

# Briarwood Homes Association, Inc.

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## Board of Directors Meeting Minutes January 14, 2021, 6:30 p.m.

Attending: Buxcel, Neal  
Circo, Chris  
Quigley, Tom  
Taylor, Phil  
Weide, Jack

Not Attending: Harden, Stephanie  
Ring, Lee

### 1. Welcome/Quorum

President Quigley convened the 1<sup>st</sup> quarter 2021 Board meeting at 6:30 p.m. by way of Zoom video conferencing. Quorum present. Handouts for the meeting had been previously distributed via email. New Board Member Phil Taylor was welcomed. Lee Ring (...not in attendance) was nominated by Tom Quigley for Architecture Committee membership. The nomination was unanimously approved by the Board. Phil Taylor asked if Board meetings were open to all Association owners. Tom Quigley answered that they were open with some space limitations when meetings are held in Board members homes.

### 2. Prior Meeting Minutes Review/Approval

President Quigley called for approval of the October 13, 2020 Annual Owner meeting minutes. Motion to approve, as submitted, by Jack Weide. Second by Neal Buxcel. Motion passed 5-0.

### 3. Financial Review/Approval

- 2021 Owner Dues Status

Treasurer Stephanie Harden was unable to attend. President Quigley indicated he did not have an exact count of the number of owners who have paid 2021 dues. He said it was around seventy (...post meeting input established the number at 88). The second dues reminder letter will be sent out in February to those owners who have not yet paid.

- End of Year Financial Report

President Quigley called attention to the 2020 end of year Financial Report. Report discussion confirmed that the report covered the period 01/01/20 through 12/31/20, even though the report indicated it covered only 75% of the year. The group also talked about 2020 PayPal fee results. In 2020, the PayPal fees charged to the Association exceeded those reimbursed by owners paying dues by PayPal. Electronic PayPal payment capability is offered as a member convenience and is not intended to be subsidized by the Association. In 2020, even though the deficit was only a few dollars, the Association policy is that no deficit should be incurred and the net, for fee payment vs. fee reimbursement, should be zero or as close to zero as possible. Considering late payment penalties and increasing annual dues, it was proposed the current \$2.00 flat rate PayPal user fee be adjusted to make it "break even". President Quigley will investigate. Motion to approve the financial report by Jack Weide. Second by Tom Quigley. Motion passed 5-0.

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## 4. 2021 Board Elections

After reviewing the current slate of officers, President Quigley moved to accept all current officers by Acclamation Consent for the 2021 term. Acclamation unanimously approved.

### 2021 Association Officer Election Results

President	Tom Quigley
Vice-President	Neal Buxcel
Treasurer	Stephanie Harden
Secretary	Jack Weide

## 5. Detention Ponds

- South Pond

Minimal work is planned for 2021. Except for the Flexamat on the lower basin surface, it is expected that most of the pond will be mowable this year; perhaps at a raised cutting height. Some lower basin contour shaping, filling of low spots, and rock removal may facilitate increased mowable area.

- North Pond

This year's pond work will be concentrated on the North Pond. The south end of the pond needs to be cleared of excess material, the basin profile needs to be shaped to permit full drainage without restricting flow, and grass or appropriate erosion control materials need to be applied. Where it can be easily maintained, the design should include grass covering. Chris Circo suggested that the documented work specifications be provided to contractor(s) asking for their recommendation on how to proceed. Following discussion, it was agreed that Tom Quigley will contact the Association's most recent pond contractor (Blu Wahle) to check on his availability for work during the 2021 season. If Wahle is available, a project bid will be requested.

## 6. 2021 Mowing/Fertilization Contract

This summer's mowing and fertilization work was discussed. Last year's contract was reviewed. Contact with last year's contractor, Pinnacle Lawns, indicates they are willing to maintain the same rates as last year on mowing with only a slight increase on fertilization/weed control: mowing \$70/occurrence, special trim \$20/occurrence, fertilization and weed control \$5 treatment increase to \$465.45. Based on Pinnacle's past performance and pricing, it was recommended that Pinnacle be retained for the 2021 season. Motion to approve by Chris Circo. Second by Neal Buxcel. Motion passed 5-0.

## 7. Mole Control (South Pond)

Moles have been a serious problem at the South Pond. As an emergency measure, Gary's Mole Control, was hired to eliminate/reduce the problem. The control measures, which worked, required four applications costing \$217.22. President Quigley requested this expenditure be approved "after-the-fact". Motion to approve by Jack Weide. Second by Phil Taylor. Motion passed 5-0.

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## 8. Administration

- 2020 Association Tax Reporting  
Stephanie Harden is preparing and submitting Form 1099's (Contractor Payments).  
Tom Quigley has prepared and submitted Iowa Form 1120-H and Federal Form 1120-H.
- The HyVee Community Room has been reserved for the October 12, 2021 Annual Owner Meeting.
- The Briarwood Neighborhood Garage Sale is scheduled for May 1, 2021. Neal Buxcel will coordinate this common date with Forest Glen representative(s).
- The 2021 Briarwood Newsletter publication dates are: Spring/Summer – June 1, Fall/Winter – October 21. Tom Quigley will prepare a list of topics to be included and a publication schedule. Let Tom know of any articles that you wish included.
- 2021 Board Meeting Dates are April 8, July 8, October 7 (...if needed) and the Annual Owner Meeting is October 12.

## 9. Architecture Committee Report

Chris Circo indicated there was nothing to report.

## 10. New Business

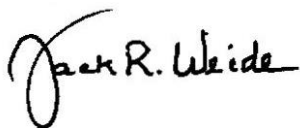
The Board is currently one member short. Following discussion, it was agreed an additional Board member should be actively sought to fill the vacancy. Tom Quigley indicated another member **solicitation** letter could be sent out asking for volunteers. Chris Circo suggested providing incentives to encourage owners to join the Board; one idea would be to exempt Board members from annual Briarwood Membership dues. Phil Taylor volunteered to take on the Governance Position for new member recruiting and Board succession planning. His idea was well received. Tom Quigley requested that Phil Taylor document his thoughts, including possible incentives, and share them with other Board members.

## Adjourn

There being no further business to come before the Board the meeting was adjourned at 7:10 p.m.

*(Note: The Zoom video call terminated just prior to completing the New Business discussion.)*

Respectfully Submitted,



Secretary of the Board,  
Briarwood Homes Association, Inc.