

**Briarwood Homeowners Association  
Board of Directors Meeting Minutes  
January 22, 2020**

**In attendance:**

<b>Board Members</b>			<b>Management</b>		<b>Guests</b>
	<b>Mel Rasco, President</b>	<b>X</b>	<b>Chris Nochez, MASC</b>	<b>X</b>	<b>Per attached</b>
	<b>Jason Freeman, Vice President</b>	<b>X</b>	<b>Angela Connell, MASC</b>		
<b>X</b>	<b>Alice Rodgers, Secretary</b>				
<b>X</b>	<b>Winston Avera, Treasurer</b>				
<b>X</b>	<b>Carmen Mickell, At Large</b>				

**(Please check mark to the left of individuals who are present)**

**Call Meeting to Order:**

Due notice of meeting and a quorum established, Mrs. Alice Rodgers, Secretary called the meeting to order at 6:05 P.M. The meeting was conducted at Lake Jackson Civic Center located at 333 Hey. 332 E Lake Jackson, Texas 77566.

**Call Open Forum to Order:**

- a. Patrol Activity Report – No new reports.
- b. Resident Input – Homeowners were present per attached sign in sheet. Discussion was had regarding cable boxes and new tenant welcome letters.

**Call Business Meeting to Order:**

**Actions between Meetings:**

- a. There were no unannounced meetings.
- b. Ratify Actions Approved Between Meetings – The Board ratified terminating Billy Harris as the pool contractor. The Board also ratified hiring Gary Rodgers as the pool contractor.

**Approve Minutes of Previous Meeting:**

- a. The minutes of the November 12, 2019 Board of Directors meeting were read and with a motion by Mr. Winston Avera and a second by Ms. Carmen Mickell, motion passing unanimously, were approved.

**Committee Reports:**

- a. Architectural Control Committee – No new ACCs to review at this time.

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**Treasurer's Report**

- a. Cash Balances – MASC Austin Properties, Inc. presented the Board with the financials for the months of November 2019 and December 2019 along with the cash flow spreadsheet and financials. Treasurer Winston Avera presented a financial summary to those present. Total cash assets as of the last day of November 2019 were \$21,425.54 which was up by the previous month of \$2,234.35. Total cash assets of the last day of December 2019 were \$18,387.08 which was down by the previous month of \$3,038.46.
- b. Delinquencies – Delinquency report was provided to the board along with account ledgers.
- c. Review Financial Reports – Reports submitted to Board of Directors.
- d. Funding Options for Briarwood Property Improvements that Exceed Monthly Maintenance Fee Revenue- It was discussed that there are numerous concrete work needs (driveways, sidewalks, and parking spots), drainage, and landscaping needs that must be addressed for the community. Bids are to be obtained for the community work to better evaluate the special assessment amount to ask the membership.

**Management Report:**

- a. Correspondence received by Association, Directors, Management – None presented.
- b. Association Business and Operations –
  - 1. Drainage/Engineering Report- The Board discussed the need to obtain bids for the scope of work that Chelsea Architect had reported and proposed. The Board asked MASC Austin Properties, Inc. to seek proposals from qualified companies and to send them the Engineer's scope of work to bid off of.
  - 2. Deed Restriction Letters and Enforcement- The Board stated that a workshop with the inspector would prove beneficial to see what all needed to be sought out for and looked at the homes for violations. Mr. Winston Avera stated he would be willing to meet and walk the property. Ms Angela Connell and Mr. Chris Nochez will both attend the walkthrough.
  - 3. 2020 Annual Meeting Preparation- The annual meeting for Briarwood HOA is scheduled for February 4, 2020. Mr. Winston Avera stated he has a PowerPoint Presentation that he will work on for the annual meeting. Ms. Angela Connell stated that MASC Austin Properties, Inc. will send over the financials and anything that Mr. Winston Avera needed to help with the PowerPoint. The Board

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requested that availability be checked from restaurants Swamp Shack on the River, Pick a Fence and La Casona for hosting the annual meeting. Swamp Shack had hosted in the past and has a meeting room that can be converted for the annual meeting setting.

4. Management Company Renewal Addendum- Ms. Angela stated that she will email MASC Austin Properties, Inc. Addendum to the Board for review and voting via email.
- c. Web Page Report – Ms. Angela Connell stated that changes were made to the webpage regarding the documents and putting them in the correct order.
- d. Common Area Maintenance Report –
  1. Common Area Maintenance (Concrete, Trees, Irrigation, Plants, Lighting, Pool) –
  2. Opening Contractor Account for Hardware Store- Tabled for a further discussion.
- e. Pool Report – Ms. Angela Connell stated she would work up a contract to be forwarded to the Board for review under Mrs. Alice Rodgers’s “Jobs and Duties for Pool Personnel”. The Board would review and approve the contract and then MASC Austin Properties, Inc. would forward over to Mr. Gary Rodgers for review and submit changes if he feels necessary. The Board requested that an account with Aqua Classic Pools be obtained.
- f. Parking/Towing Report – After further review of the towing situation for Briarwood HOA, the Board felt that it did not need a towing company at that time. If vehicles were indeed dumped or do not adhere to rules for Briarwood HOA, the City of Lake Jackson would be contacted to sticker and remove the vehicle.
- g. Homeowner Insurance Report – Mr. Chris Nochez reported that insurance letters were sent to homeowners that reflect expired, to be expired, or not submitted insurance certificates that MASC Austin Properties, Inc. has on file.

**Executive Session:**

**Reconvene in Open Session and Report on Actions Approved During Executive Session.**

- a. Collections:
  1. Enforcement Action – The Board approved three accounts to be sent to the attorney’s office.
  2. Owner Requests – None.
- b. Deed Restrictions – No action.
- c. Attorney Communications – No new report.

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**Set Date, Time and Agenda of Next Meeting/Adjournment**

The Board stated that meetings will now take place every quarter instead of every month. The Board stated that they will review their schedules and announce the next meeting when a date has been set.

With no further business to be conducted, the meeting was adjourned by the Secretary Mrs. Alice Rodgers at 9:00 P.M.

Date: \_\_\_\_\_

\_\_\_\_\_, President

\_\_\_\_\_, Secretary

\_\_\_\_\_, Management