

**Briarpark Village HOA
Board Meeting
Gladys Harrington Library
December 14, 2009**

Attendees:

Jan Paul-President
Kathleen Savage- Vice President
Sue Green
Lynn Ryan
Linda Neel- Excel Management
Sunny Miranda-Excel Management

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

Old Business:

Board Requests

Lionel Austin was granted a meeting with the board to discuss an issue for one of his renters.

Lionel- First, I want to thank you for letting me state my case. I also want to say that Sunny has been very prompt in answering my e-mails. My renter in ** received a violation letter for disturbing the peace (yelling, horn honking, etc.) for Sept. 1. They deny this event. They have caused problems in the past but say that this was a school night and it was not them.

Jan- Was this the night that the police were called?

Lionel- No, that was in the summer.

Linda- Was that on the weekend that we spoke?

Lionel- No, we never spoke about this one.

Jan- I honestly don't remember this occasion.

Linda- Let the board review this during the executive session and make a decision. We will get back to you with an answer tomorrow.

Mr. Austin was dismissed and the meeting continued.

Jan- Does anyone know who made the complaint against Lionel's renters?

Sunny- Evelyn did not put that information in the report.

Linda- Have there been anymore complaints since this incident in September?

Board- No

Jan- The only people living there are supposed to be a single woman and her three children. There has been a man there lately. He is not on the lease. Can we find out who he is and if he belongs?

Lynn- If we do not know where the complaint came from then we can't uphold the fine.

Kathleen- I make a motion that we write off the violation fine due to lack of evidence.

Lynn- I second the motion to cancel the fine.
The board agreed and the motion passed.

Sunny- Unit ** has requested that the board dismiss the late charges totaling \$75. They plan to pay the back payments and the first 6 months of 2010 by the end of December.

Jan- We will consider the dismissal after the promised payments have been made.

Lynn- I agree that we can't decide until the money has actually been paid.

Sunny- The next unit (**) sent the last two payments with the check made out to Excel instead of Briar Park. This caused late fees to accrue and a demand letter to be sent. They have recently paid everything except the final \$25 late fee. They are now requesting the board return the \$125 that has previously been paid.

Jan- We can't return the \$100 fee for the demand letter because that is an expense that has already been paid to our lawyer.

Linda- The board could waive the \$25 that is still owed.

Sue- I make a motion to drop the \$25 that is still owed.

Lynn- I second that motion.

The motion passed.

Sunny- Unit ** doesn't want to pay the demand letter fee.

Jan- Once again, we cannot waive the fee for demand letters because the lawyer has to be paid.

Kathleen- I make the motion not to waive the demand letter fee.

Lynn- I second the motion.

The motion was passed.

Linda- The next request is from ** also wanting a late fee reversed. The fees accrued due to a plumbing bill that was not paid.

Kathleen- I make a motion not to waive this fee.

Sue- I second the motion.

The motion passed.

Sunny- The next unit consistently pays their dues on time but has a charge of \$22.27 that was passed on from the previous management company. No one seems to know where these charges came from. The owners would like this charge to be removed.

Kathleen- I make a motion to remove this charge from the account.

Sue- I second the motion.

The motion passed and the charges will be removed as a maintenance charge.

Linda- The last request is from unit **. This unit was sighted for 3 pet violations. They are disputing these charges because they say that there is a revised list of rules made in 2005 that did not mention a restriction on a dog's size.

Kathleen- I can't imagine that the rules would have been made easier in 2005. Did they produce a copy of these rules? Who made the complaints? It wasn't the board.

Jan- They were made by the people who live around them.

Linda- We need to see if we can find a 2005 copy to see if the weight limit applies.

Jan- The owner needs to produce the copy. Should we put this on hold?

Lynn- Maybe we could just reduce the fines for now, to \$75 each.

Jan- You mean reduce the charge to \$150 total? I guess we can but a letter needs to be sent letting them know that we will not reduce the charges again.

Lynn- I make a motion to reduce the violation fee to \$150 total with the stipulation that if the violation happens again then the fine will double.

Kathleen- I second the motion.

The motion was passed.

Exterior Lighting

Linda- The lighting on building P is finished at a total cost of \$900.

Lynn- The conduit still needs to be painted to match the building.

Jan- Which buildings should be done next? We need more lighting in the area of the A, B, D, and E buildings.

Lynn- Every building is not equipped with a common meter. We will have to look and see which two of those buildings have them.

Jan- Let's do those two next then.

Gutters

Linda- The gutters on buildings I, J, L, M, Q, and W were cleaned out this month. You need to consider putting screening on the gutters to alleviate the problem. Building W has already been done because we have had to clean those three different times.

Plumbing

Plumbing has been expensive this year at \$6800. Ten cut off valves have been replaced. Three faucets have been replaced and four repaired. There were also two slab leaks that had to be fixed.

Roof Repair

Twenty roof leaks have been repaired thus far at a cost of \$9,555.25.

Sprinklers

The meters have been turned off until spring.

Violations

Violation letters were sent out for disturbing the peace, bicycles hanging on the fence, walking the dog without a leash, and vicious dogs.

General

Linda- The faucets in the common area have been covered by Excel. Should we cover all the outside faucets and who is responsible for paying for that?

Jan- The outside patio faucets are the responsibility of the owners, not the HOA.

Linda- We would still like you to consider buying pet waste stations as seen on pages 32-35.

Jan- These stations are very expensive (\$345 each). We need to wait for the annual meeting and propose a special assessment for the waste clean-up and the water problems. I don't believe that anyone will use the stations. Let's table this for tonight.

Rules & Regulations

Linda- A copy of the rules and regulations has been entered into the system but it is a replica of the 2004 booklet. We need to try and locate a 2005 copy if it actually exists. This project has to be tabled until we see if we can find one.

Management Fee

Linda- As per our contract, the management fee will increase in January by \$1 per unit. This will bring it to \$11 per unit.

Budget

Linda- Since Russ was unable to be here tonight we can't do much with the budget. I do have a preliminary budget that you can take home and consider, but we will have to call a separate meeting to discuss it. It is a starting point only.

Jan- It will probably have to be on a Saturday because of the new work shift that Russ has.

Countrywide CD

Linda- Dick and I went to the bank to try to fix the situation. The mailing address has been changed to Excel's P.O. Box. They will be sending us an interest statement every 3 months. The next one is due at the end of December. We have not yet been able to change the signers, but we are still working on it.

Financials:

Linda reviewed the financials for the month of November with the board. Excel is currently seeking bids for the condo insurance. Linda also would like to meet with the treasurer (Russell) to discuss the 2006 draft audit from the previous management company.

New Business:

Jan- The water bill for building B is outrageous. Something has to be done.

Linda- Unit ** fixed a leak recently.

Jan- It was still 30,000 gallons more than last month, over \$1000.

Linda- There are still two units we have been unable to get into to check for leaks.

Jan- We need you to get a leak detection company out here and get the city to check that the meter is working correctly.

Kathleen- I didn't see the bill for that building.

Jan- It wasn't with the others. If all the buildings had water bills that high it would take all the income for the month to pay them.

Kathleen- This bill says that last year at this time the water consumption was only 35,000 gal. altogether. We really need to get in there.

Linda- We will talk to the city first and get the leak detectors out there. If that doesn't work we have to get into the other two condos to check for problems.

Jan- Can you please get on this tomorrow?

Linda- It will be first on the list. Friday we will fix the shutter on K-1, the water sprinkler line on W-1, and replace the street light bulb by building B. A violation letter will be sent to unit ** for putting trash outside the dumpster, failure to break down the larger trash to less than 2'x2'x2' as required and placing large items in or near the dumpster.

Sue- I make a motion to adjourn the meeting.

Kathleen- I second the motion.

The motion passed and the meeting adjourned at 8:55 p.m.

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