

Briarwood Community Association
Board of Directors Meeting
May 20, 2024 7:00pm 4216 Catalina Dr., *reschedule from May 13th due to schedule conflict

MINUTES

- I. Hensley called the meeting to order at 7:07 p.m.
- II. The meeting minutes from the April meeting were reviewed and approved unanimously.
- III. Treasurer report: Sanders and Hensley shared the financial updates. The Board approved annual payment of insurance. Historically, insurance payments had been made monthly. 5 properties are past due in Homeowners Association dues. Past due notices will be sent. Online payments will be ready for the third quarter. Hickman will prepare an announcement and instructions, which will be posted on Facebook, website, and at the postal center.
- IV. Old Business
 - a. Bylaws review update – Koger and Hickman had met to discuss a path forward. Determined that following an existing template could be helpful. Board will draft bylaws and then seek guidance/feedback from an attorney. Koger and Dunbar will meet to work on a draft and report back at next meeting.
 - b. Postal center threshold repair – Hickam provided updated. This repair is in process.
 - c. Garage sale – Hensley shared that a neighbor suggested an LJWorld ad for the garage sale. The Board discussed and determined to rely on social media promotion and physical signs. Dunbar will communicate back with the neighbor.
 - d. Violations letter feedback – the Board reviewed the proposed violations letter and provided feedback to Hickam.
- V. New Business – no new business was discussed, other than brief discussion of annual meeting and possible dates of September 7 or 8.
- VI. Property Manager report – several questions about neighborhood parking have been received and Hickam will respond to them.
- VII. Next Meeting – June 10, 2024 at 7pm
- VIII. Meeting adjourned at 8:20 p.m.

Respectfully submitted by Jennifer Wamelink, Board Secretary
Approved 6-10-24