

Briarwood Community Association
Board of Directors Meeting
June 9, 2025 7:00pm 4216 Catalina Dr.

MEETING MINUTES

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

- I. **Call to Order** -Hensley called the meeting to order at 7:11 p.m.
- II. **Record of attendance** – Wamelink recorded attendance
- III. **Homeowner’s comments**
 - a. Hickam shared feedback on the mulching and front of fence bed clean-up. Hickam received both positive and negative feedback on the work, the negative feedback was regarding impact to plants added by a homeowner. One small section on Briarwood didn’t get completed. Hickam will follow-up.
- IV. **Minutes**

The Board reviewed the May 2025 minutes. They were unanimously approved following a motion from Brougher, seconded by Sanders.
- V. **Treasurer Report** – There was Board discussion regarding the new Aging Summary report. Hickam and Hensley also shared an update regarding an unexpected expense for tree removal at the park.
- VI. **Old Business**
 - a. The ongoing mulching project has been completed.
- VII. **New Business**
 - a. Design Review Committee request - Hickam presented a design review committee request from 413 Vine for roof mounted air vents. After brief discussion, Wamelink moved to approve the vents. Brougher seconded the motion. Motion passed unanimously.
 - b. Violations letter – The Board discussed a draft violation letter template. Wamelink will design letterhead options. Dunbar presented a motion to approve the template. Wamelink seconded. Hickam will bring letter drafts to next meeting.
- VIII. **Property Manager report**
 - a. Home inspections report – Hickam presented report. Concerns for a few observed violations. Hickam will draft violation letters and bring to the next meeting for review.

- IX. **Next Meeting** – July 7, 4224 Catalina Drive. Due to Board vacation conflicts, the Board will meet on the first Monday of July at the Wamelink house.
- X. **Review of action items**- the Board reviewed action items for the month.
- XI. **Adjourn** – Wamelink moved to adjourn at 8:02 p.m. Dunbar seconded the motion. The Board adjourned following unanimously supported motion.

Respectfully submitted by Jennifer Wamelink, secretary.