedure can be found on the Association website)

8. Board of Director’s Election

President Weide pointed out that two (2) Board members four (4) year term of office will expire at the end of 2016. Board members with expiring terms are Treasurer Jane Herrington and Administrator George Sawtelle. Nominations for the positions were called for from the floor. A motion to re-elect both Jane Herrington and George Sawtelle by “acclimation” was made by Dan Cloyd; Second by Rich Mayer. Motion carried. Nominees Herrington and Sawtelle indicated acceptance of the positions for the new term.

9. New Business

Rich Mayer brought up the idea of allowing “newspaper” boxes on the street. He indicated it was sometimes difficult to find the paper, especially in the winter snow. Discussion by the attendees included the past history when

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boxes were once allowed but were removed. Following discussion, the consensus of the group was that the boxes detract from the appearance of the community and should not be re-introduced.

Dan Cloyd asked about neighborhood street light upgrades to high intensity digital. None of the attendees had heard anything about possible city replacement of street lights.

10. Adjourn

A motion to adjourn was made by Secretary Designate Goracke; Second by Dan Cloyd. Motion carried unanimously.

Respectfully Submitted,  
Jack Weide