

Briarwood Homes Association Inc.

Board of Directors Meeting Minutes July 11, 2017, 6:30 p.m.

Attending: Harden, Stephanie
Herrington, Jane
Quigley, Tom,
Sawtelle, George
Weide, Jack

Not Attending: Epperson, Phil
Goracke, Paul

1. Welcome/Quorum

President, Jack Weide convened the meeting at 6:40p.m. at 112 Garwin Circle West with a welcome. Quorum present. A meeting agenda and other handouts were distributed.

2. Prior Meeting Minutes Approval

George Sawtelle moved approval of the April 11, 2017 Board Meeting Minutes as submitted. Second by Tom Quigley. Motion Carried.

3. Finance

2nd Quarter 2017 Finance Report Review/Approval

Treasurer, Jane Herrington presented the 2nd Quarter 2017 Finance Report. The report reflects YTD total income of \$9,975.00, total expense of \$5,314.48, and ending cash reserve balance \$8,012.41. Motion to approve by Jack Weide. Second by Stephanie Harden. Discussion ensued. Motion Carried.

Ehrhart-Griffin & Associated Unpaid Invoice

Jane Herrington reported that the 2016 Ehrhart-Griffin & Associates invoice for \$332.50 remains unpaid. After further, careful review of project results, the Association Board continues to conclude the 2016 South Retention pond construction and repair led by Ehrhart Griffin & Associates failed to fulfill contract specifications. In keeping with this position, and since Ehrhart Griffin has failed to take corrective action, payment of the final invoice is withheld.

2017 Owner Dues Status

Jane Herrington reported that Association guidelines for annual dues collection have been fulfilled. Even so, as of the end of the second quarter, five (5) Association owners have not paid their 2017 dues. Tom Quigley will remove the names of these delinquent owners from the Association Website. For additional action(s) on delinquent owners see item #6 below. Delinquent Property owners -

1521 Berwick Circle
1525 Berwick Circle
1529 Berwick Circle
7117 Gladbrook Drive
1519 Tipton Drive

4. Administrative

Architecture Committee Member Replacement

Jack Weide reported that, due to non-payment of 2017 Association dues, Colby Esterling has been removed from Board membership. The Board is initiating a search for a replacement for this position. Also, it was announced that effective *October 1, 2017*, Phil Epperson, Architecture Committee, will be resigning from the Board after six (6) years of service to the Association. It was agreed that these two positions will constitute the "staggered term" Board/Architecture Committee rotation for next year (2018). Recruiting for both of these positions will begin immediately with Tom Quigley sending out email notices soliciting owner interest. In addition, Board members were asked to make personal contact with owner friends and neighbors who might be interested.

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2018 Mowing Bids

Tom Quigley reported that he received a request from Kurtis Kobold, Weapons of Grass Destruction, requesting permission to submit a mowing bid for 2018. Since the current Association mowing contractor has been with the Association for several years and the Board has not established a position on how to handle 2018 mowing, it was agreed that it would be premature to commit to competitive bidding for next season. Tom will provide a response to Curtis thanking him for his interest indicating that his information will be retained on file for possible future use. Just in case we need them, Jack Weide will search the files for bid specifications/criteria last used in 2015.

Property Lien / Last Resort Dues Collection Effort

Briarwood Association Covenants & Bylaws specify filing of a property lien for owners with delinquent annual dues. Recent investigation confirms that filing a lien in Iowa is a complicated and potentially costly legal procedure. Even though expenses associated with the lien filing can be passed on to or shared with the home owner, the Board desires to avoid this process if at all possible. For now, the Board will continue to seek out delinquent owner payments by use of direct communications (e.g., U.S. Mail, telephone, etc.) *Note: In post-meeting action, the Board authorized Treasurer, Jane Herrington, to send Registered letters soliciting dues payment to each of the five (5) delinquent owners of record.*

5. Architecture Committee

Phil Epperson(...not present) left a report indicating Committee activity has been light recently. The Architecture Committee has been addressing two potential pool construction projects submitted by owners but nothing tangible has been done yet.

6. Detention Ponds

South Detention Pond

George Sawtelle reported that Work on the South Detention Pond continues. Gillet Grading & Excavating Company performed approximately \$2,000 in repairs during June. However, weather related damage of high velocity turbulent water, and fundamental erosion control seem to be a constant challenge. Even the recent work done by Gillet was affected by recent heavy rainstorms. George will continue to work with Mike Gillet to identify a more permanent, cost effective, solution to these problems. After considering several different options, current thinking is to construct a submerged stone filled wire basket at the Tipton Drive Storm Line Discharge. This same solution might also need to be applied at the Briarwood Drive Discharge. In any case, the design submitted and constructed by the professional A&E firm of Ehrhart-Griffin & Associates has proven unsatisfactory.

North Detention Pond

George Sawtelle reported that the North Pond NW corner appears to be working well for the time being, however the south end is in need of maintenance. He suggested relocating the existing rock and sediment near the Aster Circle Discharge structure to fill the existing standing water hole and reclaim the desired slope to allow more complete drainage. Later, a more permanent repair will require replacing the stone filled wire basket at this location also.

7. 2017 Fall Newsletter

A potential schedule for publication of the Fall Newsletter was discussed.

The following schedule was approved:	November 10	Fall Newsletter Draft Complete
	November 15	Final Copy to Printer
	November 22	Labeling & Mailing Complete

8. New Business

Covenant Complaint Handling

Stephanie Harden shared comments received from an owner concerning how Covenant "complaints" submitted to the Board are handled. The Board does not reveal the source of complaints received. Board handling of a complaint typically involves; (1.) Acknowledgment of receipt, (2.) Verification, or attempted verification, of complaint, (3.) Documented request for compliance, (4.) Follow-up compliance check.

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Briarwood Email Address

A discussion was held concerning how owners communicate with the Board electronically. Currently, there is no Association email address. It was decided that an email address will be established for the Association. Web Master, Tom Quigley, will set up the email address and publish it on the Briarwood Web (e.g., info@Briarwoodcb.com). Email to the Association address will automatically be forwarded to each Board member. Individual Board member email addresses currently shown on the Web will be removed.

Dues Payment Methodology

Tom Quigley proposed Association owners be allowed to pay their annual dues electronically through PayPal. Having another method of payment might be a positive incentive for owners to promptly pay dues. Following significant discussion of the both the pros and the cons of introducing this payment method the idea was approved. Working with Treasurer, Jane Herrington, Tom Quigley will investigate further and implement the necessary mechanisms.

9. 2017 Quarterly Board Meeting Dates

Board Meeting Tuesday, October 10, 2017, 6:30 p.m.

Note: This meeting will only be held if needed to prepare for the Annual Owners Meeting scheduled for October 17, 2017.

Annual Owners Meeting Tuesday, October 17, 2017, 7:00 p.m.

Note: This meeting has been scheduled at Madison Street HyVee Customer Hospitality Room.

10. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:20 p.m. Changes or additions to these meeting minutes should be submitted to Jack Weide.

Respectfully Submitted,
By Jack Weide

For Paul Goracke,
Association Secretary