

Briarwood Homes Association, Inc.
2020 Annual Member Meeting Minutes
Madison Avenue HyVee Community Room
October 13, 2020, 7:00 p.m.

1. Pre-Meeting Registration

Briarwood owner registration, name tags and meeting handouts were provided to all attendees by Mary Kay Quigley and Maralin Weide. Special accommodations for the COVID-19 Pandemic included required face coverings, hand sanitizer, social distance seating, and shared materials avoidance.

2. Meeting Welcome

The 2020 Briarwood Homes Annual Owner Business Meeting was called to order by President Tom Quigley at 7 p.m. with a welcome and statement of appreciation to those attending.

3. Board of Director Introductions

Association Board and Architecture Committee members were introduced by President Quigley: Vice President, Neal Buxcel; Treasurer, Stephanie Harden; Secretary, Jack Weide; Technical Advisor, George Sawtelle; Architecture Committee, Chris Circo (Chair); Delores DuBois (Not Present). Laurie LeMaster's mid-year resignation, due to health reasons, leaves one Board vacancy. President Quigley thanked the Board of Directors for their continued contributions during the past year. To date this year, all Board meetings have been conducted by way of ZOOM due to COVID-19.

4. Prior Meeting Minutes

Attention was called to the October 15, 2019 Annual Meeting minutes handout. A call for additions or corrections to the minutes was made by President Quigley. Hearing none, a motion to accept the minutes, as submitted, was made by Jane Herrington. Second by David Stroebele. Motion carried.

5. State of the Association Remarks

President Quigley provided "State of the Association" remarks:

- Attendees will be asked to approve current 2020 financial reports, next year's annual dues level and the 2021 Association budget.
- Major focus for this year was continued maintenance of the two 19-year-old water detention ponds.
- Problems with broken branches and infection necessitated removal of the large mulberry tree at the North Pond in May.
- Spruce trees at the South Pond were treated for webworm infestation with good results.
- Construction work on Greenview and State Orchard Road caused a lot of extra traffic in Briarwood. The Council Bluffs Police Department was helpful by installing signs and running several speed traps to keep traffic speed down.
- Covenant compliance remains a top priority. All owners are asked to send property modification requests to the Architectural Committee Chair (Chris Circo) when planning changes. Objective is to keep the neighborhood looking good. Briarwood is a very popular neighborhood. When a house is put up for sale it does not stay on the market long before it is sold. Thanks to all owners for properly maintaining their properties.
- Thanks to Treasurer, Stephanie Harden's persistence, all owners paid their 2020 annual dues.
- Continued emphasis is being placed on use of electronic media. It reduces stationary, printing and postage expense. Thanks to the cooperation of residents, the Association now has 155 email addresses out of 199 residents. If you have not already done so, provide yours today. It saves the Association money and provides an easy way to communicate information concerning the neighborhood (e.g., construction detours, early hours for garbage pick-up, etc.)
- The Board plans to continue communicating with owners by way of two Newsletters per year and conducting the Annual Meeting. The next Newsletter is scheduled to be published in mid-November. Emails and Facebook will continue to be used for communications throughout the year also.
- Unfortunately, due to COVID-19 this year's Neighborhood Garage Sale was cancelled. Fourteen households participated in the first Garage Sale last year. Next year, the plan is to hold the 2021 Garage Sale on Saturday, May 1st, the same Saturday as Forest Glen holds theirs.

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- The Board wishes more owners would attend the Association’s Annual Meeting each year. The Association works best when all owners are actively engaged.

6. Financial Report

2020 Financial Results-To-Date

Treasurer Stephanie Harden called attention to the Financial Report handout. The financial report ending September 30, 2020 reflects total income to date of \$11,533.00, total expense to date of \$4,702.43, estimated remaining 2020 expense of \$6,373.00, and an estimated 2020 ending cash reserve of \$9,488.56. All owners have paid their annual 2020 dues. Major detention pond work, a significant anticipated expense, has been held up by the City. Stephanie’s offer to field questions produced none.

2020 Dues Level

Treasurer Stephanie Harden called attention to the Briarwood Homes Association Five-Year Budget Plan. The plan is based on a 2021 annual dues level of \$60. For years, the Association was reactive and struggled to meet expense. Stephanie explained the 5-Year Budget Plan is an attempt to be proactive thereby allowing the Association to handle unexpected expenses and avoid special member assessments. The 5-year budget plan supports this objective. The Board recommends a \$60 dues level for 2021. Following discussion, a motion to accept the Board’s recommendation was made by Dave Stroebele. Second by Neal Buxcel. Motion carried.

2021 Budget

Treasurer, Stephanie Harden called attention to the 2021 proposed Operating Budget. The budget reflects total income of \$11,940.00 and is based on the approved annual dues level of \$60. The budget also reflects detailed expense estimates for expense categories (e.g., electricity, mowing, landscaping, insurance, pond improvements, maintenance contingency, etc.). Budget discussion included a question from Dan Cloyd as to the difference between expense categories “Retention Pond Improvements” and “Maintenance Contingency”. President Quigley explained the two categories were separated to facilitate planning and tracking of relatively minor pond area maintenance versus major construction improvements. Following further general discussion, a motion to accept the 2021 proposed Operating Budget, as submitted, was made by Jane Herrington. Second by Mary Kay Quigley. Motion carried.

7. Architecture Committee Report

Chris Circo, who replaced Laurie LeMaster, as Architecture Committee Chair mid-year shared that he was kind of new to the Committee having joined the Board only last year. He explained that the Committee works to keep the neighborhood in good shape and house values up. This work includes neighborhood security. The more people involved, the better. Besides security, the Committee has focused on fences, decks, and roofs with numerous review requests. Work continues on determining interest in a Briarwood Neighborhood Watch Program. An article in the Spring Newsletter explained more about this opportunity. It involves the Council Bluffs Police Department and can elevate the Police presence in the neighborhood. Things like use of the “Nextdoor Digest”, which can be available on cellphones, also help. Those interested in further exploring the Neighborhood Watch Program can contact Chris. There will be more about the Program in the Fall/Winter Briarwood Newsletter. During discussion, Dave Stroebele shared an idea concerning a Briarwood walking trail to connect Briarwood to the new Greenwood/State Orchard Road walking trail recently constructed by the city. The proposed trail would provide safe access to the city trail for youth going to the Greenwood swimming pool. Dave indicated that there might be a chance for a Briarwood/city of Council Bluffs joint effort project for such a trail. President Quigley indicated the Association is always interested in neighborhood improvements that benefit its residents and asked Dave to keep the Association informed. Dustin Audesmore asked about requirements for adding a new garage to his property. Following discussion, it was decided he should submit his plan to the Architecture Committee. Richard Mayer raised several questions regarding Association homes (roofing materials), yard care (landscaping) and fencing (style/color). He indicated he needs to replace a fence and has a “neighbor” who consistently does not care for his/her landscape. Indicating that it has been an on-going problem, he questioned how the Architecture Committee might help gain Covenant compliance by his neighbor. President Quigley asked that Richard submit a fencing plan. Also, additional information should be submitted to the Architecture Committee concerning the Covenant violations.

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8. Detention Pond Maintenance

George Sawtelle began by thanking the owners who help maintain the two Briarwood entrance signs: especially Dan and Dawn Cloyd for recently notifying him of the electrical repairs needed at the Gladbrook sign. He then called attention to the Detention Pond Maintenance handout and led a discussion concerning maintenance of the two (2) Detention Ponds. Starting with the North Pond, he explained work is needed around the inlet and outlet structure. Excessive soil has built up and caused standing water. He explained work at the North Pond is a priority. Large rock filled wire baskets (installed many years ago), designed to prevent erosion, have deteriorated, and need to be removed. Grading and surface materials (e.g., Flexamat and Turf Reinforcement (TRM)) need to be applied. All these efforts are designed to provide for proper drainage and to minimize erosion. President Quigley interjected that the Association often finds it difficult to hire contractors due to our projects relatively small size. Work at the South Pond has been interrupted by the city. The major 2014 rainstorm exposed the lack of footings and separated concrete pipe sections at the Tipton inlet site. New footings have since been installed. The Association's objective is to minimize standing water in the pond basin. However, to minimize standing water, due to inadequate basin slope, the inlet pipe(s) need to be shortened and raised. (Note: the inlet pipe structure is a city responsibility.) The city continues to take the position that a Splash Pool/Scour Hole (e.g., standing water) is a typical design, though undesirable option because it creates an environment for algae and mosquitos. For now, the Association is taking a "go-slow" approach to further South Pond construction as different solutions are considered.

9. Board of Director's Election

Tom Quigley advised the group that three Board member terms will expire at the end of 2020 (Delores DuBois, Jack Weide, Tom Quigley). There are also two vacant positions (Laurie LeMaster and George Sawtelle; both resigning due to health). Delores DuBois has said she will be leaving the Board at the end of the year. Jack Weide and Tom Quigley have agreed to stay on the Board if re-elected. President Quigley expressed appreciation to Delores and Laurie for their past contributions, especially, for their door-to-door work identifying new residents and obtaining email addresses which have substantially reduced Association expense. He also expressed appreciation to George for all his years work on the Board, especially on the Detention Ponds and Entrance Signs.

The Chair opened nominations with the names (1.) Phil Taylor, (2.) Tom Quigley and (3.) Jack Weide. Other nominations were called. With no further nominations from the floor being heard, nominations were declared closed. The vote was called. Phil, Tom, and Jack were unanimously elected. President Quigley reminded the group that two Board positions remain open and urgently need to be filled.

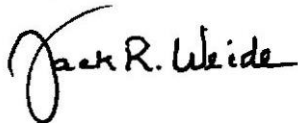
10. New Business

None

11. Adjourn

With no further business to come before the group the meeting was adjourned at 7:45 p.m.

Respectfully Submitted,



Secretary,
Briarwood Homes Association, Inc.