

Briarwood Community Association
Board of Directors Meeting
May 18, 2026 - 7:00 PM, 409 Vine Dr.

MEETING MINUTES

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

Others: Kathy and her husband

- I. Call to Order - Hensley calls the meeting to order at 7:01 pm
- II. Record of Attendance - Brougher recorded attendance
- III. Homeowner Comments - none
- IV. Minutes
 - a. Weibe motions to approve April minutes. Schmidt seconds. All in favor.
- V. Treasurer Report
 - a. Expenses - the largest expenses are landscaping and groundskeeping
 - b. Adjustments - Tyler will write off \$6.40 of the 406 Vine Dr. account, and \$2.73 from the 4217 Briarwood account. Both write-offs were previous month's motions.
- III. Property Manager Report
 - d. Wamelink motions that Melissa Hickam's name and address will be added to the Information Report (filed every two years). Brougher seconds. All in favor.
- VI. Old Business - none
- VII. New Business
 - a. Review of Property Manager's Inspection Checklist - inspections will include major home flaws such as screens, wood decay, peeling paint, etc., as well as burnt out lights
 - b. Review rental lease for 4201 Briarwood- Hensley moves to to remove any language about subletting and add in that no subletting is allowable. Dunbar seconds. All in favor. Melissa Hickam has board permission to approve the lease once the change is made.
 - c. Review landscape cost reimbursement from homeowner (front of fence) - moving this discussion to June's Board meeting until further research is done on the subject.

d. House paint approval - Weibe moves to approve paint colors chosen. Brougner seconds.
All in favor.

e. Illegally parked vehicle - Going forward, language will be added to violation letters stating towing will be the HOA Board's final option should illegally parked cars not be moved.

e. Ongoing violations in the neighborhood - The property manager will add drive through's in evenings to check mandatory house lighting.

VIII. Executive Session - none

IX. Next meeting- June 8th at 409 Vine Dr.

X. Adjourn - At 8:07pm - Dunbar motions, Hensley seconds, all in favor

Approved June 8, 2026