

**Briarpark Village HOA
Board Meeting
December 20, 2010**

Attendees:

Jan Paul-President

Russell Vela- Treasurer

Shawna Neill

Linda Neel- Excel Management

Michelle Carlson-Excel Management

The meeting was called to order at 6:35 p.m.

Management Report:

Carpentry/Porches-

The workers replaced a 1x4 and a 1x2 on building A. They then repainted them to match the rest of the exterior.

National Contractors repaired the porches on building C. They were \$300 cheaper than the original contractors. The results were excellent.

Doors/Locks-

The workers replaced a mailbox lock at the request of an owner. The cost was charged to the owner as this is not an HOA issue.

The door locks have been changed on an empty unit that is in foreclosure.

Insurance-

The insurance renewal expires at the end of January. The management company is collecting insurance bids in early January.

Lights/Painting/Windows-

Floods lights were replaced on buildings E, K, and W.

New doors on buildings A and V have been painted to match other units. The buying and installation of the new doors was the owners' responsibility.

A shutter was replaced and painted on the C building.

Violations-

Violation letters were sent out for incorrectly installed satellite dishes. Please remember that satellite dishes cannot be installed on the building itself nor on the fences.

General Discussion:

Bids have been received for trimming the Italian Cypress trees. There was a discrepancy in the bids as to the number of trees involved. The management company will check on this problem.

The board then discussed how short to trim the Cypress trees.

Russell- I make a motion to trim the Cypress trees to below the second floor windows in order to stop damage to the roofs and scraping on the upstairs windows.

Shawna- I second the motion.

The motion passed.

Jan- The correspondence from the management company is not good enough. I can't keep up with things if I can't open the e-mails.

Michelle- The problem seems to occur when we use a specific computer. I will try a different computer with Windows 2003.

Linda- You could just try saving the file as Excel 2003 and see if that works.

Michelle- We will keep trying until we find one that you can open.

Jan- We have three bids coming in for the yard work. We can discuss these at a later date. We will really miss Jerry. It will be impossible to find someone who is willing to do all the extras that he does for us.

Michelle- I have a notation about ordering numbers and letters in 4" black. These are \$6.00 each. Were we replacing missing ones or all of them?

Jan- Just replacing the missing ones and possibly putting some on the back of the W building since the front is not visible.

Linda- We might get a better price if we order all of them. Check on how much they would charge for 161 of them.

Financials:

Linda Neel discussed the financials for the month of November. The automatic transfer of \$2500 into the money market account for property maintenance is working beautifully. The total maintenance expenses, utility expenses, and improvement expenses were all under budget for the month of November.

Jan- The library is closed on the third Monday of January. We can book the room for the 4th Monday.

Linda- We have another HOA meeting set for that day. Can we meet somewhere on Saturday the 22nd?

The board agreed to meet on Saturday the 22nd.

Russell- I make a motion to adjourn the meeting.

**Shawna- I second the motion.
The meeting adjourned at 8:05 p.m.**