

BRIARWOOD HOMES ASSOCIATION, INC.

Board Action Items

As Of: July 10, 2018

Action Item #1 – Opened 10/17/17

Assigned to: Tom Quigley
& Jane Herrington

Contact Briarwood owner at 4127 Briarwood (Kim & Cynthia Richter); request that they maintain/mow the State Orchard roadside ditch adjacent to their property.

01/23/28 Status (Working)

The Board discussed the pros and cons of this idea and decided that the steepness of the terrain in this area prevents landscaping/mowing. No contact will be made with the home owner. (NOTE: in post meeting discussion it was decided to contact the city and see if they would be willing to provide care for this area.

04/10/18 Status (Working)

Contact with Council Bluffs Public Works indicates this area is a shared responsibility of the city of C.B and Pottawattamie County. Maintenance (...ditch clean up) is scheduled twice a year. A Public Works representative will make a site visit and get back to Tom with any appropriate/possible improvements.

07/10/18 Status (Working)

*The Board reviewed Jane Herrington's proposal for a "decorative grass" planting in this area and recommends its use if the following questions are satisfactorily answered. **Questions** (1.) Can initial planting be done w/o disturbing the steep ditch terrain? (2.) How long does it take for the grass to get established? (3.) What does the grass look like in the winter months? (3.) Does the grass require any "on going" seasonal mowing?*

Action Item #2 – Opened 10/17/17

Assigned to: Delores DuBois

Consider alternatives for making Briarwood Owner information available to other Owners (e.g., name, address, telephone number, email, etc.). How to gather? How to maintain? How to control access? What are the security/legal issues associated with use of Briarwood website?

01/23/18 Status (Working)

Discussion on this idea was put in abeyance for future consideration. Generally, it was agreed that it would be a good idea to collect & maintain owner information for use by the Board. Owner permission would be sought.

04/10/18 Status (Working)

The main objective is to have a member contact list only for use by the Association Board and members. Due to concerns about personal identity security, a decision was made to take this question to the 2018 Annual Member Meeting for consideration. A review of the Covenants and By Laws will also be done to check for current Association Policy.

Action Item #3 – Opened 01/23/18

Assigned to: Stephanie Harden

Beginning with the 2019 dues collection cycle, determine appropriate procedure and communicate necessary changes to all owners causing all PayPal usage charges to be passed on to the remitter.

04/10/18 Status (Working)

Be sure to consider different levels of dues including penalty amounts.

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Action Item #4 – Opened 7/10/18

Assigned to: Delores DuBois

Investigate and define a new Briarwood home owner “welcome procedure”. Consider; (1.) steps to identify home sales and purchases, (2.) ways to assure the Association mailing list is kept current, (3.) use of refrigerator magnets to publicize Association Web and Facebook locations, (4.) consistent procedure(s) for welcoming new home owners and making them knowledge about Association Declarations, Covenants, Dues responsibilities, Web Site/Facebook.

Action Item #5 – Opened 7/10/18

Assigned to: Board Members

Identify construction companies that might be capable of and interested in providing a bid on the Briarwood Detention Pond Repair Project. Relay information to George Sawtelle for analysis and possible provision of “Request for Bid”.

Action Item #6 – Opened 7/10/18

Assigned to: Jack Weide

Take a proposal to the October 16, 2018 Annual Owner Business Meeting for consideration of performing either internal or external financial audits. Request owner feedback/consensus on whether some kind of financial audit should be done. Possible considerations: (1.) Non-profit Association status, (2.) Association audit history, (3.) current Iowa State Law, (4.) Cost of external audit(s), (5.) audit benefits.

Action Item #7 – Opened 7/10/18

Assigned to: Jack Weide

Take a proposal to the October 16, 2018 Annual Owner Business Meeting for consideration of replacing pine trees at the north and south State Orchard sub-division entrances. Possible considerations: (1.) age/condition of trees, (2.) adjacent home owner preferences, (3.) cost of removal and replacement.

Action Item #8 – Opened 7/10/18

Assigned to: George Sawtelle

Continue efforts to develop an exact replica electronic version of the Association Declarations and Covenants. The Association currently has no electronic document (...only hard copies of a hard copy). Creating an electronic version of the Briarwood Covenants will permit not only easier reading, selective printing and searching but also the ability to make changes/revisions and keep the document current.

END OF REPORT