



**Briarwick Homeowners Association, Inc.  
Board of Directors Meeting June 23, 2010**

**Minutes**

Location: Lutheran Church of the Resurrection  
Board of Directors present: Chris Hart, Lynda Kelly, Bernie Haberer, Joe Stephenson and Stan Wolever.  
Architectural Review Committee present: Rosalie Bousher, and Dawn Warner  
Homeowner/s present: Ed Kelly and Karin Johnson  
Association Manager: Cindy Panno represented The Property Group

**I. Call to Order**

The meeting was called to order by Chris Hart at 7:30pm. A quorum of the board was attained.

**II. Minutes**

Minutes of the May, 2010 Board of Directors meeting were read by Bernie Haberer.  
ON MOTION: Duly made by Chris Hart, seconded by Bernie Haberer and unanimously carried.  
RESOLVED: Board approved the May minutes as submitted.

**III. Officer and Committee Reports**

**A. Treasurer's Report**

Joe Stephen reviewed the May 2010 financial report. Discussion of cash and status of reserves. Discussion of fax and scan costs in Office Expenses line item. Cindy explained scan expenses as routine office costs and will have the matter reviewed by The Property Group.

**B. Architectural Control Committee.** The committee expressed their concerns that homeowners continue to start projects prior to receiving approval from the Association. Discussion of ACC procedures and educating homeowners.

ON MOTION: Duly made by Chris Hart, seconded by Bernie Haberer and unanimously carried.  
RESOLVED: Cindy is directed to send a violation letter to homeowners observed beginning projects without approval stating that they are in violation of the Declarations and ACC Guidelines, providing them with the Application Form and reminding the homeowners that they are proceeding at their own risk if they continue the project without written Association approval. Further, Board members receiving hand delivered applications will remind applicants that all submissions must be sent in writing to the business office of the Association. Applications may be mailed or hand delivered to the business office. Emailed applications will be accepted when possible but in cases where color samples or other material samples are included, the applications will need to be mailed or hand delivered.

**C. Liaison to Ridgemoor Master Assn.** Bernie Haberer stated the May Ridgemoor Master Board Meeting was canceled. Discussion ensued regarding the entry island maintenance responsibility. Due to some confusion by the Board as to a date when the Master will cease maintaining this portion of Briarwick's island, Bernie was directed to clarify this matter with the Master Board. Additionally, Bernie will obtain clarification on how this change in maintenance responsibility will be handled with respect to the Ridgemoor Master's 2010 Budget. Clarification is needed with regard to possible refunds to sub-association owners.

**IV. Manager's Report**

**A. Curb replacement at entry.** At the time of replacement, the Contractor damaged the gate loop sensor on the entry side of the gate. An initial written estimate of repairs is \$1,712 by AAA Equipment was discussed. By agreement of the Board, the Contractor will be required to absorb this expense. Cindy is directed to coordinate with the Contractor, AAA Equipment and Ridgemoor Master on the repairs.

**B. Community Review.**

ON MOTION: Duly made by Lynda Kelly, seconded by Bernie and unanimously carried  
RESOLVED: Cindy is directed to send 2nd maintenance reminders to homeowners.

C. Insurance

ON MOTION: Duly made by Chris Hart, seconded by Bernie Haberer and unanimously carried  
RESOLVED: Directors and Officers Insurance will be changed from Travelers at \$1099 per year and \$2500 deductible to USLI at \$853.37 per year and \$1000 deductible. Coverage is deemed to be the same.

D. Entry beautification

Discussion of ownership of the Briarwick entry gate and island. Cindy provided the Board with a copy the plats confirming that the entryways are owned by and the responsibility of the Briarwick Homeowners Association. It is the understanding of the Board that by an unknown, historic agreement, the Ridgemoor Master began maintaining the landscaping both inside and outside of the gates for all sub-associations.

ON MOTION: Duly made by Chris Hart, seconded by Lynda Kelly and unanimously carried

RESOLVED: Upon review of a proposal in the amount of \$1500 by Hunters Landscaping to re landscape the entry island inside the gate and taking into consideration additional irrigation requirements, the Board approves a maximum expenditure of \$1800. Cindy is directed to follow up with Palm Harbor Nursery to obtain their proposal and design. The Board will then choose a design and move forward with the project.

E. Cindy is directed to investigate reseeding of the grass in the island in the back of the community and to consult with the landscaper on replacement of shrubs that have not performed well since the winter frost damage.

V. **Old Business**

A. The orange Saltillo tile driveway on Belmoor Dr. continues to degrade without maintenance by the homeowner. The homeowner has been referred to the Association attorney for resolution.

VI. **New Business**

A. Play equipment in the front yards is a violation of the Architectural Guidelines. Cindy is directed to address this matter with homeowners.

B. Fine Policy. Discussion of instituting a Fine Policy in Briarwick. It was agreed that such a policy was not warranted at this time.

VII. **Homeowner Questions and Comments**

A. Homeowner Karin Johnson reported that an unleashed dog in the community attacked and bit her. The matter was reported to Animal Services and investigated. The Board of Directors will address the matter with the owner of the dog.

B. Homeowner Ed Kelly addressed a question to the Manager. Mr. Kelly asked Cindy follow up on the request made to Ridgemoor Master to trim the tree that is overhanging his home. Cindy will follow up. It was suggested that Mr. Kelly contact the Master Association in writing with his concerns related to Ridgemoor Master Common Areas.

VIII. **Adjournment** There being no further business to come before the board, it was

ON MOTION: Duly made by Joe Step and seconded by Bernie Haberer to adjourn.

RESOLVE: Meeting adjourned at 9:25pm. Next meeting scheduled for July 22 at 7p Lutheran Church.

Respectfully submitted,  
Cindy Panno, LCAM  
Association Manager