

BRIARWOOD COMMUNITY ASSOCIATION ANNUAL MEETING
September 10, 2023, 6:30pm Near Postal Center
MINUTES

Call to Order – Megan Hensley, President, called the meeting to order at 6:30 p.m.

Introductions – The meeting began with group introductions. A contact list was circulated for updated/correct contact information.

Review and Approval for Minutes of Last Annual Meeting – the minutes were approved unanimously following a motion made by Steve Koger. Seconded by Amy Brougher.

Old Business

Park Improvements - Aaron Rodgers provided an update on park improvements, including the replacement of park benches and picnic table.

Communication – Megan Hensley provided a reminder that the Board wished to improve board to neighbor communication. A new Drop Box has been installed at the Postal Center. Hensley explained it can be used for Dues and other written messages to the Board. It is not waterproof and is checked weekly. Jennifer Wamelink reminded neighbors that four quarterly updates had been shared by posting at the Postal Center and through the Briarwood Neighborhood Facebook group. Steve Koger informed the group that website and email account issues have been resolved and both have been functioning for some time. Koger suggested a new webhosting provider will be pursued to improve our web presence and communication.

Culture – Hensley shared that intentional efforts have been made to improve the culture of the neighborhood with an increase in social opportunities. Since the 2022 Annual Meeting, the Board has hosted a Halloween Parade, a Winter Party with Hot Cocoa and treats, and a Garage Sale. There is intention to continue these efforts and seek opportunities for expansion.

Concerns – Hensley addressed concerns from the 2022 Annual Meeting, including regarding lawn and landscape and concerns about property conditions/covenant violations. The Board hired a new company for lawn and landscaping, Turfmasters. They maintain the front of fence beds and will do 2 clean-ups per year – a spring clean-up and a fall clean-up. In addition, they treat these beds with a pre-emergent to prevent weeds. They have recommended that we consider clearing out existing mulch and dirt build-up to level out the beds and they replace with new mulch. The Board will review for cost this coming fiscal year. Additionally, the Board did a careful and close review of both covenants and bylaws for the Association. A “violation” letter template was developed and used.

New Business

Director of the HOA – The Board presented the decision to hire a property manager to assist with the changing needs of Briarwood. Dunbar shared the perspective of a long-time neighbor. The neighborhood is getting older. There are growing needs to keep it the neighborhood in which we have invested. A property manager will help address payment collection,

maintenance needs, covenant violations, and contract oversight. Other Board members affirmed the need to move in this direction. The Board will hire Melissa Hickam, who is a manager for a few other HOA's in Lawrence. Melissa is local and is a CMCA, a Certified Manager of Community Association. Melissa introduced herself and took questions.

Treasurer's Report Keely Persinger presented the following financial reports:

2022 Balance Sheet, Profit and Loss, Budget (Income & Expense totals)

2023 Balance Sheet, Profit and Loss, Budget (Income & Expense totals)

2024 Budget – *note Dues will increase to \$700 annually.*

Persinger and Accountant Jon Becker answered questions about the financial reports. Hensley and Rodgers addressed questions about the 2024 budget.

Nomination and Election of Board Keely Persinger was thanked for her service to the Board. Dan Dunbar, Steve Koger, and Jennifer Wamelink have continuing terms. Koger nominated Megan Hensley and Aaron Rodgers to be reappointed to the Board. Dunbar seconded. Wamelink nominate Kathy Saunders, seconded by Anna Hines. Heidi Koger nominated Lena Scruggs, seconded by Brougher. The Board appointments were approved unanimously.

Ratification Motion Jon Becker moved that the acts of the officers and director of the Briarwood Community Association since the last annual meeting were and are the action of the Briarwood Community Association. Dan Dunbar seconded the motion. Motion passed unanimously.

Adjourn – meeting adjourned at approximately 8:15 p.m.