

# Briarwood Homes Association Inc.

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## Board of Directors Meeting Minutes July 10, 2018, 6:30 p.m.

Attending: DuBois, Delores  
Harden, Stephanie  
Sawtelle, George  
Weide, Jack

Not Attending: Goracke, Paul  
Herrington, Jane  
LeMaster, Laurie  
Quigley, Tom

1. Welcome/Quorum

President Jack Weide convened the meeting at 6:30 p.m. at 112 Garwin Circle West with a welcome; four (4) Board members present. A meeting agenda was distributed.

2. Prior Meeting Minutes Approval

Approval of the April 10, 2018 Board Meeting minutes was moved by George Sawtelle, seconded by Delores DuBois; approved unanimously.

3. Finance

End of 2Q2018 Finance Report Review / Approval

Treasurer Stephanie Harden presented the second quarter 2018 financial report. The Balance Sheet reflects total assets on hand of \$23,209.53. Year to date income is \$20,649.60. There was no income for the period (e.g., no additional dues received during 2<sup>nd</sup> quarter). Year to date expense is \$2,523.46. Expense for 2<sup>nd</sup> quarter totaled \$378; mainly mowing expense. Two owners remain delinquent in 2018 Association dues payment (Penner on Tipton Drive; believed to be in foreclosure and Dickenson on Garwin Circle West; reason unknown). Approval of the second quarter financial report was moved by George Sawtelle, seconded by Delores Dubois; approved unanimously. It was agreed the new financial report format was acceptable. Stephanie indicated that she would continue to provide income/expense "spreadsheet" reports to Board members requesting them. George requested a copy.

4. Detention Pond Construction Status

George Sawtelle reported that no responses to the Request for Bid (RFB) documents sent out have been received. In late June the project design specifications and RFB was provided to one additional contractor (...Lueder Construction Company). George offered opinion on possible reasons for lack of bids: (1.) contractors are just too busy, (2.) hierarchical relationships within the contractor community, (3) the Association project is just too small for most large contractors, (4.) unfamiliarity with and reluctance to take on this type of construction work. A discussion followed concerning how to move the project forward. Jack will follow up with the Lueder Construction contact. Stephanie agreed to provide the RFB to an outstate construction contact she has. George will check with Brian Williams (ASP Enterprises product supplier) again for possible leads on viable construction company contacts. George will also consider re-sending the RFB to a couple smaller firms the Association has successfully done business with in the past. Due to South Pond continuing deterioration/erosion, landscape maintenance and standing stagnant water it might be necessary to have temporary repairs made. The Board prefers to move permanent construction forward as quickly as possible thereby avoiding expensive temporary repairs if at all possible. George reminded the Board that similar conditions are beginning to occur at the North Pond and will eventually need to be addressed. All Board members were requested to feed any additional ideas or contact information to George. **(Action Item #5)**

5. Architecture Committee Report

Delores DuBois provided the Architecture Committee report using input from Laurie LeMaster. This period the committee dealt with requests involving retaining walls, basketball goals and house paint colors. All requests for review were approved with no conflicts being encountered. Delores, Laurie and Jane continue to work on soliciting email addresses from owners; each one of them must contact about 65 owners. Delores indicated that of the 200 Association homes, about 120 have now provided email addresses for Association use, with a few more expected. In addition to convenience

# Briarwood Homes Association Inc.

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and speed, use of electronic communication translates into Association expense saving \$\$ for all owner mailings (...dues letters, Newsletters, etc.).

Delores proposed formation of a "Welcome Procedure" for all new Association owners. In addition to helping the Board track home sales/purchases the procedure would be a positive step toward introducing new owners to the Association. Information on Declaration and Covenants, dues responsibilities and other Association matters would be provided. All sightings of "For Sale" signs in the sub-division should be reported to Tom or Stephanie for potential mailing list update. Stephanie suggested use of refrigerator magnets (...Vista Prints) to remind owners of web site and Facebook information. Everyone agreed it was a good idea and should be pursued. **(See Action Item #4)**

## 6. Administration

### 2018 Annual Meeting

The 2018 Annual Owner Business Meeting is scheduled for Tuesday, October 16, 7:00 p.m. The HyVee Community Room has been reserved. Email reminders will be sent out to owners a couple weeks prior to the meeting. Street signs will also be placed at sub-division entrances/exits. As of now the most significant issues to be dealt with include (a.) Detention Pond Construction, (b.) 2019 Board Composition, (c.) 2019 Owner Dues level.

#### a. Detention Pond Construction Status

George indicated that he will be unable to attend the 10/16 meeting so will need to convey pond construction status to another Board member for presentation.

#### b. 2019 Board Composition

Best case all Board members will continue into 2019. By the October 16<sup>th</sup> meeting we will need to have a good idea as to any 2019 Board member losses. Any member replacements needed should be dealt with in the business meeting.

#### c. 2019 Owner Dues Level

The 2019 Association budget projection to be presented in the Annual Meeting must include income based on the 2019 owner dues level. With all the uncertainty of pond construction costs yet this year, Stephanie proposed setting the 2019 dues level at \$50 with no special assessment. Unless more is learned prior to the Annual meeting Stephanie will use this assumption in preparing the 2019 Association Budget.

### Financial Audit Considerations

Even in non-profit organizations, financial audits are considered a sound business practice. Even though the state of Iowa does not require financial audits for non-profit organizations (Iowa Code 504.1613), both internal and external audits can be beneficial. They add credibility to existing sound administrative practices. Association historical records indicate that internal audit procedures have been used in the past. Obviously, the expense \$\$ of an external audit is a consideration. Jack suggested the Association consider use of an annual internal audit. Board discussion followed with opinions supporting and not supporting audit institution. As a result of Board discussion, where opinions varied between supporting and not supporting an audit, the recommendation was to take the proposal to the Annual Business Meeting October 16<sup>th</sup> for owner input and direction. **(See Action Item #6)**

### Electronic Communication (Facebook)

Delores DuBois shared additional information concerning Association Facebook accounts. She indicated there are currently two (2) Facebook accounts related to Briarwood; one with 68 friends and one with 52 friends. Both are administered by former Briarwood owners. The one with 52 friends (Briarwood Neighbor Cbia) appears to be the "official" Association account. Stephanie contacted the current administrator, Corey Vorthmann former Briarwood Board member, who agreed to relinquish account administration to Stephanie. In the future, use of this account will be encouraged and will be limited only to Briarwood owners.

### North Entrance Landscaping/Dying Pine Trees

Jack Weide suggested that the Board investigate doing something about the dying pine trees at the north entrance. The trees were likely planted when the sub-division was first established but with age and possible disease now look sparse and dying. They are planted immediately behind the entrance signs. If something is done, one consideration is what to do about the south entrance which includes the same plantings but are in better shape. Board discussion included the need to involve adjacent home owners in any decision making and consideration of the cost of removal and replacement.

# Briarwood Homes Association Inc.

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It was decided to take no immediate action. The matter will be taken to the October 16 Annual Business Meeting for owner consideration. **(See Action Item #7)**

7. Action Item Review

The Action Item report was reviewed and updated. (See Action Item Report, dated 7/10/18)

8. 2018 Fall/Winter Newsletter

To permit communication of issues stemming from the Annual Meeting, the Fall/Winter Newsletter will be published after the October 16 Annual Business Meeting and prior to Thanksgiving holiday. Publication Schedule:

- Draft Complete                      October 29
- Final to Office Max                  November 9
- Label & Mail                            November 16

After October 16, as the publication date approaches the Board will select topics for articles and make writing assignments. Jack will serve as coordinator.

9. New Business

George Sawtelle shared that he has successfully “scanned” the hard copy *Briarwood Declaration and Covenants Document* and was getting close to accurately creating a mirror image electronic version (...which is currently not available). In some cases, format and word recognition is a problem. Proof reading will be necessary. He will continue to work on this. **(See Action Item #8)**

Delores DuBois shared that she felt the current version of the Covenants is out of date and needs updating. There is no evidence that the document has been updated since inception. She gave several examples where provisions are included that are not valid or enforced today (e.g., garage door closing, curb trimming, etc.). In most cases the Covenant appears stricter than the Architecture Committee enforces. In some cases, numerous past “exceptions” have been granted making the Covenants appear contradictory. (e.g., fencing) The Board discussed making sure the Covenants continue to reflect the Association’s objective for sub-division/neighborhood enforceable environmental management and high quality appearance while being fair. Also discussed were the requirements for Covenant change approval. It was agreed that carefully researched, proposed changes might be appropriate once an electronic document version is available.

There will likely be a need to alter the Board meeting schedule for the first part of 2019 to compensate for Board member absence.

10. 2018 Quarterly Board Meeting Dates

Tuesday, October 9, 2018, 6:30 p.m. (Held only if needed to prepare for 10/16/18 Owner Meeting)

Tuesday, October 16, 2018, 7:00 p.m.

11. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:05 p.m.

Respectfully Submitted,  
By Jack Weide

For Paul Goracke,  
Association Secretary