

Briarwood Community Association
Board of Directors Meeting
November 11, 2024 7:00pm 417 Pasadena

MINUTES

Board members attending: Dan Dunbar, Megan Hensley, Melissa Hickam, Steve Koger, Kathy Sanders, Lena Scruggs, Jennifer Wamelink

Others in attendance: Judy Alexander, Joe Berger, Patsy Lankford, Wayland Lankford, Heath Schmidt, LuAnn Wilcox

I. Call to Order

Hensley called the meeting to order at 7:06 p.m.

II. Minutes

The Board reviewed minutes from the October 2024 meeting. Koger moved to approve, seconded by Dunbar. Motion passed unanimously.

III. Treasurer Report – The Board reviewed the monthly financials. After discussion, the Board requested that Sanders and Hickam ask the accountant to use the naming conventions for budget categories from the approved 2024 budget.

IV. Old Business

- a. **Front of fence maintenance update** – Hickam provided an update on the project with Turfmasters to clear out built-up debris from the beds, to trench the beds, and to divide irises, and to trim back original plantings of sedum, iris, and Russian sage. Hickam shared the project is scheduled to be completed on Briarwood Drive on Friday, November 15 at which time Turfmasters will provide HOA with an estimate for mulch replacement. There was several questions and substantial discussion with neighbors present. The Board clarified the scope of project and some known history of the transition of landscaping companies.
- b. **Neighborhood paint palette** – Hensley shared that the Board approved in the October meeting a standardized paint palette to be used for all future exterior painting projects in Briarwood. Hensley sought to finalize a communication plan for the approved palette. Wamelink agreed to draft text for a letter and email that can be sent by Hickam.
- c. **Insurance quotes** – Heath Schmidt from Farm Bureau joined the meeting to clarify their quote. Questions were asked and answered about coverage for a data breach, common property, and the streetlights installed on homeowner property. Briarwood maintains the street lights, so they should be covered in the policy.

- d. **Concrete request** – the Lankfords requested discussion on a prior request to replace the sidewalk in front of their house, where there is a drop and water is collecting. In the October meeting, the Board declined to replace the sidewalk and sidewalks are homeowner responsibility per the Covenant and original sitemap documents. There was acknowledgement that previously, the Board may have replaced or repaired sidewalk. Moving forward, it is Board intent to take financial responsibility for the commonly held property (the park, parking cutouts, and alleys).
- e. **Briarwood rules and regulations update** – Dunbar and Koger reported on their progress on developing a rules and regulations document for Briarwood allowed. It was discussed that review and vote on the new rules and regulation document should take place in the December meeting to communicate with the homeowners for 2025. The rules and regulations document could also include a consequence/penalty structure.

V. New Business

- a. **Tree lighting/Hot cocoa holiday party** Hensley announced the event which will take place Nov. 30 from 4:00 – 6:00 p.m. at the Toppings. Wamelink will share the flier with Hickam for posting on the website. The information is already posted to Facebook and at the Postal Center.
- b. **Fees schedule** – this topic will be discussed in the December meeting with the rules and regulations.
- c. **Renewal of Melissa and Tyler’s contracts** – topic moved into Executive Session at the bottom of the agenda.
- d. **Web hosting** – Koger shared that the web domain comes up for renewal in January. The cost is \$35 plus a privacy fee of \$15. Annual hosting is just over \$200. Koger recommended staying with the same company. While other options may be cheaper, the site would need to be rebuilt. Wamelink moved to maintain the web domain and site hosting with Blue Host. Koger seconded. The motion passed unanimously.

VI. **Property Manager report** – Hickam provided an update on late dues, sharing she had recently sent out 3 letters about late dues – 1 homeowner is 30 days past due and 2 homeowners are past due for 4 quarters. Hickam also is reaching out to one homeowner about exterior maintenance expectations. Hensley provided a reminder that we send out December notices/invoices. These letters need to clearly address the process for addressing late fees. The Board requested that Hickam address the yellow/orange bulb in the streetlight in the northeast corner of Catalina

VII. **Next Meeting** – December 9th, 2024 at 7pm, location TBD.

VIII. **Executive Session** - at 8:25 p.m. Wamelink moved that the Board adjourn into Executive Session for ten minutes for discussion of personnel matters with expected

resumption of meeting at 8:35 p.m. Koger seconded, motion unanimously passed.
The executive session ended just prior to 8:35 p.m.

- IX. Adjournment** – at 8:35 p.m. Wamelink moved for adjournment. Scruggs seconded.
Motion passed unanimously.

Respectfully submitted by Jennifer Wamelink, Board Secretary
Approved on 12-9-24