

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

MINUTES

In attendance: Amy Brougher, Dan Dunbar, Megan Hensley, Melissa Hickam, Steve Koger, Kathy Sanders, Lena Scruggs, and Jennifer Wamelink

- I. **Call to Order** Hensley called the meeting to order at 7:02 p.m.
- II. **Minutes**

The August 2024 meeting minutes were reviewed and approved following a motion by Dunbar, seconded by Koger. One abstention.
- III. **Treasurer Report**

The financial reports were reviewed. Hensley shared that historically food expenses for the annual meeting were noted under the hospitality budget line. The accountant created a new budget line of “meeting expenses.” Hensley requested that the reports be corrected to show the expense under hospitality.
- IV. **Old Business**
 - a. **2025 Budget** – The board reviewed the 2025 proposal budget. No neighbor comments had been received. Hickam shared some Insurance quotes. Insurance quotes thus far received for FY25 have come in higher than the budgeted amount but there is sufficient funding in the overall budget to cover. The 2025 Annual budget received. Discussion of whether there is sufficient money allocated within the budget. The 2025 budget was unanimously approved following a motion by Wamelink, seconded by Brougher. Hensley and Hickam will ensure the final budget is posted.
 - b. **Front of fence maintenance** – Hickam and Hensley reported the Front of Fence project (remove built up debris and dirt from the beds and provide a trench to keep mulch in the bed and off the sidewalk) will begin this week on Briarwood Drive. After Turfmasters has completed Briarwood, we will reassess timing and funding for the rest of the neighborhood. This project is in addition to the regular fall clean-up. Hickam will email out a notice.

Note, the board voted by email on September 26, 27, & 28 on a motion from Hensley, seconded by Wamelink, to phase the project beginning on Briarwood and then Pasadena, spending up to \$7500, with the areas addressed receiving both a clean-up and fresh mulch. Motion passed 5 in favor, 2 abstentions.
 - c. **Concrete repair** – The board discussed concrete repair. There is a need to clarify HOA responsibility apart from individual responsibility. A homeowner has raised concern regarding three sections of sidewalk in from of their property. One

extensive bid for concrete repair has been received at this point. Board members will review and be ready to discuss in the November meeting.

- d. **Halloween parade** – the board reviewed final plans for the Halloween parade. Hensley will post flier at the postal center. Wamelink will post on Facebook.
- e. **Neighborhood paint palette** – the board reviewed and discussed a possible color palette to inform future exterior painting color options for the neighborhood. The idea is to provide some uniformity, simplify the approval process, provide options and choice. The Craftsman Design and Traditional Design paint color collections from Sherwin-Williams were approved in a 6-1 vote following a motion from Hensley, seconded by Dunbar. A message about exterior work and the paint color options, with a hyperlink, should be sent.
- f. **Rules and Regulations** – the board discussed the creation of a Rules and Regulations document to update/replace Exhibit C of the covenant. Koger and Dunbar will work on this project and bring proposals for discussion to the November meeting.

V. **New Business**

- a. **Insurance quotes** – three quotes were presented by Hickam: American Family, CEK, and Farm Bureau. Hickam was asked to clarify a few items, including D&O coverage, skid steer coverage, and whether the accounting firm’s own insurance would cover a potential data breach.
- b. **Neighbor drainage/concrete request** – the Board discussed the concrete request and will revisit in the November meeting.
- c. **Election of officers**
 - i. Motion for Hensley to serve as President made by Dunbar, seconded by Koger. Approved unanimously.
 - ii. Motion for Dunbar to serve as Vice President made by Hensley, seconded by Brougher. Approved unanimously.
 - iii. Motion for Wamelink to serve as Secretary made by Dunbar, seconded by Saunders. Approved unanimously.
 - iv. Motion for Sanders to serve as Treasurer made by Dunbar, seconded by Wamelink. Approved unanimously.

VI. **Property Manager report**

Hickam asked the Board to consider how to use email to communicate with neighbors about meeting agendas, location, and minutes. Right now the board prefers to keep routine items on the website and use email for non-routine communication.

VII. **Next Meeting** – November 11, 2024 at 7 p.m.

VIII. **Adjournment.** Motion to adjourn from Wamelink, seconded by Dunbar, unanimously approved at 8:34 p.m.

Respectfully submitted by Jennifer Wamelink, Board Secretary

Approved 11-11-24