

**Briar Park Village Owners Assn.
Board Meeting Minutes
05.20.24**

Present	Jan Paul	President
	Lynn Ryan	Vice President
	Murf Savage	Secretary
	Russ Vela	Treasurer
	Jared Smith	Member at Large
	Linda Neel	Management
	Saleha	Via Phone - Management

Absent– None
Guests – None

The meeting was called to order at 6:03 pm at Country Burger on 14th Street in Plano, by Board President Jan Paul.

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

The Board discussed the following topics in general:

MGMT REPORT:

The Board reviewed the management report created by Saleha, which Linda sent via email.

Maintenance Report:

The Board reviewed the maintenance report created by Saleha, which Linda sent via email.

Storm Damages:

Linda spoke of all the damages caused by the storm and mentioned that the property will be inspected again tomorrow. Repairs will be addressed as soon as possible.

Lynn suggested paying Sammy extra for cleaning up the storm mess. Lynn motioned, Jared seconded, and the Board approved paying him an additional \$150 on top of his monthly porter fee of \$400, making the total payment \$550 for the month of May.

Chimney Caps:

Linda mentioned that there are two companies to replace the chimney caps, with an estimated cost of at least \$700 each.

Mario in M1 reported water leaking from the chimney into his fireplace. Linda sent Evan and Horton Roofing to inspect and repair the chimney, and the work is in progress. However, after showing the pictures from Mario to the Board, Linda noted that the damages don't all appear to be recent. Mario mentioned that he only noticed the leak last Friday & reported it immediately.

Driveway Repairs / Striping / Parking Space #s:

Linda presented two quotes to the Board: Herman Masonry for \$1,244.88 to repair potholes only, and CI Pavements for \$4,852.65 for driveway repairs, striping, parking space numbers, and red fire lanes stenciled with "Fire Lane No Parking" in white. The Board requested the square footage from Herman Masonry before making a decision.

The Board decided to allocate one additional parking space for the pool company to have adequate access to the work vehicle and also for the landscaping crew to use. This will be achieved by adding diagonal lines in the pool parking area along with the current space nearest the pool gate and labeling it as reserved parking.

Crime / BMVs:

The Board discussed the recent crime at the property and the ongoing investigation. Linda confirmed that, although there were attempts to break into cars, no items were reported stolen.

J-3 replace soil / sod \$500:

Maintenance collected soil samples and Saleha submitted them to Texas A&M and emailed them to get the results, which we are currently awaiting. Linda suggested replacing the soil and sod. We have a quote of \$500 for the work. The Board decided to wait for the test results. Linda told that J3 requested to have the gutters cleaned out. That service is scheduled

Patio Overgrowth:

Saleha has posted overgrowth notices on front doors. The given time for compliance has already passed. Management will walk the property to identify any areas where the overgrowth has not been cut so we can arrange to have it cut and back charge the responsible parties. The Board specifically requested a check of K3, and Saleha made a note to look into it.

Annual meeting:

Linda noted that the Annual Meeting is scheduled for Monday, June 24th. Jan has booked Harrington Library for the event at a cost of \$75.

News Items for June:

Linda checked with the Board to see if they had any items to include in the June newsletter.

The Board decided to include Angela's suggestions in the June newsletter:

- Summer cleanup campaign
- Reminder to properly dispose of dog waste

Additionally, the Board approved sending the monthly Dues statements without the water bills.

Satellite dishes:

The Board asked to send notices to owners to remove non-working satellite dishes within a specified timeframe. If they fail to do so, the HOA will remove them and back charge the owners.

Responses to the homeowner's emails:

Linda reported that we are actively working to enhance communication with the homeowners.

Updating the website:

Linda mentioned that we need to ask Christie to provide the User ID and password for the website so that Saleha can update the meeting Minutes in a timely manner.

Bill.com:

Linda requested Jared to schedule a meeting with Saleha regarding Billing.com. She also mentioned that Saleha could demonstrate our new portal during the same meeting.

Property Projects - Future Plans:

Linda discussed the Following Future plans for the property..

- *Reseal flooring at mail center*
- *Berm at Bldgs H & N - costs are about \$1500 each*
- *Sidewalk grinding - Crack repairs - Costs are about \$350 each*
- *Replace mail boxes*
- *Schedule of Fines*
- *Maintenance Responsibility Matrix:*
- *Parking - Bldgs. A B D E -- hanging mirror tags*

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

A motion to adjourn was made, and the meeting concluded at 7:44 pm. Murf motioned, Russ seconded, and the entire board agreed.