

**Briarpark Village HOA
Minutes for Board Meeting
Gladys Harrington Library
August 25,2008**

Attendees:

Jan Paul – President
Russell Vela – Treasurer
Sue Green - by proxy
Linda Neel - Excel Management

7:10 p.m. Meeting called to order. Quorum established by proxy.

Russell Vela- Motion to approve minutes from last meeting.

Sue Green (by proxy) – Second the motion.

Motion Approved

Financial Update and Aging Report:

Excel management reviewed customer contact list with board in order to send letters to owners and tenants about taking over as new management. Excel has agreed to provide a more understandable report at the annual meeting for the homeowners.

Property Status:

Jan- We have had lots of roof leaks since Entourage came in. Francisco's repairs did not hold.

Linda- We have already taken care of a few.

Jan- G-5 wants the leak fixed before mold sets in. When one unit in an area calls about a problem, (air conditioning, mold, leaks, etc.), everyone in that area tries it.

Linda- We have had calls and are going to repair G2, G4, G5 and V6.

Jan- Will the money we have already spent be good toward the deductible?

Linda- I'm not sure. Since the last big storm brought out these problems, we need to get a professional roofer to assess the damage.

Old Business:

Russell- We have a problem with the water bill in buildings V, P, and D.

Linda- We will need to do water leak inspections on those buildings. We can also check for other problems while we are in each unit. We give the tenants tips on saving on the water and electric bills. These inspections can be mandatory in all the buildings that show a problem on the water bill. It is up to the board.

Jan- I make a motion that the plumbing inspections for leak problems be made mandatory.

Russell- I second the motion.

The motion was passed.

Linda- We will check for leaks under the sink, in the bathrooms and other places. We will also check for other things such as leaks around windows. The tenant can either be there to let us in, leave a key with a house sitter (neighbor, friend), or leave a key with the management company. If they do not leave a key and try to refuse entry we will go in anyway and just change the locks.

New Business:

Jan- Do you send violation letters?

Linda- Yes, Evelyn does that. The profit and loss sheet will show what we collected.

Jan- When the plumbing repairmen are sent out the bills all seem to be for after-hours work. Why would that be the case?

Linda- That is probably because this is when the occupants get home from work.

Jan- That can't possibly be the case for everyone. How do we transfer the HOA money back to Texas from Florida?

Linda- We used to need two signatures on each check (one from management and one from the board) for the protection of the HOA and the management company. Do you want to go back to that method? The HOA must decide on whether or not to do that. We also need to check up on all the bank accounts and be brought up to date on the interest earned.

Jan- On Saturday we will get you the account numbers and routing numbers for the Legacy account so that Excel can order checks. We will also order deposit slips and a self-inking stamp. Are you still willing to do a two year contract instead of one?

Linda- I have a contract here with me. We need to change the starting date and all initial it. I have two copies of the contract, one for us and one for you.

Russell- Can we make it a two year contract?

Linda- We can make to go through December of 2009.

Jan – That would make it 16 months. I agree to that.

Russell- I agree to that also.

The contract was reworded, redated, initialed and signed. Excel agreed to never raise the price more than \$1.00 per unit each year.

Jan- What about the land by the creek? How do we go about selling it? The homeowners on the other side of the creek have shown an interest in the past.

Linda- You need to find out why these homeowners want it. Is there some value that they haven't told you about? Let them give you an offer in writing.

Russell- I make a motion to close this meeting.

Jan (for Sue by proxy) - I second that motion.

The motion was approved and the meeting ended at 8:45p.m.

>

