

# Brierwood Meadows Homeowners Association Meeting Notes

**Meeting Date:** April 18, 2026

**Attendees:** Jaylen Smith, Anthony Molinero, Brian Frohert, Kate Wittenbrook-Horne, Miriam Davis, Chris (Guest), Winkle and Matt (Guest)

## 1. Finances/Dues Report

- **Status:** Currently nine households have not paid their dues.
- **Outstanding Balance:** \$2,850.00
- **Current Account Balance:** \$17,030.19
- **Action Items:**
  - Brian will draft reminder notices for the unpaid accounts and distribute them to the board for review.
  - Once approved, Brian and Anthony will manage the distribution of these notices.

## 2. Online Dues Report

The board discussed whether the HOA website can display payment status for members. Currently, members can verify their status and view past receipts directly via the community website by following these steps:

1. Log in to the community website with your email and password.
2. Access **Your Profile** by clicking on your name or the profile icon in the top right-hand corner.
3. Select **Online Payment History** from the dropdown menu.
4. Review **Transactions** to see a list of payments made through the website, including date, amount, and method. Individual receipts can be downloaded or printed from here.

*Note: This portal only displays payments made directly through the website. Payments made via physical check or external bank bill-pay will not reflect in this specific portal. Brian will research options for displaying check payments online.*

## 3. Dumpster Rental Survey Results

Based on the survey results, the HOA will **not** proceed with renting a community dumpster for the neighborhood cleanup due to insufficient interest.

Survey Question: Would you participate in a Neighborhood Cleanup Day?	Count	Percentage
Yes, I have items to dispose of	7	58.3%
No, I do not need this service	5	41.6%

## 4. Landscaping & Maintenance

The board reviewed three bids for tree trimming and has agreed to accept the middle bid from **Washington Tree Service** (\$6,298.50).

### Project Details (WA Tree Services #683-2)

Service Description	Qty	Unit Price	Total
<b>Alder Cluster Removal (Dead):</b> Location in large field/park. Remove all material and leave site clear.	1.0	\$1,200.00	\$1,200.00
<b>Stump Removal:</b> Alder cluster.	1.0	\$500.00	\$500.00
<b>Brush Clearing:</b> Remove grass and sticker bushes under alder cluster.	1.0	\$850.00	\$850.00
<b>Maple (Roadside):</b> Crown clean deadwood; remove	1.0	\$450.00	\$450.00

Service Description	Qty	Unit Price	Total
dead, damaged, and overcrowded growth.			
<b>Cobra Cable (Maple over shed):</b> Install specialty cabling to allow healthy growth while supporting stems.	1.0	\$800.00	\$800.00
<b>Maples (Entrance):</b> 3 maples along road; crown clean deadwood, remove dead/overcrowded growth, and canopy raise.	3.0	\$600.00	\$1,800.00
<b>Subtotal</b>			<b>\$5,600.00</b>
Tax (WA 10.5%)			\$588.00
<b>Total Estimate</b>			<b>\$6,188.00</b>

*Note: Full comparison of all bids (Arbor Tree Care, WA Tree Services #683-2, and WA Tree Services #683-1) is available on the HOA website. Kate will follow up with Washington Tree Service to schedule the work.*

## 5. Red Cedar Tree Planting

- Anthony volunteered to plant two Red Cedar trees near the field by the retention pond.
- Kate is coordinating with the County regarding plans for the retention pond to ensure optimal placement.
- Trees must be situated at least 10 feet from the property border.

## **6. Sign Painting**

- Anthony and Kate will manage the sanding and painting of the Brierwood Meadows sign.
- Miriam and Barry will assist with materials.
- Work is weather-dependent and will begin once conditions improve.

## **7. Future Project: Fence and Shed Painting**

- The board agreed to evaluate painting the shed and the fence near the open field later this summer.
- This project will be revisited after the tree trimming is completed.