

Briarwood Community Association
Board of Directors Meeting
January 12, 2026 7:00 pm 4224 Catalina Dr.

MEETING MINUTES

- I. **Call to Order** – Dunbar called meeting to order at 7:06 p.m.
- II. **Record of attendance:**
 - a. Board members in attendance: Amy Brougher, Joe Berger, Heath Schmidt, Jennifer Wamelink, Nancy Wiebe, Dan Dunbar, Megan Hensley, Melissa Hickam
 - b. Others: Gina Skinner, 409 Pasadena Dr
- III. **Homeowner's comments**

No comments
- IV. **Minutes**
 - a. The Board reviewed the November minutes. They were unanimously approved following a motion from Wiebe, seconded by Wamelink.
 - b. The Board reviewed the December minutes. They were unanimously approved following a motion from Hensley, seconded by Schmidt.
- V. **Treasurer's Report**
 - a. Wamelink moves to zoom with Briarwood treasurer, Tyler Boxberger. Hensley seconds. Tyler joins at 7:19 pm for Q&A discussion on the Treasure Report documents.
 - b. Dunbar motions for Hickam to set up autopay for the Evergy and City of Lawrence. Schmidt seconds. Unanimously approved.
- VI. **Property Manager's Report**

No questions
- VII. **Old Business**
 - a. Postal Center Bulletin Board
Schmidt is taking care of this.
 - b. Collection Attorney
Approval to send letter to unresponsive homeowners.
 - c. Lawn Care
Melissa will do an RFP for all possible landscape companies.
- VIII. **New Business**
 - a. Homeowner would like approval to rent out 409 Pasadena Dr. The board will be given a copy of the lease before the February meeting for a vote.

- b. Homeowner at 405 Pasadena would like Board approval of whole house generator. Brougner moves to approve and Dunbar seconds. Unanimous approval.

IX. Next Meeting - February 9, 2026, 7:00 PM at 409 Vine St.

X. Review of Action Items

XI. Adjourn - Wamelink moved to adjourn, Wiebe seconded. 8:25 PM

Respectfully submitted, Amy Brougner, Secretary
Approved 2-9-2026