

Briargate Homeowners Association
Annual Meeting Minutes
January 16, 2019 at 5:30 p.m.
Traders Coffee Shop

The meeting was called to order by Brian Kraft at 5:35 p.m. It was determined that a quorum was present with three owners in attendance and four proxies presented.

Brian motioned to conduct the Annual Meeting and the Board of Directors meeting simultaneously. Ron Abeloe and Debbie Skaff were in favor. The motion was approved.

The members present read the 2018 minutes. Brian Kraft also presented an amendment to the 2018 Minutes from Melissa Hatley. Debbie Skaff motioned to approve the 2018 minutes with Melissa's Amendment. Brian Kraft seconded the motion; Ron Abeloe also approved, and the motion was passed. Alicia Criswell with CBCPP will add the amendment and post the minutes to the website.

It was stated that there was no record of the 2017 Tax Return being filed by the previous management company. CBCPP has spoken to the IRS and mailed in several forms to try to determine if the 2017 Tax Returns were in fact filed. All attempts were unsuccessful, and it was determined that CBCPP should move forward with filing the 2018 Tax Return. The IRS will notify the HOA if the 2017 Return is missing.

Debbie wondered if there was need to add another signer to the bank account as Brian Kraft is the only signer from the Board of Directors. Brian advised Ron & Debbie that Mike Park from CBCPP was also a signer. They all agreed that there was not currently a need to add an additional signer from the Board.

All owners present reviewed the 2019 Proposed Budget with Brian explaining the actual costs for 2018. Brian motioned to approve the 2018 expenses. Debbie seconded the motion. Ron did not oppose, and the motion was passed.

Brian went on to explain the 2019 Proposed expenses starting with the possible expense for four new washing machine and four new dryers. Brian explained that CSC Service Works currently collects all the money from the laundry machine. The fee for that service is 50% of what is collected in addition to 9% for Administrative fees. The 9% Admin fee was never approved by the Board of Directors or put into the contract. CSC Service Works currently has a class action law suit against them for charging the 9% fee without the approval of their customers. This led to Brian and CBCPP researching additional companies and other ways of being able to obtain the revenue collected from the machines.

If the HOA purchases their own machines they would be able to keep 100% of the revenue from the laundry machines. This also means that they would have to find a company that would be able to service the machines when needed and a Board Member would need to collect the funds as CBCPP would not accept the responsibility of handling uncertified funds.

After much discussion it was decided that it was not the HOA's benefit to purchase their own laundry machines. The HOA will continue using CSC Service Works to collect the money and service the machines. There was not another company in this area that is able to collect the funds. The laundry room income on the budget will be changed from \$3,000 to \$1,500.00 and the \$9,761.38 to purchase new machines will be removed from the budget completely.

The Board members decided that the storage closet fee would be lowered from \$12.00 to \$10.00 per month. CBCPP will include a note to the owners in the next mailing that there are still five closets available to rent. CBCPP will also look into getting a sign for inside the laundry room to alert tenants and owners that there are storage closets available and who to contact to rent them.

After reviewing the insurance expense, it was decided to have CBCPP obtain additional insurance quotes to see if that expense could be lowered. Alicia with CBCPP will send the quotes to the Board for review.

The Board would really like to push e-mail correspondence and billing as it would help the HOA save additional funds. CBCPP will also add an information sheet with the February Statements to try to collect email addresses from the homeowners.

The Board of Directors had an Attorney review their governing documents and policies for any updates needed due to changes in the law. After reading the review from the Attorney, it was decided that CBCPP would make the recommended changes instead of incurring the costs for the Attorney to make the minor changes. Alicia will change the legal expense from \$1,500 to \$400. The \$400 would cover the \$200 Attorney review and any fees incurred by the HOA to record or release liens for delinquent owners.

The Board felt that the category for trees could be lowered from \$1,500 to \$1,000 as they do not anticipate needing as much tree trimming done in 2019.

All members present were in favor of approving the 2019 budget with the changes stated above. Alicia will correct the budget and send it to the Board for a final review before posting it on the website.

It was stated that Unit 17 would like to close in the fencing to their back patio for more privacy. The Board agreed that the owner of the unit will need to submit an Architectural Request Form to the Board before further discussion would take place.

All Board members agreed to remain on the Board for 2019. Brian Kraft will remain President with Debbie Skaff as Vice President and Ron Abeloe as the Secretary/Treasurer.

Pet owners are currently cleaning up after their pets in the common area but if it is discovered that any owner is not cleaning up after their pets, the owner of the unit will receive a violation from the HOA, be turned into the City and/or receive the bill for service to clean up after said pets.

Brian suggested leaving the Association dues at \$89.00 and having Mike Park with CBCPP perform a reserve study to determine any maintenance costs that the HOA should be preparing for. The HOA currently has \$29,000.00 in the reserve account to take care of any future

maintenance needs such as painting, parking lot repair/restriping and roofing. The roofs were last done in 2012 with the buildings being painted in 2011/2012. CBCPP will obtain quotes to have the gutters cleaned out. A new knob for the middle door inside the laundry will need to be purchased as the current one is very difficult to unlock.

Debbie motioned to adjourn the meeting. Brian seconded and the meeting was adjourned at 7 p.m.

The 2019 minutes were taken by Alicia Criswell with Coldwell Banker Commercial Prime Properties.