

Briarwood Community Association  
Board of Directors Meeting  
January 13, 2025, 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, 7:04 p.m.**

Hensley called the meeting to order at 7:04 p.m.

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

**III. Minutes**

The December 2024 minutes were reviewed and approved unanimously, following a motion from Sanders, seconded by Scruggs.

**IV. Treasurer Report**

The Board reviewed the monthly financial reports. Hickam shared that the Turfmasters bill has not been received. We have received the year end report. Feedback was provided to Hickam and Sanders on the Dues report, it currently alphabetizes by first name and the Board would like that to be different if possible. Also include columns for late fees and interest.

**V. Old Business**

- a. **Rules and Regulation document.** The Board discussed the current draft of the Rules and Regulations document. Koger and Wamelink will merge all changes into a final document. This document will be voted on in the February meeting.

**VI. New Business**

**a. Online payments**

There was discussion about the online payments option offered for annual membership dues and concern it was not as user-friendly as would be ideal, and there is cost to the Association and the individual members for this option. The Board will revisit this topic as we plan for the 2026 budget to evaluate its utility and effectiveness.

**b. 2025 priorities**

The Board discussed priorities for the upcoming year. Completion of the front of fence beds project is a priority. Completing and sharing the rules & regulations document, determination and communication out of regarding a sustainable and responsible snow removal plan

- c. **Snow removal.** The Board discussed the extraordinary effort put forth by Bob Topping and the snow removal committee. Dunbar moved allocating \$100 from

Association funds to purchase a gift of thank you for Topping. Koger seconded.  
The motion passed unanimously.

**VII. Property Manager report**

Hickam requested the Board determine whether the Association should pay for Insurance in one annual payment. Sanders moved to pay for the full year and Scruggs seconded. The motion passed unanimously.

**VIII. Next Meeting** – February 10, 2025, at 7pm at 7216 Catalina.

**IX. Review of action items**

**X. Adjournment** – Meeting adjourned at 8:45 p.m.

Respectfully submitted by Jennifer Wamelink, Board Secretary