

Briarwood Community Association
Board of Directors Meeting
August 11, 2025, 7:00pm 400 Pasadena Drive

MEETING MINUTES

Board members in attendance: Dan Dunbar, Melissa Hickam, Kathy Sanders, Lena Scruggs, and Jennifer Wamelink

- I. **Call to Order** – Dunbar called the meeting to order at 7:07 p.m.
- II. **Record of attendance** – Wamelink recorded attendance.
- III. **Homeowner’s comments**
We have received email communication regarding Midco work being done around the neighborhood and damage in a homeowners yard. Hickam responded to the concern. Midco is the appropriate contact.
- IV. **Minutes**
The Board reviewed the July 2025 minutes. They were unanimously approved with one typo correction following a motion from Sanders, seconded by Dunbar.
- V. **Treasurer Report**
Sanders presented reports. Turfmasters has been paid. Prairie Enterprises does the landscape work at park. There was discussion about bids for next fiscal year and clarification of areas of community responsibility.
- VI. **Old Business**
 - a. Welcome gift – Welcome letter has been sent. Hickam will get a plant or flowers. Budget amount was confirmed.
 - b. Annual Meeting Notice and proposed budget – Hensley posted the notice of the annual meeting and the proposed budget on 8-6-25.
- VII. **New Business**
 - a. Design Review Committee - Front Door Request from 405 Pasadena. The Board reviewed the proposal in advance of the meeting. Wamelink moved to approve the request, Sanders seconded. Unanimous approval of those present, plus Brougner had emailed in her affirmative vote.
 - b. Design Review Committee - Paint color request for 421/423 Pasadena Drive. Prior to the meeting, the board reviewed a paint color request for these properties. Colors selected were off the approved color palettes from Sherwin-Williams. The Board affirmed the unanimous email vote to approve the paint colors following a motion from Sanders, seconded by Wamelink.

- c. Annual Meeting preparation
 - i. The agenda was reviewed.
 - ii. Additional notice will be delivered to each door by Wamelink.
 - iii. Set-up plan – begin set-up at 5pm. Dunbar will set up tables and bring a cooler of beverages, Scruggs will get sandwiches, Hensley could bring cookies, Wamelink will try to get a portable P.A. system.
 - iv. Scruggs and Sanders confirmed their intent to leave the Board.

VIII. Property Manager report

- a. Home inspections report – Hickam reviewed.
 - i. Violation notice update – Hickam shared that 1st notices have been sent, resulting in response from at least one property owner.
 - ii. New violations and 2nd letters. Hickam provided an update.
 - iii. Hickam has created an Excel file to help keep track.

IX. **Next Meeting** – The next meeting is the Annual Meeting on September 7 at 6:00 p.m.

X. Review of action items

Action items for August were identified and assigned.

XI. **Adjourn** – The meeting adjourned at 8:08 p.m. following a motion from Sanders seconded by Scruggs.

Respectfully submitted by Jennifer Wamelink, Secretary

Approved 10-6-25