

Briarwood Community Association  
Board of Directors Meeting  
December 9th, 2024, 7:00pm, 4216 Catalina Dr.

MEETING MINUTES

Board Members in attendance: Dan Dunbar, Megan Hensley, Melissa Hickam, Steve Koger, Kathy Sanders, and Jennifer Wamelink

**I. Call to Order, 7:05 p.m.**

Hensley called the meeting to order at 7:05 p.m.

**II. Homeowner's comments** – no additional homeowners in attendance

**III. Minutes**

The November 2024 minutes were reviewed and approved unanimously with two edits. Dunbar moved to approve, Koger seconded.

**IV. Treasurer Report**

The Board reviewed the monthly financial reports. There was discussion about the timing and estimates for the Turfmasters bill. The bill should be paid in fiscal 2024.

**V. Old Business**

- a. **Roof Replacement request 400 Pasadena.** The roof will be the same shingle color as current roof. The Board voted on this project by email on 11/27 and affirmed that vote in this meeting. Sanders moved to approve, Koger seconded. Motion passed: 6 in favor, 2 abstentions.
- b. **Front steps project at 413 Vine.** Homeowner proposes replacing current wood front steps with concrete. The Board voted on this project by email on 11/16 and 11/27 and affirmed that vote in this meeting. Brougner moved to approve. Koger seconded. Motion approved unanimously.
- c. **Neighborhood paint palette plan for notifying neighbors.** The Board decided to put it in Rules and Regulations document. Wamelink will draft text.
- d. **Insurance quotes.** There was additional discussion regarding the quotes received for insurance. Hensley moved to approve the Auto Owners bid. Dunbar seconded. Motion approved unanimously. Hickam will follow up with the companies.
- e. **Update on HOA document rules and regulations document**  
Koger and Dan provided an update. A few details need to be finalized. Their committee will meet and bring a final document to the January 9, 2025 meeting.
- f. **Language review for annual invoice.** The Board reviewed the draft invoice and provided suggestions for edit. The Board confirmed the late fee policy from the Covenant and By-Laws documents: Late fee assessed as 10% of amount owed.

Interest is calculated monthly and the current rate of default rate of interest is 18%.

**VI. New Business**

- a. **Tree lighting ceremony** was nice and fairly well attended given the weather. Thank you to Bob and Jan Topping for hosting a wonderful experience.

**VII. Property Manager report**

- a. **Annual Invoice.** Hickam presented a draft of the annual invoice that was discussed in New Business.
- b. **Front of fence maintenance update.** Hickam provided an update on the front of fence bed maintenance project. The full trenching, mulching, and bulb dig-up is completed on Briarwood. Regular fall clean-up occurred elsewhere.
- c. **Corporate Transparency registration** – Hickam advised the group on the current status of the legislation. An injunction has been ordered in Texas. Koger moved to hold on further action/registration. Wamelink seconded. The motion passed by unanimous vote. Home inspections report

VIII. **Next Meeting** – January 13, 2025, at 7pm at 7216 Catalina.

IX. **Review of action items** – (keep these in minutes?)

**X. Adjournment**

Sanders motioned to adjourn at 8:20 p.m. Dunbar seconded. Motion passed. Unanimous.

Respectfully submitted by Jennifer Wamelink, Board Secretary

Approved 1-13-2025