

**Briar Meadows Creek Owners Association
Board of Directors Meeting
November 27, 2023**

Place: 3123 Peterson Way, Bryan, Tx

The Briar Meadows Creek Owners Association Directors meeting was called to order by Theresa Brooks, President, on November 27, 2023, at 6:34 PM.

Members in attendance: Theresa Brooks, President; Frank Dworaczyk, Vice President; Patricia Dworaczyk, Secretary; Tami Neal, Treasurer; Anna Neff, Director-at-Large.

Non-member in attendance: Tiffany York, Manager Association Services.

The minutes of the previous meeting, held on October 21, 2023, were read by Patricia Dworaczyk, Secretary. There was one correction to the minutes as follows: "Theresa Brooks, (not Tiffany York) will collect a Townhome lawn service contract Bid for 2024 from Steve Currie, current contractor." Tami Neal moved to accept the minutes with the correction. Frank Dworaczyk seconded the motion. The minutes were approved as read, with the correction.

Tami Neal, treasurer, reported that at this time there is no update on the Financial Report, as it was just given at the Annual HOA Meeting on October 21, 2023. (Tiffany York pointed out that the financial reports are done quarterly.)

Anna Neff, Director-at-Large, reported that she is working with Association Services on updating the 2024 Briar Meadows Creek Directory to be mailed out after the first of the year.

Old Business:

Tiffany York reported that Association Services has set up the On-line Maintenance Request Form at the "briarmedowscreek.org" website and that the process is working as expected.

New Business:

The Architectural Control Committee person has resigned. After concerted efforts to recruit, no person has volunteered to serve on this committee. Tiffany York explained that Association Services, by state law, is allowed to serve in this role. Frank Dworaczyk moved to appoint Association Services to serve as The Architectural Control Committee for the HOA. Theresa Brooks seconded the motion. The motion passed unanimously.

For the Year 2024, Association Services is proposing an increase in the Record Keeping fee from \$2.65 to \$3.00 per month for each of the 83 homes. The Code Enforcement fee for 2024 would not be increased. Anna Neff moved to keep Association Services as the HOA management company for 2024. Frank Dworaczyk seconded the motion. The motion passed unanimously.

Three Lawn and Landscape bids for the Townhomes were received and reviewed. Tami Neal moved to accept the bid from MAC Home Services with the following stipulations: 1) use only push mowers; 2) that the owner will oversee the work; 3) provide a second herbicide application; 4) use door hangers for communication. Anna Neff seconded the motion. The motion passed unanimously.

The Pest Control Contract with Lone Star Pest Management for the Townhomes for 2024 was unchanged and was accepted.

Anna Neff moved to adjourn the meeting. Frank Dworaczyk seconded the motion. The meeting was adjourned at 9:00 PM

Respectfully submitted,

Patricia Dworaczyk, Secretary