

Briarwood Community Association
Board of Directors Meeting
May 12, 2025 7:00pm 4216 Catalina Dr.

MEETING MINUTES

Board members in attendance: Amy Brougher, Dan Dunbar, Megan Hensley, Melissa Hickam, Lena Scruggs, and Jennifer Wamelink

- I. **Call to Order** – Hensley called the meeting to order at 7:08 p.m.
- II. **Record of attendance** – Wamelink recorded attendance.
- III. **Homeowner's comments**
 - a. Snow removal direction discussion. Due to the maintenance needs of additional equipment and historical snow patterns, the Board declined to purchase additional snow removal equipment at this time. Snow removal expectations should be discussed at the annual meeting.
 - b. Sign request from Bob Topping – Topping requested to post a Monarch Watch sign on the fence on the southern side of his property. The Board looked at the sign prior to the meeting. Brougher motioned to approve the presence of the sign and Scruggs seconded. The motion passed with unanimous approval.
- IV. **Minutes**

The Board reviewed the April 2025 minutes. They were unanimously approved following a motion from Scruggs, seconded by Brougher.
- V. **Treasurer Report**

The Board reviewed the new Aging Summary report options. Hickam reported that late dues notices have been sent out to 5 properties. Only one property is more than 30 days behind. Late charges are being communicated in the invoices.
- VI. **Old Business**
 - a. Private Drive – The Board discussed the ongoing concern with traffic on the private drive. There has been some improvement. Hickam reach out to Briarwood Apartments. Wamelink will post the notice at Postal Center.
 - b. Garage sale. Signage has been posted at the Postal Center. Hensley will purchase new garage sale signs since the previous ones were damaged last year.
- VII. **New Business**
 - a. Welcome to new neighbors – Hickam sent welcome letter. Hensley will drop off flowers/plant.

- VIII. **Property Manager report** – Board discussed the report.
 - a. Home inspections report was reviewed. Hickam will initiate a violation letter for one property.

- IX. **Next Meeting** – June 9, 2025 7 p.m.

- X. **Review of action items** – the Board reviewed individual action items for the upcoming month.

- XI. **Adjournment** – Wamelink moved to adjourn, seconded by Hensley, and unanimously approved at 8:11 p.m.

Respectfully submitted by Jennifer Wamelink, secretary.

Approved 6-9-25