Briarwick
CONDOMINIUM OWNERS ASSOCIATION, INC.

BOARD MEETING MINUTES

Clayton Library Congress, 5300 Caroline St., Houston, TX

June 25, 2026

1. Call to Order
The meeting was called to order at 1:00 p.m.

2. Roll Call / Quorum
Directors present: Yolanda Brown and Dr. Janice Gloster.
A quorum was established.
Management present: Samuel Kiteka, Property Manager & Board Advisor.

3. Approval of Minutes
May 28, 2026 Board Meeting Minutes
A motion was made to approve the May 28, 2026
Board Meeting Minutes as presented.
Motion seconded.
The motion was put to a vote and approved unanimously.

4. Old Business
Golf Cart Purchase - Status Update (Temporary Deferral Due to Cash Flow)
Management provided a status update regarding the temporary deferral of the proposed golf cart purchase due to current cash flow considerations.

Discussion:
Dr. Gloster observed that owner assessment delinquencies continue to create financial challenges for the Association and adversely affect its ability to address operational needs in a timely manner, including the purchase of a replacement golf cart.

President Brown agreed, emphasizing that timely payment of assessments is essential to maintaining the Association's financial stability and its ability to acquire equipment necessary for daily operations.

No action was taken.

5. New Business
a. **Vote on Proposed 2026 Policy for Inspection of Books & Records**
The Board considered the proposed 2026 Policy for Inspection of Books and Records establishing uniform procedures governing owner requests to inspect Association records, inspection appointments, supervision, labor charges, copying costs, identification requirements, and protection of confidential records.

Discussion:
President Brown stated that the proposed policy provides an organized and consistent framework for records inspections while promoting fairness and respect for homeowners requesting records, the Accounting Manager responsible for producing records, and Management responsible for coordinating and supervising inspections.

Dr. Gloster agreed that establishing clear expectations benefits both owners and the Association and supports an orderly inspection process.

A motion was made to adopt the 2026 Policy for Inspection of Books and Records as presented.
Motion seconded.
The motion was put to a vote and approved unanimously.

b. **Vote on Proposed 2026 Right of Access Policy for Upgrades to Limited Common Elements**
The Board considered the proposed 2026 Right of Access Policy for Upgrades to Limited Common Elements relating to the installation, maintenance, repair, replacement, and modification of fiber optic infrastructure serving the community.

Discussion:
President Brown expressed her support for the proposed policy, noting that Briarwick would become the first condominium community in the Holly Hall area to implement community-wide fiber optic infrastructure. She stated that the project represents a significant improvement for residents by providing access to faster internet speeds at competitive pricing while enhancing the long-term value of the community.

Management explained that the policy authorizes uniform installation of the fiber optic infrastructure throughout the property while preserving each owner's ability to decide whether to activate internet service.
A motion was made to adopt the 2026 Right of Access Policy for Upgrades to Limited Common Elements as presented.
Motion seconded.

The motion was put to a vote and approved unanimously.

6. Presentation and Discussion: Accounting & Collections Educational Video
Management presented the Association's accounting and collections educational video entitled "Why Would You Leave $500,000 on the Table – Part II."

Discussion:
President Brown and Dr. Gloster both expressed their appreciation for the presentation, describing the video as insightful, educational, and beneficial to the membership. President Brown requested that the video be published on the Association's website so that all owners would have the opportunity to view it.

Dr. Gloster agreed and expressed her support for making the educational resource available to the community.

No action was taken.

7. Schedule Next Meeting
The Board considered scheduling the next Board meeting.

A motion was made to schedule the next Board meeting for July 30, 2026, at 1:00 p.m. at the Clayton Library Meeting Room.
Motion seconded.
The motion was put to a vote and approved unanimously.

8. Adjournment
There being no further business, the meeting was adjourned.