

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

May 2, 2025

Start Time: 7:01 PM

Stop Time: 8:00 PM

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

Present: Yolanda Brown, Dr. Janice Gloster, Carmela Ledet, Samuel Kiteka, Ely Medina, Jonathan Galo, and homeowners

1. Call to Order

- The meeting was called to order by Yolanda Brown, Board President.

2. Roll Call of Directors

- All board members were present:
 - Yolanda Brown – President
 - Dr. Janice Glosser – Vice President
 - Carmela Ledet – Secretary

3. Welcome & Introduction of Briarwick COA's New Website

Presented by: Samuel Kiteka, Property Manager, Sam Houston Properties

- The new Briarwick COA website was introduced: www.briarwickhoa.com
- Key features of the site include:
 - **Owner & Tenant Registry:** All owners are required to register and report full contact details of all occupants over the age of 18.
 - **Documents Section:** Includes Governing Documents, Declarations, Resolutions, and Management Certificate.
 - **Sales and Leasing:** Linked to HAR.com for property listings.
 - **Photo Gallery:** Updated property photos available.

4. Accountant's Report

Presented by: Ely Medina, Accounting Manager, Acc|Ess Project Solutions Inc.

- Owners in attendance were provided with two (2) pie graphs displaying data from the Aging Report and the Association's collection efforts (see attached). Ms. Medina delivered a presentation titled, "Why Would You Leave \$500,000 on the Table - Part II", which highlighted the successful collection of \$320,440.85 over a period of one year and nine months, based on the outstanding balance as of December 2022.
- Ely Medina and Samuel Kiteka meticulously reviewed 25 boxes containing approximately 70,000 pages of Briarwick documents until they located the 2022 Aging Report - a comprehensive, 1,200-page document detailing owner statements and records of unpaid assessments, totaling \$481,361.75 in debt. Following that discovery, Ms. Medina scanned the entire report into a digitized format and manually entered each owner's balance into QuickBooks, the Association's accounting software. This intense process, which included a full reconciliation of accounts, took one year and six months to complete.
- Ms. Medina and her team mailed a complimentary Owner Statement via postal service to all homeowners. Any owner with concerns regarding their balance is required to provide supporting documentation (proof) for review.
- The previous management company, Rise, issued zero (0.00) balances to all Briarwick homeowners as of January 2023, without reconciling the accounting records or carrying over unpaid amounts reflected in the December 2022 Aging Report. This action has raised significant concerns about fairness, as it potentially allowed some homeowners to avoid paying past due assessment fees. Both the Board of Directors and Management have emphasized the importance of correcting this oversight and ensuring all outstanding debts are properly collected.

5. Manager's Report

Presented by: Samuel Kiteka, Property Manager, Sam Houston Properties

- Presented a slideshow highlighting property improvements and major repairs completed within the last six weeks.

6. Introduction of Candidates

- No introductions held due to lack of quorum.

7. Election of Directors

- No election held due to lack of quorum.

Meeting Adjourned

Immediately following the adjournment of the meeting, homeowner Imran Vehra shouted out, then proceeded to grab Yolanda Brown's place card and tore it apart.