

**Briar Meadows Creek Owners Association  
Board of Directors Meeting  
March 27, 2024**

Place: 3214 Peterson Way

The Briar Meadows Creek Owners Association Directors meeting was called to order by Theresa Brooks, President, on March 27, 2024 at 6:03 PM.

Board Members in Attendance: Theresa Brooks, President; Patricia Dworaczyk, Secretary; Tami Neal, Treasurer; Ann Kellett, Director-at-Large. Frank Dworaczyk, Vice President, was absent.

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

The minutes of the previous meeting, held on November 27, 2023, were read by Patricia Dworaczyk, Secretary. There was one correction to the minutes as follows: "Tami Neal moved to accept the bid from MAC Landscape and Fencing ..." (the initials in the name of the business were corrected to read "MAC", not "SLV"). Tami Neal moved to accept the minutes with the correction. Ann Kellett seconded the motion. The minutes were approved as read with the correction.

Financial Report: The Quarterly Report was reviewed. Ann Kellett moved to accept the report as read and Tami Neal seconded the motion. The Quarterly Financial Report was accepted as read.

Old Business:

In December, 2023, Director-at-Large, Anna Neff gave notice that she was resigning from the Board. Ann Kellett from Reagan Court expressed an interest in serving on the Board. Theresa Brooks, President, sent out an email on December 21, 2023, to the Board members to which the Board members responded, unanimously electing Ann Kellett to serve in the position of Director-at-Large.

The Townhomes Lawn Maintenance Schedule can be found on the website: <briar Meadows Creek.org>  
In addition, the following can be found on the website: "Townhomes Maintenance Request" to report problems with Lawn Maintenance and Irrigation.

New Business:

\*\*Tiffany York, Manager of Association Services suggested the following fee changes in management of home sales (Tiffany explained that these changes match up with fees charged by most HOA's in the area)

1. Charge a Transfer Fee of \$100 per home sale.
2. Charge a Resale Certification Fee of \$25 per home sale.

Tami Neal moved that the HOA charges a Transfer Fee of \$100 per home sale. Ann Kellett seconded the motion. The motion passed. Ann Kellett moved that the HOA charges a Resale Certification Fee of \$25 per home sale. Patricia Dworaczyk seconded the motion. The motion passed.

\*\*Tiffany York also reminded the Board that her office will be contacting Townhome owners to request "Proof of Insurance" with plans for annual follow up. (This is to ensure that in cases of common damage, such as from a hailstorm, the insurance coverage will be there.)

Architectural Control Committee: Tiffany York informed the Board that Emmanuel Glockzin has sold the 7 Reagan Court lots to a builder. Since Association Services now serves as our Architectural Control Committee, Tiffany has been in touch with the builder and intends to ensure use of Licensed Vendors and Certificate of Insurance in the building process. The goal is that the new Townhomes match, in appearance, the present Townhomes on Reagan Court.

Patricia Dworaczyk moved to adjourn the meeting. The meeting was adjourned at 8:30 PM.

Respectfully submitted,

Patricia Dworaczyk, Secretary