

**Eaglewood Association, Inc.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 11, 2025**  
**Eaglewood Office**

**Meeting called to order:** by Steven Cook at 6:06 pm

**Roll call of officers - Present:** Board members: Steven Cook, Paul Dalleska, Laura Friesen, Deena Bradley

**Approval of Minutes:** These minutes were distributed to the Board via email on September 25, 2025. A motion to approve was made electronically, and approval was confirmed by unanimous consent on September 25, 2025.

Board Member Resignation: Kevin Garcia

Operations Manager: Seth Spence

Office Manager: Kaye Carleton, absent due to illness

Guests: Roy Briley and Danielle Schwab from Roy Briley Association Managers

Roy Briley and Danielle Schwab from Roy Briley Association Managers (RBAM) were thanked for their attendance at the meeting.

Roy presented his proposal for closing the Eaglewood office and transferring all office manager duties to the Briley Association Managers' Anchorage office, should Kaye's health issues prevent her from returning to work.

- Challenges of training a new office manager to replace Kaye in the Eaglewood office
  - Options for part time/full time employees were discussed, as well as shared roles with a Briley employee.
- Streamlining dues payments and invoice submissions was discussed.
  - The current system is cumbersome and delays payments being applied to accounts.
  - Roy Briley's office does not accept cash payments for HOA dues, necessitating multiple steps to process cash payments.
- The Briley office could handle the complete violation inspection process.
- Concerns were expressed over the loss of a local point of contact, given Kaye's depth of knowledge of the neighborhood and its residents.

The Board requested a breakdown of costs for the management company to take over all administrative functions.

Board members will continue to offer limited coverage in the office to answer phone and email messages.

**Reports of Officers:**

**Eaglewood Association, Inc.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 11, 2025**  
**Eaglewood Office**

**President: Steven Cook**

- Updates on the HOA website nearing completion.
- Updates to the Mission Statement poster design were reviewed with board members expressing the opinion that the draft submitted was not quite what they had in mind.
- Procedures for petty cash reimbursement were reviewed, including scanning receipts to send to the Roy Briley Association Managers (RBAM) office.
  - Steve is creating a system for tracking petty cash
- Board Seat Vacancy: The board will postpone filling the board vacancy during this time of change and transition.

**Motion:** To reimburse Seth (Operations Manager) for the purchase of a backpack leaf blower.

**Vote:** Passed unanimously

**Motion:** To accept Kevin Garcia's resignation from the Eaglewood HOA board of directors.

**Vote:** Passed unanimously

**Design Committee: Laura Friesen**

- Roofs, Gutters, and Windows Approval Policy:
  - A discussion took place regarding the necessity of requiring homeowners to submit applications for standard color roofs, gutters, and windows.
  - A new policy will be drafted.
- Metal Roofs and Architectural Standards:
  - Discussion about allowing metal roofs and the historical context of restrictions, with examples of existing metal roofs and color options.
- Voting Procedure for Policy Changes:
  - Votes on policy wording can be conducted via email to expedite decisions.

**Judicial Council: Vacant**

**Treasurer: Paul Delleska**

Transfer of funds to cover construction costs on the S. Mitkof street project will be completed soon.

**Long Range Planning Committee:**

**Motion:** To approve the appointment of members of the LRPC; members remain until resignation or reappointment.

**Vote:** Passed unanimously

**Operations Manager: Seth Spence**

- The need for an updated list of cluster mail boxes was noted.

**Eaglewood Association, Inc.**  
**BOARD OF DIRECTORS MEETING MINUTES**  
**August 11, 2025**  
**Eaglewood Office**

- Seth will coordinate with the post office and/or delivery personnel to resolve missing information.
- Sidewalk upgrades for 2026 will focus on areas south of Kanaga Loop, including sidewalk replacement and lighting upgrades.
- Seth has contacted Pruh's for a proposal and bid.
- Concerns raised about damage to newly seeded landscaping on S. Mitkof caused by vehicles.
- Guaranteed Services has contracted with Eaglewood for snow clearing.
  - Purchased a belly dump truck to improve efficiency.
  - A preliminary sweep of the streets as soon as conditions allow in the spring was added to the contract.
- Tesla has completed repairs to conduits and tunnels (Pribilof and N. Montague).
- Testing new fixtures on J-string is ongoing.
- Summer crew has been reduced to two teams; mowing will slow down.
- Discussion about removing the map and wooden structure at the main entrance, as the map is considered unnecessary.
  - The map will be removed, but it is of low priority.

**Meeting Adjournment:**

Motion to adjourn passed unanimously at 7:29 pm

Steve Cook 9/30/2025  
Approved Signature/Date  
Signature/Date

Deena Bradley 10/1/2025  
Secretary/Communication Chair

Eaglewood Association, Inc.  
BOARD OF DIRECTORS MEETING MINUTES  
August 27, 2025  
Eaglewood Office

**Meeting called to order:** by Steven Cook at 6:16 pm

**Roll call of officers - Present:** Board members: Steven Cook, Paul Dalleska, Laura Friesen, Deena Bradley, and former board member Wally Thomas.

Personnel, legal, and contractual issues were discussed.

**Motion:** To accept Kaye Carleton's letter of resignation as Office Manager of Eaglewood HOA.  
**Vote:** Passed unanimously

Meeting adjourned at 7:50 pm

Steve Cook 1/13/25  
Approved Signature/Date  
Signature/Date

Deena Bradley 1/13/26  
Secretary/Communication Chair