

Briarwick Condominium Owners Association, Inc.
Annual Homeowners Meeting
Meeting Minutes

March 21, 2024

Start: 7:00 PM

Stop: 8:05 PM

Location: Platou Community Center: 11655 Chimney Rock Rd., Houston, TX 77035

Present: Yolanda Brown, Dr. Janice Gloster, Carmela Ledet, Samuel Kiteka, and 34 homeowners

1. President's Report – Yolonda Brown

- Briarwick owner and resident for 18 years.
- Emphasized the critical importance of monthly assessment fee payments by all owners for proper property maintenance.

2. Vice President's Report – Dr. Janice Gloster

- Briarwick owner and resident for 35 years.
- Highlighted commitment to fostering community wellness and neighborly connection.
- Introduced two community initiatives:
 - **Briarwick Soleful Strutters:** A walking club for senior residents and owners.
 - **Healthy Eats:** A program to promote healthy eating habits among senior residents and owners.

3. Secretary's Introduction – Carmela Ledet

- Briarwick owner and resident for 40 years.
- Appointed to the Board by the President and Vice President following Dan Skrabanek's departure.
- Main focus: Ensuring property upkeep and adherence to Bylaws and Rules and Regulations.

4. Property Manager's Report – Samuel Kiteka - Sam Houston Properties

- **Proxies Collected and Owner Questions Addressed.**
- **Management Transition:**
 - Rise Management officially began Jan 1, 2023. They later breached the contract by ceasing maintenance duties.
 - Sam Houston Properties began on August 1, 2023.
- **Key Accomplishments:**
- Improved **security**, lighting, and general maintenance.
- **Security protocol:** All visitors must present ID.
- **Surveillance:** 13 cameras now operational, with footage stored in the cloud for 30 days.
- **Gutters:** Commercial-grade gutters installed on Buildings 4, 12, and 13, with more planned.
- **Water billing:** Negotiated with City of Houston to avoid service interruption. Reduced water bill from \$194K to \$174K, with a \$15K down payment and \$6K monthly plan.
- **Boilers:** Two new hot water boilers installed, a third to follow next month. New secured fencing added.
- **Waste Management:** Reduced monthly cost from \$3,500 to \$1,100, saving at least \$16K.
- **Lighting:** Replaced 119 outdated light fixtures with LED lights. Previous management failed to address the fire hazard from older U-shaped bulbs.
- **Legal Update:** HOA and previous management sued for \$3.2M due to a fatal incident, contributing to increased insurance costs.
- **Break and Quorum:** 10-minute break taken to determine quorum; quorum not met. A follow-up meeting will be held in 30–45 days per bylaws.
- **Licensing:** Addressed lack of proper licensing by two former management companies.
- **Comcast:** In negotiations to resolve debulk billing issue; current cost is \$13K/month for unnecessary services.
- **Delinquency and Voting Rights:** Owners with outstanding HOA dues are ineligible to vote in elections.
- **Upcoming Communication:** Statements will be mailed to all owners within two weeks.
- **Meeting Adjourned**