

**Briarpark Village HOA  
Board Meeting  
Gladys Harrington Library  
February 23, 2009**

**Attendees:**

**Jan Paul-President**  
**Kathleen Savage- Vice President**  
**Russell Vela- Treasurer**  
**Sue Green**  
**Linda Neel- Excel Management**

The meeting was called to order at 7:05 p.m. A quorum was established.

**Sue Green-** I make a motion to approve the minutes from the last board meeting.

**Russell Vela-** I would like to second that motion.

**The motion was approved.**

**Management Report:**

**Jan Paul-** Russell called the towing company and got a recording. Do we have the correct number or is there some other problem?

**Linda Neel-** The number you have is correct. Let me try it now. I'm only getting voicemail. I'll leave a message and see if they call back.

**Jan-** It may be necessary to change companies. We have to be able to reach a person, not voicemail.

**Linda-** We may have to do that since most towing problems happen at night. Let's see what they say when they call me tomorrow. On page one of the management report you can see that progress has been made on our to-do list. The crime watch sign has been moved to alleviate clutter. It is now on the other side of the driveway. The stop sign has been ordered for the end of P building. It should be in place in the next week or so. The gutter work has been completed on all the buildings and the speed bumps have been painted. The porters have picked up the property every Friday.

**Jan-** There was a nice letter placed at the mail center in appreciation of the porters washing behind the trash bins.

**Linda-** They always appreciate people letting them know that they are doing a good job. It makes them work harder too. Have you been satisfied with the newsletters or is there something else you would like included in the next one?

**Jan-** I would like it to include the fact that the City of Plano is raising the water rates. The last time it was mentioned it was to be 16%. We might also want to send out letters about it and try to get the residents to conserve water. They also need to watch for leaks.

**Linda-** Attached to this report you will find the service request report. It shows all requests and shows whether they are finished or pending.

**Jan-** Would you please include 4 copies of the service report in the weekly packet so that each board member can have a copy?

### **Financial Statement for December 2008:**

**Linda Neel** briefly reviewed the financial statement for December. The previous management company (AMGI) was out of balance for \$22,449.65. They must account to the CPA for the difference. The maintenance expenses and insurance expenses were under budget for the year, however the utilities were over budget. The only account assets that have not been confirmed are those in Countrywide. Bank of America took over Countrywide. Jan Paul and Russell Vela will need to go in and fill out signature cards.

### **Financial Statement for January 2009:**

**Linda Neel** informed the board of the cash assets available for use and the total of all other assets. She also discussed the liabilities for January, including the property insurance payment for its renewal. There was a net increase in cash for the month of January. Also discussed was the budget for the month. The largest expenses for the month were roof leak repairs, landscape maintenance, and water usage.

**Linda-** The owners of unit number \*\* have brought their account up to date including the violation assessed. It has been requested that the late charges on the violation be waived.

**Russell-** I make the motion to waive the \$175.00 late fee on the violation assessment for unit number \*\*.

**Sue-** I second the motion to waive the late fee.

**The motion was approved by the board.**

The board continued their discussion of the finances with suggestions about how to handle the units that have been foreclosed on. They also were brought up to date on those owners who are now current, those who are trying to become so, and those who are still behind.

### **New Business:**

Russell Vela and Linda Neel discussed meeting at a future time to make a more exact budget for the year than the one Russell presented at this meeting.

**Russell-** The budget I currently have is a more general budget. It needs to be broken down to more specifics.

**Kathleen-** We could have a quarterly meeting to hand out the budget to the owners.

**Linda-** We could have several informal meetings a year to keep the owners informed.

**Jan-** We have some good supporters among the owners and we need to keep them informed. However, we can only meet at the library once a month and are only allowed to schedule one month at a time. A meeting with the owners would need 30 days notice.

**Linda-** Would you like me to put Russell's budget information on a spread sheet and e-mail it to you?

**Jan-** If you want to fine tune it then you and Russell can talk to each other about it.

**Linda-** I can e-mail Russell the budget format and he can fill in the slots with the correct amounts.

**Jan-** I would like to see more lighting on the grounds like that on the W building.

**Linda-** It would help deter crime and add value to the property.

**Jan-** We need to decide which fences will be fixed next. The worst ones should be first.

**Kathleen-** I would need to walk around and look to decide.

**Jan-** Jerry walks the property regularly. We can ask him to give us a list.

**Kathleen-** I like the lights to be up high.

**Jan-** So do I. It looks good and everyone seems to like it. When I drive through the parts of the complex that don't have lights it feels dark, eerie and scary.

**Russell-** There are light poles already at the end of buildings U & V with floodlights. We could use the poles at the end of other buildings the same way.

**Jan-** Russ and I can drive through the complex to see which chimneys like those on the W building can be used. Then we can get a bid for the lights.

**Linda-** The addition of lights will add quality as well as safety.

**Russell-** I make a motion to adjourn the meeting.

**Kathleen-** I second the motion to adjourn the meeting.

**The meeting was adjourned at 8:50 p.m.**