

**Briar Park Village Owners Assn.  
Board Meeting Minutes  
02.19.24**

Present	Jan Paul	President
	Murf Savage	Secretary
	Russ Vela	Treasurer
	Linda Neel	Management
	Saleha	Management
Absent	Lynn Ryan	Vice President
	Jared Smith	Member at Large
Guests	None	

The meeting was called to order at 6:10 pm at Country Burger on 14<sup>th</sup> Street in Plano, by Board President Jan Paul.

The Minutes of the January Board meeting were individually read and approved.

The Board discussed the following topics in general:

**Special Assessment -- \$50,000 -- Starts 4/01 -- \$12,500 / month for 4 months**

Linda handed out special assessment documents to read before the effective date.

**Insurance Renewal -- Down Payment**

Linda told the Board that the Insurance renewal is complete. Management is waiting for Philadelphia to send the invoice for the 25% down payment.

**Schedule of Fines -**

Linda handed out copies of another property's Schedule of Fines for the Board to review as an example.

Looking at it, the Board preliminarily decided this for animals not on leash:

<b>1<sup>st</sup> Violation</b>	<b>2nd Violation</b>	<b>Daily Continual fine / Violation</b>
\$50	\$100	\$100 / Daily continual

**Maintenance Responsibility Matrix –**

Linda also handed out copies of another property's Maintenance Responsibility Matrix for the Board to consider and alter to suit Briar Park Village.

**Landscaping Maintenance start 3/01 -**

Management walked property with four landscape companies for new service quotes. The Board chose to go with Luis Morales at \$2750 / month, to start on March 1<sup>st</sup>. Russ made a motion to approve. Murf seconded. The motion carried.

### **Lighting - street pole light fixture at mail center -**

Management received quotes to replace the non-working street pole light fixture at the mail center. Different prices and styles were presented. An LBS cone-shaped light fixture was chosen at \$484.65 + \$395.00 installation. Murf motioned and Russ seconded. The motion carried.

### **Property Projects - future plans:**

Linda discussed these Future projects.

- a. Chimney Caps Replacement costs are about \$700+ each
- b. Sidewalk grinding - crack repairs - costs are about \$350 each.
- c. Berm at Bldgs H & N costs are about \$1500 each
- d. Reseal mail center flooring.
- e. Parking - Bldgs A B D E -- hanging mirror tags ?
- f. Potholes in the main driveway
- g. Replacement Reserve Study -  
**Linda discussed if we ask professionals for a reserve study, it will cost around \$5k. Board approved a free reserve study from Linda.**
- h. V2 concrete steps work.  
Motioned: Murf, Seconded: Russ Motion failed.

### **Sprinkler repairs have been completed - \$2900**

The Board agreed to issue a check for the sprinkler repairs to Alex.

### **Water Submeter / Usage / Billing**

Linda told the Board about her discussion with Mark.

Mark wanted his water bill to be calculated by his formula. The Board didn't approve it. He also mentioned to Linda that he is planning to sell his Unit soon.

Linda sent an email to Think Utility to let them know that the Downstairs and upstairs unit water usage formula should be like this:

Downstairs water usage = (downstairs meter reading - upstairs meter reading)

Linda discussed the possibility of sending out emails to notify residents about conducting three ways to test / detect leaks in their units, so they could make necessary plumbing repairs and get a lower water billing.

**Ruben's Work order sheet** - The Board reviewed the completed and outstanding work order lists.

**Financials** - Linda reviewed the January financials statements and delinquent accounts with the Board.

## **Board Reported / inquired -**

What is the status of the A-9 Rita drywall repair schedule?

Saleha explained the schedule could be confirmed for these dates, depending on the homeowner's availability:

28<sup>th</sup> February 2024

29<sup>th</sup> February 2024

6<sup>th</sup> March 2024

W-5- Murf shared a picture of a broken front window.

Linda sent the same to the owner who replied saying they'll fix it asap and that her brother is moving out soon, then she is planning to have new renters there.

P-12 Rose asks Jeff for rides.

Ruben smokes while working at the front doors.

J-3 Barbara's and W-4 Jan's front yards are bare, check soil condition.

A motion to adjourn was made. The meeting adjourned at 7:45 pm.