

**Briar Park Village Owners Assn.  
Board Meeting Minutes  
09.16.24**

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

The meeting was called to order at 6:05 pm at Country Burger on 14<sup>th</sup> Street in Plano, by Board President Jan Paul.

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

## **Discussion Topics**

The Board discussed the following topics in general:

### **Maintenance Report:**

The Board reviewed the maintenance report and inquired about Ruben's schedule. Saleha confirmed that he works two days a week (Monday and Tuesday). The Board also reviewed his work order list.

### **Attorney Opinion Letter**

Russ provided a letter from the attorney regarding the water sub-meter. Saleha scanned it and emailed it to the entire board for review.

### **W-2 foreclosure stopped**

W2 paid the outstanding balance, and the foreclosure has been stopped.

### **INFO SHEETS:**

Murf asked how we are receiving information about new renters when people move in and out mid-year. Linda explained that we have a portal, and Saleha is managing it. Jared inquired about its readiness, to which Saleha responded that the portal is ready, but she needs the owners' information to request renter details. It was agreed to resend the owner information sheet with next month's dues statement to collect the necessary data. Jared also suggested including a reminder in the October newsletter, which MGMT noted.

### **Owner Service Requests**

Murf asked Saleha how she is handling work orders for Ruben. She explained that sometimes owners contact her directly for service requests, and she also writes work orders during her weekly property walkthroughs. The board requested that she share a view-only version of the work order sheet with them.

### **Bldg O / P old post lamp**

Linda reported that another lamp post light is out and that Dallas Electric has been notified.

### **City of Plano upcoming tree give away**

Murf will look into the tree giveaway and report back to the Board.

### **M1 fireplace wood rot / chimney flue**

Linda informed the Board that Ruben visited today and took pictures. She will verify whether Ruben can handle the carpentry work and will notify the Board accordingly.

### **N1 Chimney:**

Linda reported that N1's chimney is leaning. A contractor will be arranged, and the owner will be notified of the schedule.

### **Contractors using C1 outside faucet**

Murf made a motion, Russ seconded, and the Board agreed to calculate the average water bill and send it to C1.

### **Tree Trimming - currently being scheduled**

### **P8 / P9 Police report:**

The Board decided to forward the police report to the owners of P8/P9 and have them address the matter, as it is their responsibility.

### **Linda informed the board that all projects have been completed. Saleha oversaw these projects and posted notices on doors regarding the schedule.**

Fire Lanes	completed
white line striping	completed plus speed humps & pool & mail center
reserved spaces painting	completed
driveway concrete repairs	completed
C1 / C2 rotted wood replacement	J-national completed
Chimney Caps	D2 completed / M1 on hold (on Mario's request)
Satellite dishes	- Linda mentioned, it is WIP.

### **Linda mentioned that these projects need to be completed & Board's approval in needed**

**Creek clean up still needed**

**Soil Erosion at Bldgs N & H - berms needed-** Jan and Linda setup appointment for next Tuesday to call city inspector.

**Schedule of Fines** — Linda presented a sample schedule of fines. Jared suggested creating a draft based on this example for Briarpark and presenting it to the board for approval.

**Maintenance Responsibility Matrix –**

Linda asked the Board to review the Maintenance Responsibility Matrix and noted that changes can be made if desired.

**Linda discussed the upcoming projects and noted that board approval is needed.**

Parking - Bldgs A B D E -- hanging mirror tags

Chimney Caps Replacement - costs are about \$700+ each

Sidewalk grinding - crack repairs - costs are about \$350 each

Berm at Bldgs H & N costs are about \$1500 each

Reseal mail center flooring

Replace mail boxes

**Financials:**

Linda provided the Board with the August financial reports and explained the details of the report.

The meeting was adjourned at 07:36 PM