

# Briarwood Homes Association Inc.

---

## Board of Directors Meeting Minutes October 4, 2016, 6:30 p.m.

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

Not Attending: Epperson, Phil  
Esterling, Colby  
Harden, Stephanie

1. Welcome/Quorum

President, Jack Weide convened the meeting at 7:00p.m. at 112 Garwin Circle West with a welcome. Quorum was present. A meeting agenda and other handouts were distributed and reviewed. The agenda sequence was modified to facilitate discussion of the 2017 budget.

2. Prior Meeting Minutes Approval

Minutes from the July 12, 2016 Board meeting were reviewed. Motion to approve by George. Second by Jane. Motion carried.

3. Association Projects Status Update

South Detention Pond Construction

Following assurances from Ehrhart-Griffin, the project managers, and the contractor that construction would begin prior to end of July, construction continues to be delayed in October with no work started. George has maintained constant contact with Terry Morrison (EGA). Discussion was held concerning potential alternatives. Jack indicated disappointment with Ehrhart-Griffin overall management performance, and lack of demonstrated results. To date, the Association has paid Ehrhart-Griffin more than \$4,000 and the project is still unfinished. A contract was signed with a construction contractor on September 7, 2016; fall rains have continued to delay start of site work. After discussion about how to proceed, and lacking a good alternative, it was agreed to continue on the current course.

South Detention Pond Maintenance Requirements

George reviewed a document he prepared outlining the history of the south detention pond design and additional maintenance requirements. Since being constructed about 15 years ago the pond has experienced significant deterioration leaving several structural deficiencies, which now require attention. In addition to the construction work already contracted (...see "South Detention Pond Construction" above) two other pond maintenance problems have been identified.

Problem description & recommended actions:

(a.) West Side Landscape

This problem is shared between the pond and an adjacent owner's property. George agreed to contact the owner to determine their view of the issue. Based on the owner's perspective, the HOA will identify possible solutions in 2017, and plan for re-landscaping the eroding area in 2018.

(b.) Pond Spillway Height

This problem has surfaced gradually over the years caused by traffic going into and out of the pond basin. The current height of the emergency spillway is lower than the required height of one foot above the top of the concrete discharge structure. This problem potentially jeopardizes downstream homeowners during heavy rainfalls. Since this is a significant design issue, George will work with the engineering firm (Ehrhart-Griffin) to further define the magnitude of the problem, potential solutions and dollar cost estimates for construction in 2018. It was agreed that any 2016-2017 Ehrhart-Griffin involvement would have to be done at no expense to the Association.

# Briarwood Homes Association Inc.

---

## Detention Pond Grass Condition

Pond basin surface concerns/actions discussed: (1.) Problem: Mowing on steep banks is causing erosion. Action: It was decided that the steeper banks should not be mowed. Also, in the future, consideration will be given to other plantings on the slopes such as special grasses or flowers. (2.) Problem: Trash is being washed into the basin and mowed over. Action: It was decided that an effort will be made to reduce basin trash. A plea for neighbor help will be published in the Fall Newsletter. Also, Tom agreed to police the south basin occasionally. Jack will provide Tom a gate key. (3.) Problem: Lack of trimming around the fence lines. Action: It was decided to continue use of broadleaf grass killer on the fence line to prevent additional mowing/trimming expense.

## 4. Association Financial Reports

Treasurer, Jane Herrington, distributed the end of September 2016 Financial Statement. She reported a checking balance of \$12,697.32. This balance provides for final contracted payment of the South Pond construction (\$8,600). Following discussion of incomes and expenses Jack moved report approval with one change adding an Ehrhart-Griffin Engineering payment of \$1,400 to Outstanding Debt. Second by Tom. Motion Carried. The approved report will be posted to the Briarwood Website.

## 2016 Dues Collection Status

Janegave a report on 2016 dues and assessment collection. All payments have been received except for:

Kathol, Nicole 1506 Oran Circle	Miller, Nyle & Jolene (Partial Pay; no Special Assessment paid) 1415 Oran Drive
------------------------------------	--

Discussion revolved around how to prevent future dues non-pays. Treasurer, Jane Herrington submitted the following proposal.

## **2017 Proposed Dues Collection Procedure**

<u>What</u>	<u>When</u>	<u>Action(s)</u>
1. Letter #1	January 2	Owner payment due 2/15
2. Letter #2	February 28	If no payment received: Owner payment due 3/31; including a \$10 late charge
3. Certified Letter #3	March 31	If no payment received: Owner payment due 5/1; including a \$20 late charge Non-paying Owner name published on Briarwood Website
4. Certified Letter #4	May 1	If no payment received: Last resort letter; pay immediately based on Letter #3 (or) <b><u>EFFECTIVE 6/1</u></b> <ul style="list-style-type: none"><li>• Lien filed on Owners property</li><li>• \$35 dues still due</li><li>• + \$50 late charge</li><li>• + Cost of Lien filing</li><li>• + Cost of Attorney fees</li><li>• + Cost of other miscellaneous fees</li><li>• Non-paying Owner name published on Briarwood Website</li></ul>

Following discussion, it was decided that Jane would present this proposal at the October 25<sup>th</sup> Annual Member Meeting for Association approval.

# Briarwood Homes Association Inc.

---

## 2017 Dues Collection&Budget Proposal

Based on anticipated 2017 expenditures, the Board proposes a basic spending budget similar to 2016 with approximately \$5,500 base budget and \$2,000 construction budget (Total = +- \$7,500). To support this budget and to begin building up the reserve fund the Board will propose \$35 dues and \$15 Special Assessment. Tom proposed sending 2017 dues notices by email. It was agreed that any owner who authorized email dues notice would be sent an initial email dues notice and no US Mail notice. Tom agreed to post this announcement to the Briarwood Web and distribute an email notice to all Briarwood email recipients soliciting participation.

## 5. Fall Newsletter

The Fall Newsletter is ready to go. It will be sent out to Board members for final edit and finalized by 10/4. Jane will purge email recipients from the Owner's list and supply the email list to Tom. George will submit the final mailing list and Newsletter electronic version to Office Max for printing/addressing/folding 10/7. Jane will apply postage and mail out hard copies approximately October 15. Tom will send email copies the same day.

## 6. 2016 Annual Association Membership Meeting

The October 25<sup>th</sup> Annual Member Meeting agenda draft was reviewed and updated. Discussion was held concerning who would present information for each agenda item. Refreshments similar to last year have been ordered. Meeting notice street signs will be put out 10/15. Secretary, Marie Dollen has resigned her Board position due to family health reasons. Her position needs to be filled. Paul Gorache, a potential nominee for this position will be contacted by Jack. George and Jane, whose terms expire this year have agreed to run for another term.

<u>Board Member</u>	<u>Current Term</u>	<u>Up for Re-Election</u>
George Sawtelle	1/1/16 - 12/31/16	October 2016
Jane Herrington	1/1/16- 12/1/16	October 2016
Jack Weide	1/1/16 – 12-31/17	October 2017
Stephanie Harden	1/1/16 – 12/31/17	October 2017
Marie Dollen (OPEN)	1/1/16 – 12/31/18	October 2018

## 7. Architectural Committee

Tom reported no new Architecture Committee activity this period. Phil Epperson reported by email that the letter to remind owners that structural and landscape change must be communicated to and approved by the Architectural Committee prior to initiating a project was complete and ready for use. Please let Phil or an Architecture Committee member know if you see a project being started.

## 8. Other Old Business / New Business

None

## 9. Next Meeting(s)

Annual Board Meeting                      Tuesday, October 25, 2016, 7 p.m.  
Next Quarterly Board Meeting              Tuesday, January 10, 2017, 7 p.m.

## 10. Adjourn

There being no further business to come before the Board the meeting was adjourned at 8:45 p.m. Changes or additions to these meeting minutes should be submitted to Jack.

Respectfully Submitted,  
Jack Weide