

Briarwood Community Association  
Board of Directors Meeting  
November 10, 2025 7:00pm 409 Vine Dr.

MEETING MINUTES

- I. **Call to Order** – Dunbar called meeting to order at 7:07 p.m.
- II. **Record of attendance:**
  - a. Board members in attendance: Amy Brougher, Joe Berger, Heath Schmidt, Jennifer Wamelink, Nancy Wiebe, Dan Dunbar, Melissa Hickam
  - b. Others: None
- III. **Homeowner's comments**

No Homeowner comments
- IV. **Minutes**
  - a. The Board reviewed the September minutes. They were unanimously approved following a motion from Berger, seconded by Schmidt.
- V. **Treasurer Report** – Melissa Hickam presented the financials along with Schmidt. Hickam contacted two attorneys to find out our options and costs should a homeowner not comply with violation warning letters at 12 months.

Hickam is researching Landscape companies to possibly replace Turfmasters.
- VI. **Old Business**
  - a. Violation notices

The Rules and Regulations document has been physically mailed to all property owners as well as the notice provided on how the Board intends to vote upon and enact the rules. A change in language in The Rules and Regulations to “no sooner” was made with Wiebe motioning and Wamelink seconding. All were in favor. Hickam will send the and current 3<sup>rd</sup> violation notices out.
  - b. Facebook

Hensley and Wamelink have completed a review of Facebook for new members and members who have moved.
  - c. Community Bulletin Board

Berger and Hensley will proceed with redesigning the information cabinet at the mail center.

**VII. New Business**

a. Notices

Wamelink will add a notification in the Newsletter about the updated language in the Rules & Regulations update in the Newsletter.

b. Concrete Repairs

Alleys have some cracks that will eventually need to be taken care of.

c. Hot Chocolate Party

If Bob and Jan do not want to host our December Hot Chocolate Party, Hensley or Wamelink will. The date is December 14, 3:00-5:00 PM.

**VIII. Property Manager report**

Hickam presented her monthly report and inspection report. For homeowners who receive violation letters, Dunbar motioned at 3 consecutive quarters in arrears, we will send the house demand letter stating the homeowner is to pay in full by end of 4<sup>th</sup> quarter or it will be sent on to our collections attorney. Brougner seconded the motion. All in favor.

420 Pasadena Dr. has been painted.

Dunbar moves to go into Executive Session to discuss Personnel. Wamelink seconds.

IX. **Next Meeting** – November 10, 2025, 7:00pm at 409 Vine  
December 8, 2025 at Heath and Joe's home.

X. **Adjourn** – Dunbar moved to adjourn the meeting, Berger seconded, and all approved.

Respectfully submitted, Amy Brougner, Secretary  
Approved 1-12-2026

AMENDED 2/9/2026