

Briarwood Community Association
Board of Directors Meeting
February 16, 2026 - 7:00 PM, 409 Vine Dr.

MEETING MINUTES

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

Others: none

I. Call to Order - Dunbar called the meeting to order at 7:04 pm

II. Record of attendance – Brougher recorded attendance.

III. Homeowner Comments - none

IV. Minutes

- a. After January minutes amended wording in previous version to “Whole house generator,” Hensley moved to approve and Wamelink seconded. All in favor.

V. Treasurer Report

- a. Transaction report - the largest expense was insurance \$1,500.00.
- b. Payment responses - Reported that we have had a response and payment from one of the homeowners who had received past due letters.

VI. Manager’s Report

- a. Overdue payments - 4th notice letter from our attorney with Petefish have been sent to a homeowner (porch packages, condition of landscaping) and a homeowner (illegally parked car), dated January 30, 2026.
- b. Christmas décor - Hickam will wait warning about Christmas décor until February newsletter is published.
- c. New homeowners on Vine Dr. - They will get a welcome letter from Hickam. Berger and Schmidt will get them a gift along with Rules & Regulations document.
- d. RFP for lawn maintenance - One company has responded with a \$65/hr. quote. 2/28/2026 is the deadline for all other RFP’s.

VII. Old Business

- a. Postal Center Plexiglas/box - Follow up about replacing plexiglass at postal center for bulletin board has been researched. Schmidt has called customer service of existing information box manufacturer for a contact to find out how to remove it and is waiting for someone to respond.
- b. Taped messages on the Postal Center - Notes taped to mailbox center will be tracked for date it appeared so we know when to remove them.

VIII. New Business

- a. Lease Review - Rental lease for 409 Pasadena has been reviewed. Brougher motions to approve, Schmidt 2nds. All in favor.
- b. For Lease Sign posted in yard – Rental signs are not allowed in yards so Hickam will send violation letter which also will state the Board must approve a lease each time there is a new lessee in a rental.
- c. Caution Tape - Hensley will email homeowner with rules for taking down/leaving caution tape.

IX. Next Meeting – March 9, 7:00 PM at 4216 Catalina Dr

X. Adjournment – Wamelink motions, Schmidt 2nds, and all approve. 8:13 pm

Approved, 03//09/2026