

Briarwood Community Association
Board of Directors Meeting
August 12, 2024 7:00pm 4216 Catalina Dr.

MINUTES

In attendance: Dan Dunbar, Megan Hensley, Melissa Hickam, Steve Koger, Aaron Rodgers, Kathy Saunders, Lena Scruggs, Jennifer Wamelink

I. Hensley called to Order 7:06 p.m.

II. **Minutes**

a. The Board reviewed the July 2024 minutes and a few corrections were noted by Sanders. Minutes approved as amended, unanimously.

III. **Treasurer Report**

The Board reviewed the most recent financials and confirmed needed reports for the Annual Meeting.

Side discussion on Facebook group – 2nd question added to make it easier to screen member requests

IV. **Old Business**

- a. **Bylaws review update** – Dunbar and Koger reviewed suggested changes to the covenant document to enable the Association to update the language in Exhibit C. The covenant enables the Board to establish Rules and Regulations for Briarwood, so an amendment that moves Exhibit C out of the covenant and into a separate Rules and Regulations document is envisioned. The Amendment would be distributed to all neighbors with original and proposed changes to the language. Dunbar will work on language for the amendment.
- b. **2025 Budget** – The Board will vote on the 2025 budget in the October meeting, which will need to take place October 7 due to scheduling. Following the annual meeting, the 2025 budget will be posted and the open comment period will begin.
- c. **Front of fence maintenance.** Turfmasters had not responded prior to the meeting. The Board wishes to receive bids to address the mulch, dirt, and debris build-up in the front of fence beds.
- d. **Concrete repair** – Hickam is meeting McConnell and Associates on Thursday, August 15 at 9. The group will begin in front of 4216 Catalina
- e. **Winter holiday request** – Hensley had checked in with Topping but has not heard back regarding his proposal for a Winter holiday project and celebration prior to this meeting.
- f. **Annual meeting material** – The Board reviewed the draft of agenda and plans for the election of new Board members. A Save the Date will be posted. Hickam

will mail information to non-resident homeowners and the Board will do a paper distribution of Annual Meeting notice closer to the date. Wamelink will collect and prepare materials for the meeting.

V. New Business

- a. **Halloween parade** – the Board will host the Halloween parade and will need a flyer for the parade.
- b. **Neighbor request regarding sump-pump drainage.** Hickam reviewed drainage expectations with the City and it is against code to drain into the street. Hickam will communicate with the neighbor that drainage must be solved within the yard.

VI. **Property Manager report** – Hickam provided an update on the new house on Pasadena, including an update on the fence. By email, the Board approved the stone product to be used on the columns for the home and approved front of home fencing provided by AAA fence.

VII. **Next Meeting** – The Board doesn't meet separately in September. The Annual Meeting is scheduled for Sept 8, 2024 at 5:30 p.m.

VIII. Meeting Adjourn 9:02 p.m.

Respectfully submitted by Jennifer Wamelink, secretary

Minutes approved 10-7-24