

BRIAR COVE PAIRED COTTAGES ASSOCIATION, INC.

Schererville & Dyer, Indiana

Annual Meeting

November 29, 2007

The meeting was called to order at 7:00pm by Laurel Schaap, Interim Board President. John (Jay) Popp, Interim Board Member and Peter Bylen, from 1st American Management were present at the meeting. Sixty-seven (67) households were represented in person.

Laurel Schaap began the meeting by reviewing the history of the board. She introduced Jay Popp, newly appointed board member, and explained that Paul Hess had resigned due to family obligations.

Resident Ralph Flynn provided information that he obtained from Tom Schmidt concerning the CN Railroad's plans. He encouraged that Briar Cove residents stay on top of the matter and attend any and all public meetings on this matter.

Peter Bylen asked that the minutes from the 2006 meeting be accepted. Joe Arias stated that absent from the minutes was Todd Olthof's commitment to crediting Briar Cove for watering expenses of the models; the amount came to \$7,100.92. The minutes were approved with the addition.

Peter Bylen reviewed 2007 expenses. Questions were raised regarding the snow removal budgeted amount, watering expenses, and about real estate taxes for the common areas. Peter Bylen also reviewed the 2008 budget and fielded questions regarding increased expenses.

Looking forward there was mentioned of a single contractor (grounds manager) sometime in 2009, that would oversee matters associated with mowing, fertilization, landscaping, and the irrigation system. Also mention was made of an association website as an alternative to fliers and mailers, as well as an informational resource, resident could refer to site for the association's governing documents and matters related to committees, social events and other contact information.

Laurel Schaap discussed ways that the association could save funds by residents doing some things for themselves, as opposed to hiring someone to do these items. She stated that it is a balancing act, since many residents chose Briar Cove due to the "maintenance free" aspect of the community. Laurel also discussed the advantages of forming committees. Possible committees would include the website, a newsletter, a social committee, grounds care, architectural review, and a rules committee. She asked that anyone interested in serving on those committees should contact Peter at 1st American Management.

Jay Popp commented on insurance. He requested that Residents speak to their agents at renewal time to have a certificate sent to the association. He also stated that the mulch in the landscape beds needs to stay away from the fascia due to the moisture damaging the fascia.

Mention was made that the trash and recycling be weighed down on Wednesdays, due to high winds. A question was raised concerning Japanese Beetles. Peter mentioned that many association trees were sprayed, but not trees or plants that individual planted in the sides and rear of their home. Peter stated that care should be taken in selecting trees and plants that will not attract Japanese Beetles. A formal request was also made for open board meeting.

Joe Arias circulated concerns that related to the (1) litigation with the former management company; (2) availability of the results of the audit; (3) whether the Olthof Homes bail out is contingent upon recovery from KMC; (4) turn-over date of the association; (5) desire to have annual audits of the association finances; (6) access to financial records of the association, (7) terms of the grounds care contract; (8) water credit (mentioned in the 2006 minute approval above); (9) the association water bills; and the (10) formation of a transition committee to oversee the transfer of the association's control from the Briar Cove Development LLC.

Peter Bylen responded (1) the matter with the former management company was in litigation (Arias stated that his check of court schedules reveals that nothing has been scheduled); (2) there is no time frame on the availability of the results of the audit but certainly not before the matter has been resolved one way or the other; (3) there was no comment as to whether the bail out is contingent upon recovery; (4) that per the governing documents the turn-over date of the association would be in June 2008 with a possible extension (by amendment) if the KMC matter has not been resolved; (5) annual audits are not required by the governing documents but that expense could be made into a line item in future budgets; (6) that access to the association's financial records can be made by appointment at 1st American Management office (however Peter mentioned that he has no records prior to March of 2005 and that he will not reveal delinquency lists); (7) confirmed that grounds care charges were on a per service rather than a set monthly amount; (8) he will bring up the matter of the water credit to Todd Olthof; (9) that the association water bills were over budget due to the volume of complaints about the two days (at 15 minutes) so watering was increased to three days (at 20 minutes); (10) the interim board has been appointed precisely to oversee the transition and learn the ropes of association governance (Arias recommended that the association obtain the services of an attorney to draft a transition agreement that would not saddle the association with unforeseen obligations after the transition).

Lastly, Peter Bylen stated that if a resident would desire a spot on the interim board to submit their name for consideration and that that people with expertise or knowledge in specific areas volunteer for committees.

There being no further business, the meeting adjourned at 8:53pm.

Respectfully submitted,

Valerie Powers