

Briar Hill Homeowners Association Board Meeting
MINUTES

January 12, 2026 • 5:30 PM

Easter Lutheran Church, 4545 Pilot Knob Rd, Eagan

RSP email: admin@rsp.management

PRESENT: Heather H, Heather J, Mindy, Cathy, Austin, Henry, 12 homeowners

1. Call to Order – Board President

- Introduction of Austin and Henry from RSP Management

2. Approvals – Board President

- Approval of Prior Meeting Minutes (Sept. 8, 2025) – prior minutes were sent late; will approve at next meeting
- Approval of Today's Agenda: January 12, 2026 – adjust times for a 5:30pm start / Agenda approved
- Non-Meeting Approvals
 - a) Approval of RSP Management as new management company
 - b) Approval of Waste Management contract for 5 years
 - c) Address Association's two additional parcels with Association attorney
 - d) Move "Operating-Reserve" Funds into the operating account
 - e) Board Meeting set for 1/12/25 at 5:30. Location was TBD.
 - f) RSP has permission to waive one late fee per homeowner per year on an as-needed basis without board approval
- ACTION: Heather J moved to approve Non-Meeting Approvals / Cathy seconded / all Board members voted in favor

3. Director Reports

- Treasurer's Report
 - Still getting financial documentation moved over from Multiventure and sorted
 - Heather H – Multiventure did not compile a December financial packet. From November packet, a handful of homeowners are delinquent with dues. There were no questionable transactions in the report.

4. Management Report – Property Manager

- Governing Documents Update – Work in-progress
 - A draft should be ready soon. After the Board reviews the draft, they can compile their questions and have a conversation with the attorney to discuss changes. Once the final version is ready, it will be sent to the full homeowner community to approve (via Certified mail with a 30-day deadline), then the mortgage companies, then it will go on record with the County. This is typically a 6-12 month process.
- Homeowner siding concern (roof leak, interior damage) – Work in-progress.
 - Completed as of 1/09/26. Homeowner was present at meeting and requested information on any warranty on the roof or siding. Board was told by Multiventure that the warranty expired several years ago and the company that did the work has since

gone out of business. RSP Management will look through documents transferred from Multiventure to try to find any information on a potential warranty.

- Same homeowner has also had an ice dam issue over the garage due to the delay in repairing the roof leak. Cost of ice dam mitigation: \$650. Board will review governing docs to determine who is responsible for payment.
 - Goal – review this by Jan. 16 and convey decision to homeowner.
- Document Transfer from Prior Management – Completed.
 - RSP is still sorting through the documents and uploading them into their software.
 - Heather H requested that the HOA's baseline documents (By-Laws, Declaration, etc) be uploaded into the portal first, so homeowners have access.
- Two Additional Parcels (Dolomite) research – Work in-progress
 - SJJ attorney responded that the owners of these parcels should be charged assessments (dues) moving forward. Attorney recommended additional research into titles of the parcels, as they should change hands when property ownership is transferred. These parcels are owned by people who do not live in Briar Hill.
 - ACTION: Heather J moved to allow the attorney to do the title search on the parcels / Cathy seconded / all Board members voted in favor
- Association Fines Review – Work in-progress
 - SJJ reviewed our governing documents and discovered that the By-Laws contain information on charging fines, but our Declaration does not.
 - RSP's recommendation is that the Board set a fine schedule that is shared with the community. Board will discuss the fine schedule in an executive session. Current fine amount on file is \$25.00.

5. Old Business

- Review of Waste Management contract
 - Board negotiated it down from about \$5,000/month to about \$2,500/month. Board solicited bids from several other companies and Waste Management's was the most competitive.

New Business

- Tax + Audit Proposal Review
 - Definitions:
 - Audit – full scope look at financials
 - Review – general overview of financials, making sure everything balances
 - Transition audit – making sure old books (from Multiventure) and new books (RSP) align
 - Board question for Mullen: can we do just the Transitional Audit + 2025 tax prep? A full audit was done in 2025.
- Review of Tree Replacement Project
 - In 2025, HOA offered homeowners an opportunity to replace any dead ash trees that had been removed with a purchase from the City of Eagan's tree sale. Homeowners had to follow specific guidelines regarding purchase and planting, and then the purchase price was reimbursed once it was determined that the tree had been planted correctly. Seven (7) homeowners took advantage of this.
 - Board needs to determine whether this will be an ongoing offer.

- ACTION: Cathy moved to extend the offer into 2026 / there was no second / the motion did not pass
- Election Nomination Form and Ballot Template Discussion
 - RSP will review the Board's current nomination form and ballot template and get back to us with their standard procedure for Board elections.
 - Goal: will discuss this before the Annual Meeting in April.
- Yearly Overview Report
 - Prepared by RSP to summarize key details from the previous year.
- Vendor Review – add the following vendors to the Yearly Overview:
 - Grizzly Tree Care – tree removal, trimming
 - BEI – siding and other exterior repairs
 - Bear Natural – gutter cleaning
 - TAG, Inc – asphalt maintenance
 - SJJ Law – attorney of engagement
 - PRS Towing & Transport -- occasionally patrols community and tows vehicles parked in the turnarounds.
 - RSP will handle complaints from homeowners about cars parked in the wrong driveway or encroaching on a neighbor's driveway.
- Set Meetings for the year
 - New Board will set meeting schedule for the year once they are confirmed at the Annual Meeting
 - Board will meet with RSP before Annual Meeting – will determine date via email.
- Additional Snowplow services
 - Conflicting amounts have been given by Von Bank for additional services – is it \$90/hr or \$120/hr? Barrels of salt + sand are available by mailboxes for homeowners to use themselves.
 - Board requests a quote from VonBank about salt application.
 - Homeowners are requested to send RSP a photo if they are feel their driveway was not plowed.
 - Our contract states VonBank will not come plow unless the snowfall is over 2" in a *single* snowfall.
 - VonBank is required to document a reason for not plowing a driveway (e.g. a car was parked in the driveway).

6. Announcements

- **Next Meeting Date: Thursday, April 16 – 6:00pm / Annual Meeting**
- Location: TBD (hoping for Eagan Community Center)

7. Meeting Adjournment – 6:56pm