

Briarwood Community Association
Board of Directors Meeting
December 8, 2025, 7:00pm

MEETING MINUTES

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

Others:

- I. **Call to Order** – Dunbar called meeting to order at 7:10 p.m.
- II. **Record of attendance:** Wamelink recorded attendance. Quorum achieved.
- III. **Homeowner's comments**
None provided.
- IV. **Minutes** - The Board reviewed the November 2025 minutes. Brougner was not present. Wamelink made a motion to table to review and approval of the minutes until the January 2026 meeting. Hensley seconded. The motion passed unanimously.
- V. **Treasurer Report** – Berger presented the report. The Board reviewed the A/R Aging Summary, taking note of homeowners currently past due. There were questions for Hickam as to how those debts are reflected in the invoices for 2026. At the time of the meeting, the Board spent \$1,200 more than budgeted for lawn/landscaping. T overage can be covered with savings in other budget lines. The Board agreed that reviewing options for lawn and landscape needs should be an early focus for 2026.
- VI. **Property Manager report**
Hickam presented her monthly report and inspection report. Third notice of violations have been sent to two properties. Violation fines will be added to invoices sent by accountant. The 2026 Budget is posted on the website and the flyer for the holiday party has been emailed to all homeowners. The Board discussed next steps for ongoing concerns observed during monthly inspection.
- VII. **Old Business**
 - a. Review HOA demand letter – Hickam presented a draft of a letter that could be sent to homeowners prior to the Board engaging with the attorney. Its purpose is to solicit compliance and cooperation internally before hiring counsel. The Board provided feedback and edit, so the letter is ready to use as needed.
 - b. Bulletin Board/Postal Center display – Schmidt will look at the display and make effort to clean the plexiglass. The Board will review this action item again in January.

c. Holiday Party – it's Sunday. The Board reviewed the plan for the event.

VIII. New Business

- a. Annual Dues – invoices will go out by December 15. The Board provided feedback on the invoice template to clarify past due balances are due immediately.
- b. Landscaping RFP – there was discussion about moving forward with proposals for lawn/landscaping. Hickam requested suggestions for companies to receive invitation for bid. The Board clarified items for inclusion in the RFP.

IX. **Next Meeting** – January 12, 2026, 7:00 p.m., 4224 Catalina (Wamelink house)

X. **Adjourn** – meeting adjourned at 8:16 p.m. following a motion from Wamelink, seconded by Berger

Respectfully submitted by Jennifer Wamelink, Board Member

Approved 1-12-26