

**Briar Park Village Owners Assn.
Board Meeting Minutes
03.25.24**

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

The meeting was called to order at 6:07 pm at Country Burger on 14th Street in Plano, by Board President Jan Paul.

The Minutes of the February 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

The Board was reminded that the special assessment takes effect on April 1st, 2024. The Board discussed concerns about confusion regarding the special assessment notice due to language barriers.

Insurance Renewal -- Down Payment -

Management received the invoice for the down payment and 1st month's premium.

Schedule of Fines & Maintenance Responsibility Matrix -

Linda asked the Board's decision about when to schedule time to work on the Fines & Maintenance Responsibility Matrix. She presented a sample copy from the last meeting as a reference for creating one for Briar Park. The Board postponed this project..

Landscaping Maintenance -

Jan reported that Luis missed today's landscaping service. Saleha texted Luis, who confirmed the situation but promised to be there tomorrow.

Lighting - street pole light at mail center -

Management reported that this project has been completed.

Property Projects - future plans -

Linda discussed these Future projects.

- a. Chimney Caps Replacement - costs are expected to be about \$700+ each.
This quote was for another property - still need to get quotes for Briarpark.
Waiting for Board approval to proceed.
- b. Sidewalk grinding - crack repairs - costs about \$350 each.
The Board asked to get more bids.
Grinding the sidewalk for A6 was approved.
Murf Motioned, Lynn Seconded, and the Board approved.
- c. Berm at Bldgs H & N costs are about \$1500 each- Deferred
- d. Reseal mail center flooring. - Deferred
- e. Parking - Bldgs A B D E -- hanging mirror tags? - Deferred
- f. Potholes in the main driveway. - Deferred
- g. Replacement Reserve Study -
Linda explained what reserve study is and
she'll provide a preliminary one for the Board to review
- h. V2 concrete work. Deferred.

Sprinkler repairs - \$2900 -

This project has been completed.

Water Submeter / Usage / Billing

Linda said Raul has done some testing, however the Board isn't satisfied. They asked if the meters and transmitters were tested when first installed. Linda said yes and explained how it was done. Then they asked if we still owed money to Think Utility. Linda said yes, \$8k. The Board told Linda to let Think Utility know we're not happy and there are still problems to fix.

Jan discussed the issue with getting V9 tested. It seems the problem stems from a language barrier. They didn't understand the notices sent by management regarding water meter testing.

The Board asked if homeowners were paying the water bills. Linda replied yes, most are, but there are some issues. People are paying the water bill to the HOA Dues account instead of the water bill account, making it hard to identify. However, we will work on sorting it out.

Ruben's Work order sheet: The Board reviewed the work order list.

E4 and E5 Electrical issue:

It was discussed and explained by Linda. The Association contracted a licensed electrician to replace the damaged meter bases and back-charged the costs to the two unit owners.

Financial Info: Linda reviewed the February financials and collections status with the Board.

A motion to adjourn was made. The meeting adjourned at 7:52 pm.