

Briarwood Community Association  
Board of Directors Meeting  
Feb. 12, 2023 7:00pm, 4216 Catalina Dr.  
MINUTES

- I. Call to Order – Hensley called the meeting to order at 7:03 p.m.
- II. Minutes  
The January 2024 minutes were reviewed unanimously approved.
- III. Treasurer Report  
The accountant had a medical emergency so a January YTD financial report was not available. YTD financials will be reviewed at the next meeting.
- IV. Old Business
  - a. Hensley provided an update on a couple outstanding neighbor requests.
    - i. 408 Pasadena -request for extra fencing materials has been removed at the neighbor request.– request has been removed at neighbor request
    - ii. 413 Vine – request for an expanded and screened in porch has been removed at neighbor request. 413 Vine is now For Sale.
  - b. Bylaws review update – Dunbar and Koger have agreed to work on a review of the Bylaws and bring forth recommended changes for discussion. No update was yet ready for discussion during this meeting.
  - c. Hensley provided an update that the approved budget for 2024 was posted on January 17, 2024 budget so has now been posted for the required 10 days. The Board approved the 2024 budget during the October 2023 meeting. The Board discussed and will shift this timeline to fall months for fiscal 2025.
- V. New Business
  - a. Hensley brought forward snow removal concerns from the snow removal committee.
    - i. Bob Topping, committee lead, raised concern that three properties have a water drainage issue that creates ice/slime buildup across the sidewalk. The Board discussed and advised the property manager to address with the homeowners as the drainage is their responsibility to address.
    - ii. Topping also advised that the threshold on the door at the postal center has failed and needs to be replaced. Hensley and Hickam will review and move forward on a replacement plan.
    - iii. Topping recommended the purchase of a pull behind and/or standing drop spreader to sand sidewalks. The pull behind would be \$600. The Board decided to table this decision until Hensley is able to obtain more clarification from Bob about need.
    - iv. Topping also advised that the chains for the skid-steer need replacing. The Back-up sets are being used. Hensley will get a financial estimate for

the Board to review for possible purchase. Hensley also read Topping's update on the routine maintenance for the skid steer.

- v. The Board determined that a careful review of Bylaws and covenant requirements, historical approaches, and general expectations for snow removal for driveways, individual property walkways, sidewalks, and alleys should be a future discussion as the Association is relying on a small volunteer committee that may not always have time or interest in providing this service to the Association.
- b. Website updates – Hensley and Hickam led discussion on an action plan to update the site.
    - i. Documents - Minutes and Agendas. Hickam will remove old documents and archive. Wamalink will send minutes to Hickam upon approval for posting.
    - ii. Messages from the board section has not been used since 2021.
    - iii. Board – Hickam will update this section with current Board Members.
    - iv. Contact – Hickam asked whether the Board wanted the new or old email address. The Board decided to use the old email address here.
    - v. Dues – Hickam will update with new Dues information and new payment method when available.
  - c. Items for Monthly update – the Board discussed ideas.
    - i. We want to have one out for March.
    - ii. Please email the Briarwood email address if you wish to receive email updates, and online dues payment.
    - iii. Don't park your car on street for more 48 hours straight.
    - iv. Exterior home projects – seek Board approval first
    - v. Drive slowly
    - vi. Meeting information
  - d. Finally the board discussed the sale of the empty lot on Pasadena and general building plan. Hickam will review for adherence to covenant building guidelines for Briarwood.
- VI. Property Manager report – Hickam checked on water bills. New water meter was installed. September – October, water bills were high. Hensley controls the water.
- a. Existing covenant violations have been noted and Hickam sought direction on next steps. It was agreed that Hickam will send a letter about common/frequent violations. Start with notice to everyone. The summary the Board generated in 2022 could be a good starting place.
  - b. Hickam advised that should there be current covenant restrictions/violations that the Board wishes to modify or except, the Board would need to vote on variances. Whether any variances were approved and documented in the past is unknown to the current Board. The Board is advised to do a deep dive into current restrictions and if there is feedback or suggestions for modification, bring forward to a future meeting.

- c. Hickam researched history on water bills. A new water meter was installed. September and October water bills were high. Hickam will continue to monitor. It was discussed that the President has the access to turn common area sprinklers on and off. It is also not clear if the front bed is connected to that system/switch or not. The Board advised Hickam to discuss the current shared expectations of the front bed maintenance with the Briarwood Apartments manager.

VII. The next meeting is scheduled for March 11, 2024 at 7:00 p.m.

VIII. The full Board Meeting adjourned at 8:24 p.m. and went into Executive Session.

Respectfully submitted by Jennifer Wamelink, Board Secretary

Approved, 3-11-24