

Briar Park Village Owners Assn.
Special Board Meeting Minutes
REPLACEMENT OF THE PROPERTY MAILBOXES

07.07.25

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

The meeting was called to order at 6:03 pm at Unit K1, by Board President Jan Paul.

BOARD DISCUSSION

a. Cash Balances (not yet reconciled)

Operating as of 6/30/25 \$ 46,969.43

Reserves as of 6/30/25 \$ 26,521.18

Water as of 6/30/25 \$ 12,707.40

Linda reviewed the financials so the Board is aware of available funds for replacing the property mailboxes.

b. Other Current Improvement Considerations

Dumpster Areas Power washing \$ 902.24

The Board decided to table this item for now.

c. Mail Box:

The Board decided to replace all five mailbox sections instead of just one.

Russ made a motion to approve the quote from Dallas Lock & Mailbox, Inc. for \$2,818.02, which was the cost to replace one section. Russ and the rest of the Board agreed to proceed with replacing all five sections. Murf seconded the motion, and it was approved.

Linda noted that a discount might be available if all five sections are replaced at once.

She will contact the sales representative and update the Board with the final pricing.

d. Key Distribution – each individual mailbox comes with 4 keys

Keys must be signed for when received

Ideally, keys should be given only to unit Owners,

for Owners to give to their Renters if rented

Should the Association retain keys ?

Linda asked the Board whether the Association should retain a copy of the mailbox keys. The Board decided not to keep any copies. All four keys will be given to the homeowner after they sign a receipt form. The Association will not be responsible for holding or managing any mailbox keys. Homeowners are responsible for providing keys to their renters, if applicable. Once the new mailboxes are installed, homeowners must present a valid driver's license to receive their keys and sign the receipt. If a homeowner cannot pick up the keys in person and wants their renter to do so, they must provide written authorization.

e. Gazebo paint:

Linda suggested that since the mailboxes are being replaced, the Association should also repaint the entire gazebo and rebuild the bulletin board to give the mail center a clean, updated look.

Murf made the motion, Kevin seconded, and the Board approved it. The Board will select the paint color.

The meeting was adjourned at 06:53 pm.