

**BRIARWOOD COMMUNITY ASSOCIATION ANNUAL MEETING**  
**September 7, 2025, 6:00 pm Near Postal Center**  
**MINUTES**

**Call to Order** – Megan Hensley, President, called the meeting to order at 6:03 p.m.

**Introductions** – The meeting began with group introductions. A contact list was circulated for updated/correct contact information.

**Review and Approval for Minutes of Last Annual Meeting** – the minutes for the 2024 meeting were approved unanimously following a motion made by Dan Dunbar, seconded by Heath Schmidt.

**Treasurer’s Report** Kathy Sanders, Treasurer, presented the following financial reports.

2024 Balance Sheet (Assets, Liabilities and Equity)

2024 Profit and Loss (Income & Expense totals)

2025 Balance Sheet (as of August 31, 2025)

2025 Profit and Loss (as of August 31, 2025)

2026 Proposed Budget

Hensley reminded the group that the Board hires a paid accountant to assist with maintaining records, receiving income, paying bills, and filing taxes. Hensley also pointed out that 4<sup>th</sup> Quarter Dues have yet to be due for this current year. Sanders addressed the higher lawn & landscape expenses by explaining we’ve had added expenses with the park, including the removal of a tree. More money also has been spent maintaining the front of fence beds. Questions were asked about insurance and what it covers. Property Manager Melissa Hickam explained it is for commonly held property, general liability insurance, and Director and Officer coverage. Following a question, Hickam stated that only two homes were currently past due and clarified that late fees and penalties have resumed, following a pause in 2024.

Hensley presented the 2026 Proposed Budget. Questions were asked about snow removal and funding for capital projects, such as repair of the Briarwood sign. Hensley reported that no dues increase was being sought. The Board will vote on the budget in the October meeting. It is posted at the Postal Center. Neighbors are welcome to submit questions and/or concerns prior to the October meeting for consideration.

**President’s Report**

Hensley, welcomed new homeowners and expressed appreciation to Board members. She thanked Steve Koger, who departed in March, and Kathy Sanders and Lena Scruggs who will step off the Board. She also expressed appreciation for Melissa Hickam, in her role with property management. Hensley further highlighted the community events of the Halloween

Parade, the Hot Chocolate Party and Tree Lighting that had been held at the Topping house on Pasadena, and the annual garage sale. Hensley invited participation and ideas for future events.

### **Property Manager's Report**

Melissa Hickam introduced herself. She explained, as Property Manager she assists the Board with an accurate contact list for all homeowners, conducts regular walk and drive throughs of Briarwood for early identification of potential issues, coordinates with homeowners on projects requiring approvals through the Design Review committee, and addresses a few compliance issues with the City Code and the Covenant document. Hickam shared some common pitfalls for homeowners. Signs should be limited to alarm signs, realtor signs, student recognition signs, and election signs in accordance with limits around Election Day. Contractor signs, promoting work being done on a property, may be posted for 30 days. Hickam also mentioned that waste containers should be stored in a manner to not be visible from the front-center of the property. Hickam also indicated that street parking should happen in the curb-cuts only, which followed a lengthy discussion about long-term visitor parking and ended Hickam's report.

### **Old Business**

**Front of Fence Maintenance** – Hensley provided a quick review of the front of fence project the Board began in Fall 2024. Over a period of time, Turfmasters worked on refreshing the beds by removing old mulch and debris, taking the top layer down, and laying down fresh mulch. Turfmasters recommends the Board consider a restart from scratch. The iris have not been consistently divided and are now considerably overgrown. Soon Turfmasters will do their fall clean-up, which involves cutting plants down and removing debris. Typically, that work is delayed until the fall leaves are down, to minimize repeat trips. The Board will seek bids for this work and general lawn and landscape services. Hickam is open to receiving recommendations for companies or individuals to be given the opportunity to bid.

**Rules and Regulations** – Dan Dunbar, Vice President, discussed the Rules and Regulations document, the Board's attempt to summarize the neighborhood rules contained with the Covenant, most of which can be found in Exhibit C. The Covenant allows for the creation of such a document. This document has been mailed to all homeowners and is available on the website. A mechanism for enforcement, through fines, has been developed and is outlined in the document. The Board has begun sending out violation letters. You'll observe in the Rules there is opportunity for homeowners to correct and discuss concerns, well before fines are applied.

### **New Business**

#### **HOA Responsibilities**

Dunbar clarified the boundaries of HOA and individual homeowner responsibilities with relation to snow removal, sidewalk maintenance, and the white picket fencing that lines the front of the properties.

Snow removal currently is done by a volunteer committee, so while we appreciate the group and their efforts, it is important that homeowners understand the voluntary nature of the work. The group will begin with the areas for which we do have responsibility, which are the

alleys, the postal center, and the park. Sidewalks and driveways are the responsibility of the homeowner. The volunteer committee has extended their volunteer capacity and work to include our individual driveways and sidewalks; but, their generosity of time should not be something upon which we should always depend or expect. Currently, there is no plan for the committee to change this approach. Additional volunteers are welcomed and interested parties should email the board.

For many years the HOA has paid for minor concrete repairs to individual sidewalks. Again, the HOA is responsible for the alleys and the walks at the park and postal center. Sidewalks are the responsibility of individual homeowners. The HOA currently will not pay for sidewalk improvements and repairs. Should the membership wish to further discuss that approach and the budgetary and liability implications of the decision, it may be raised as a question for the Board to consider.

The white picket fencing is a requirement of the Covenant but the responsibility of the individual homeowners. The exact fence we have is no longer manufactured. The Board approved a fence from AAA fencing to be used moving forward. That fencing can be viewed in front of the newly constructed home on Pasadena. Replacement and repair are the responsibility of the individual homeowners.

Hensley also clarified that the original plantings for the front of fence beds are the irises, sedum, and Russian Sage. Any other plantings are the responsibility of individual homeowners.

### **Next Priorities**

Jennifer Wamelink, Board secretary, sought suggestions for priorities for the Board for this upcoming year. Suggestions were: repair/replacement to the front sign, plantings in the front bed, especially the tall grass blocking the street view, weeds and maintenance of the front of fence beds, clarity on parking, clear communication in advance of winter weather events regarding street parking and the impact on city plows, a Community Bulletin Board for open posting, and accountability for properties with poor landscape upkeep and overgrown plantings/weeds.

### **Nomination and Election of the Board**

Hensley announced that the Board needs three new members with the departures of Steve Koger, Kathy Sanders and Lena Scruggs. Nancy Wiebe self-nominated, seconded by Amy Brougher. Sanders nominated Joe Berger, seconded by Jennifer Wamelink and Sanders nominated Heath Schmidt, seconded by Jennifer Wamelink. All three candidates were elected by unanimous vote.

**Neighbor Comments and Announcements-** A question was asked about cameras at the postal center. The Board had considered and dismissed this option a few years ago. Appreciation was expressed for Dan Dunbar, who recently power-washed the postal center. Neighbors shared that two coyotes are seen in the neighborhood routinely.

**Ratification Motion** Jon Becker moved that the acts of the officers and director of the Briarwood Community Association since the last annual meeting were and are the action of the Briarwood Community Association. Amy Brougher seconded the motion. Motion passed unanimously.

**Adjournment** – Kim Mandle motioned to adjourn, seconded by Dan Carey. The meeting adjourned at approximately 7:30 p.m.

Respectfully submitted by Jennifer Wamelink, Secretary

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