

**Briar Hill Estates Homeowners Association
Board of Directors**

Minutes from November 2004 Meeting

The following is a summary of the minutes from the November 2004 meeting of the Briar Hill Estates Homeowners Association, Inc. (the "Corporation") Board of Directors Meeting held on November 16, 2004:

The meeting was called to order at about 7:10 pm. Present were Marv Ormerod, Ron Hartman, Dan Sharrard, Scott Belcher, Bill Fluke, Mike Losik and Tim Dowdy. The Board of Directors (the "Board") conducted the following business:

- Filled board vacancies

Since there were no nominations received for the 3 open Board positions in connection with the 2004 annual meeting of the members, the Board of Directors, by unanimous affirmative vote of the remaining Board of Directors, appointed the following replacement members and confirmed the following officers:

The replacement members of the Board of Directors:
Bill Fluke, Mike Losik and Tim Dowdy

The officers of the Corporation are as follows:

President	Bill Fluke
Vice President	Mike Losik
Secretary	Tim Dowdy
Treasurer	Marv Ormerod
Maintenance Officer	Ron Hartman
Code Compliance Officer	Dan Sharrard

- Discussed preparation of a new newsletter

Bill Fluke and Dan Sharrard will jointly work on preparing a newsletter. Dan will provide a sample and Bill will draft. The newsletter should be kept to one page to reduce postage costs.

- Changed signature authority on bank account

The By-Laws require that checks be signed by two officers of the Corporation. It was determined that four of the Board members would have signature authority: Bill Fluke - President, Mike Losik - Vice President, Tim Dowdy - Secretary and Marv Ormerod - Treasurer. Paper work was prepared and appropriate signatures obtained. Marv Ormerod is to deliver the paperwork to the Bank.

- Financial Audits

The By-Laws do not require financial audits. It was determined at this time not to require annual financial audits, but to conduct financial audits as the circumstances may require. It was also determined that if a member desires to conduct a financial audit of the Corporation's books and accounts for his or her own purpose, then such member shall be responsible for payment of the cost of conducting such audit.

- Website Additions

It was determined that certain items need to be added to or deleted from the Corporation's website (briarhillestates.com):

- The covenants for Sections 7 and 8 (Mike Losik is to obtain from Cheryl Miller);
- The email addresses for the old officers need to be deleted and those for the new officers need to be added (Tim Dowdy will provide information to Mark Davidson, the Webmaster)
- The old By-Laws need to be deleted and the new amended By-Laws added (Tim Dowdy to provide to the Webmaster)
- The Board minutes from July, August and September need to be added (Tim Dowdy to contact Webmaster)

- Code Compliance Matters

Dan Sharrard, Code Compliance Officer, stated that no new alleged code violations have been submitted to him since the annual members meeting. He did discuss some situations that he has noticed during his drive arounds that may be potential code violations. Dan will report on whether these have been resolved next month.

- Maintenance Matters

Ron Hartman discussed the status of the streetlight project. Ron will follow up with Bill Cox with respect to the streetlights. Scott Belcher will check with Bill Cox about the price.

Marv Ormerod mentioned that a few invoices had not yet been sent for some electrical work that had been completed and stated that the irrigation contractor needs to return to "winterize" the irrigation systems

A work detail was formed among the Board members to meet and place the Holiday decorations at the entrances and common areas on Sunday, November 21, 2004 at 1:00pm. Marv Ormerod stated that some of the decorations were broken or in bad shape and it was agreed that some of the decorations should be repaired or replaced.

Ron Hartman discussed some concerns regarding lighting at entrances to subdivision and his plans to replace the lighting in 2005

- Capital Project – Signage

Money has been budgeted for 2005 to erect new signage in Briar Hill Estates. Paul Sinkhorn is the Chairman of the committee formed to manage this project. Marv Ormerod sent information he obtained about various styles, materials and pricing to Paul. It was noted that this committee needs additional members to assist Paul.

The next meeting was set for the first Tuesday in December (December 7) at 7:00pm at Tim Dowdy's home.

The meeting was adjourned at about 9:50pm.