

Briarwood Community Association  
Board of Directors Meeting  
October 6, 2025 7:00pm 4224 Catalina Dr.

MEETING MINUTES

Board members in attendance: Amy Brougher, Joe Berger, Megan Hensley, Melissa Hickam, and Heath Schmidt, Jennifer Wamelink, Nancy Wiebe

Others: Mike Miley

- I. **Call to Order** – Hensley called meeting to order at 7:01 p.m.
- II. **Record of attendance:** Wamelink recorded attendance.
- III. **Homeowner's comments**

Mike Miley from 416 Vine attended to present a request for exterior paint colors. The colors were selected in late winter, February or March, when a bid and contract for the work was signed. The colors were selected prior to the new Rules and Regulations document which has an approved color palette. The selected colors are muted and similar to the historical craftsman look.

Wamelink presented a motion to approve the colors selected, since they were selected prior to the publication of the approved palette. Brougher seconded. 6 affirmative votes, 1 opposed. 1 vote was communicated by proxy. Motion passed.
- IV. **Minutes**
  - a. The Board reviewed the August 2025 minutes. They were unanimously approved following a motion from Wamelink, seconded by Hensley.
  - b. The Board reviewed a draft of the September Annual Meeting minutes. A few recommendations for correction were made. The Board decided to post a draft on the website. These minutes will be reviewed and approved at the 2026 Annual Meeting.
- V. **Treasurer Report** – Melissa presented the financials, in lieu of an active Treasurer present. There was discussion about 4<sup>th</sup> Quarter dues and outstanding accounts. The Board requested Hickam reach out to at minimum two attorneys for their pricing structures for representing the HOA in a process to place a lien on properties more than 12 months past due.
- VI. **Old Business**
  - a. 2026 Budget  
No comments received. Wiebe presented a motion to approve the 2026 Budget as drafted. Brougher seconded. 6 Affirmative votes. Motion Passed.

b. Violation notices

The Rules and Regulations document has been physically mailed to all property owners and notice provided the Board intends to vote upon and enact the rules. Some comments and questions have been received about parking restrictions and garage door expectations. Wamelink presented a motion to approve the Rules and Regulations as drafted and shared. Berger seconded. 6 Affirmative Votes. Motion Passed.

**VII. New Business**

a. Annual meeting action items/requests – discussion about the priorities.

Three clear priorities were identified: front of fence bed maintenance, concrete repair planning, and a community bulletin board.

b. Halloween parade notice – Hensley will post the Halloween Parade notice at map at the Postal Center.

c. Holiday hot chocolate gathering planning

The Board established a tentative date of December 14, 3:00 – 5:00 p.m. Location to be determined at November meeting.

d. Election officers for 2026

i. President – Dan Dunbar – nominated by Berger, seconded by Wamelink

ii. VP – Megan Hensley – nominated by Brougher, seconded by Wiebe seconded

iii. Secretary – Amy Brougher, nominated by Wamelink, seconded by Hensley seconded

iv. Treasurer – Joe Berger, nominated by Wamelink, Joe, seconded by Brougher

Slate of officer unanimously approved.

**VIII. Property Manager report**

Hickam presented her monthly report and inspection report. She is tracking commercial signs for the 30 day time restriction.

**IX. Next Meeting** – November 10, 2025, 7:00pm at 409 Vine

**X. Adjourn** – meeting adjourned at 8:26 p.m. following a motion from Hensley, seconded by Schmidt

Respectfully submitted by Jennifer Wamelink, Secretary

Approved 11-10-25