

Briarwood Community Association  
Board of Directors Meeting  
April 14, 2025 7:00pm 4216 Catalina Dr.

MEETING MINUTES

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

- I. **Call to Order** – Hensley called the meeting to order at 7:07 p.m.
- II. **Record of attendance** – Wamelink confirmed attendance.
- III. **Homeowner's comments**
  - a. Snow removal comments from Jon Becker – Jon Becker did not attend. Hensley read comments provided in writing. There is a request for additional snow removal equipment. Hensley will follow-up with Bob Topping.
  - b. Traffic on private drive Amy Brougher – Brougher raised concerns about continued traffic on the private drive, despite in person conversations with repeat offenders. Sanders and Brougher brought results of research in city records regarding the private drive. There is an easement for pedestrian traffic and emergency vehicles. Wamelink will create a notice that can be posted on Facebook and at the postal center. Evaluate at next meeting.
  - c. Sanders shared a neighbor comment it took a long time to communicate approval on paint. The Board reviewed and determined that review of projects outside of scheduled meetings is challenging and that voting should happen in posted meetings. The Board is not large enough for a separate Design Review Committee. The meeting agenda is set the Wednesday prior to the monthly meeting. This topic should be on the agenda for discussion for Annual Meeting. Hickam should use this timeline in future conversations with neighbors about projects.
- IV. **Minutes**
  - a. Review and approve March 2025 minutes – Following a motion to approve by Brougher, seconded by Koger, the March minutes were approved.
- V. **Treasurer Report**

An April report was not available prior to the meeting due to the Accountant being in high tax season. Sanders reviewed recent payments for the Board. There is sufficient funding to continue with front of fence bed repair.
- VI. **Old Business**

- a. Update on HOA document rules and regs document distribution. The final document was reviewed. Wamelink also shared a drafted Notice for inclusion with a mailing to each property owner. Hickam will mail the documents out and then post to the website.
- b. Posting of garage sale (May 31<sup>st</sup>). Wamelink and Hensley will post the garage sale notice. Wamelink included text in the April newsletter.
- c. Affirm the vote on the paint colors –Sanders introduced a motion to approve the Sherwin Williams recommended paint colors for vinyl siding for 408 Pasadena. Brouger seconded that motion and it was unanimously approved.

**VII. New Business**

- a. Koger resigned from the Board due to the sale of his house and upcoming move.

**VIII. Property Manager report**

- a. Home inspections report – The Board reviewed the report. Trash can compliance is the dominant theme for this month.

**IX. Next Meeting** – May 12, 2025 7pm at 4216 Catalina. Sanders will be absent.

**X. Review of action items**

**XI. Adjourn** – Following an unanimously supported motion, the meeting adjourned at 8:26 pm.

Respectfully submitted by Jennifer Wamelink, secretary

Approved 5-12-25