

Briarwood Falls Association  
Quarterly Community Meeting  
October 24, 2024 at 6:30 PM  
Meeting Minutes  
(Unapproved)

**Chair:** Pat Perna

**Minutes Submitted by:** Nancy Daley

**Members Present:** Pat Perna, President; Karen Pontrelli, Director/Treasurer; Nancy Daley, Director/Secretary  
Greg Dexter, Director; Joe Clune, Director

**Community Members Attending:**                   # Units - 21  
  # Units on Zoom - 10

| Topics  | Discussion  | Action  |
|---|---|---|
| 1. Call to order  | Meeting Called to order at 6:33PM   |   |
| 2. Guest Speaker  | a. Jack Phelan of Bouvier Insurance<br><br>i. Jack was not here yet so business meeting will begin and will suspend when he gets here                               |   |
| b. Approval of/additions to the agenda  | None  |   |
| 4. Community Member input (Limited to items on the agenda; comments limited to 2 minutes Maximum) | None  |   |
| 5. Introduction and welcome of Joe Clune as a new Director  | Pat Perna introduced Joe Clune as a new Director to the board   |   |
| 6. Approval of Board Minutes – July 25, 2024 Community Meeting                                    | Minutes of the July 25, 2024 Quarterly Community meeting were presented for approval.   | On a <b>MOTION</b> by Karen Pontrelli, <b>SECONDED</b> by Greg Dexter to accept Minutes of Quarterly Community Meeting of July 25, 2024<br><br><b>VOTE</b> passed |
| 7. Treasurer’s Report   | Karen Pontrelli presented the financial statement for the past quarter July-September.<br>Total Income: \$84348<br>Total Expenses: \$76712<br>Difference was \$7636 |   |

Briarwood Falls Association  
Quarterly Community Meeting  
October 24, 2024 at 6:30 PM  
Meeting Minutes  
(Unapproved)

| Topics                             | Discussion  | Action  |
|------------------------------------|---|---|
|                                    | Total Reserves: \$ 258302<br>Business Checking Balance \$39913  |   |
|                                    | At 6:40PM   | On a <b>MOTION</b> by Karen Pontrelli, <b>SECONDED</b> by Greg Dexter to suspend business so that Jack Phelan of Bovier can speak<br><b>VOTE</b> passed |
|                                    | Jack Phelan of Bouvier Insurance explained our master policy coverage and offered recommendations for HO6 policies and then Q&A from members  |   |
|                                    | At 7:06PM   | On a <b>MOTION</b> by Karen Pontrelli, <b>SECONDED</b> by Greg Dexter to return to business of the meeting<br><b>VOTE</b> passed                        |
| 8. Repairs and Maintenance Summary | <ul style="list-style-type: none"> <li>a. Pat Perna gave a summary of repairs and maintenance tasks completed in the third quarter. (See p. 4)</li> <li>b. Volunteer committee has saved a few thousand in doing that work</li> <li>c. Kudos to volunteers</li> <li>d. Will advertise for more volunteers again in the spring</li> </ul>  |   |
| 9. Committee Reports               | <ul style="list-style-type: none"> <li>a. Social Activities Committee <ul style="list-style-type: none"> <li>i. Greg Dexter gave report (see p. 5)</li> </ul> </li> <li>b. Uniform Fee Committee <ul style="list-style-type: none"> <li>i. Karen Pontrelli stated that the Uniform Fee Committee has completed its work. The ballot packets were assembled. Instructions were sent to homeowners to pick up the packets at the Community Center. The packets for "snowbirds" were mailed. So far, we have received forty-two (42) back. If you have not picked up your packet,</li> </ul> </li> </ul> |   |

Briarwood Falls Association  
Quarterly Community Meeting  
October 24, 2024 at 6:30 PM  
Meeting Minutes  
(Unapproved)

| Topics                     | Discussion   | Action  |
|----------------------------|--|---|
|                            | <p>please do so.</p> <p>Ballots will be counted on Nov 8</p>   |   |
|                            | <p>c. Volunteer Committee</p> <p>i. One final project they intend to do: Putting up the markers for the driveways</p>  |   |
| 10. Old Business           | <p>a. Landscaping Project update</p> <p>i. Greg Dexter read an overview (see p. 6)</p>   |   |
| 11. New Business           | <p>a. Corporate Transparency Act</p> <p>i. The Corporate Transparency Act (CTA) is a federal law that went into effect on January 1, 2024, requiring certain entities to report information about their owners and controllers to the Financial Crimes Enforcement Network (FinCEN). The CTA's purpose is to combat money laundering, terrorist financing, and other financial crimes.</p> |   |
| 12. Next Community Meeting | <ul style="list-style-type: none"> <li>• Quarterly Community Meeting January 23, 2025 at 6:30PM</li> <li>• Special Budget Meeting December date TBA</li> </ul>   |   |
| 13. Community Member Input | None   |   |
| 14. Adjourn                | At 7:30 PM   | <p>On a <b>MOTION</b> by Joe Clune and others,<br/> <b>SECONDED</b> by Walter Rozinski to adjourn the meeting at 7:30PM</p> <p><b>VOTE</b> passed</p> |

Briarwood Falls Association  
Quarterly Community Meeting  
October 24, 2024 at 6:30 PM  
Meeting Minutes  
(Unapproved)

Volunteer Work

| UNIT           | PROJECT                               | SCOPE OF WORK   | NOTES  | ESTIMATED SAVINGS                         | ADDITIONAL NOTES  |
|----------------|---------------------------------------|---|--|---|---|
| 4 SKYLARK      | 10X10 DECK 13 STEPS                   | PRESSURE WASH, STAIN DECK, BALUSTERS, STEPS FACE BOARDS | OWNER HAS STAIN                                  | \$135.00 PRESSURE WASH<br>\$1500.00 STAIN |   |
| 10 SNOWBIRD    | 12X12 DECK 6 STEPS                    | PRESSURE WASH, STAIN DECK, BALUSTERS, STEPS FACE BOARDS | THOMPSON "AUTUMN BROWN, HAVE 2 GALLONS           | \$135.00 PRESSURE WASH<br>\$1200.00 STAIN |   |
| 25 MOCKINGBIRD | 10X10 DECK NO STEPS                   | PRESSURE WASH, STAIN DECK, BALUSTERS, STEPS FACE BOARDS | USE CABOT CLEAR STAIN                            | \$135.00 PRESSURE WASH<br>\$400.00 STAIN  |   |
| 3 ORIOLE       | 12X12 DECK 12 STEPS                   | PRESSURE WASH, STAIN DECK, BALUSTERS, STEPS FACE BOARDS | Need 1 Gallon Sherman Williams Chesapeake SW3051 |   | CURRENT DECKING IS DEGRADED TO A POINT WHERE IT SHOULD ALL BE REPLACED, RECOMMEND COMPOSITE DECKING |
| N/A            | BRIDGE                                | PRESSURE WASH ENTIRE STRUCTURE                          | NEED TO PURCHASE STAIN                           |   |   |
| 17 ORIOLE      | BEE'S NEST                            | SPRAY NEST  | NEED TO PURCHASE BEE SPRAY                       |   |   |
| 8 ORIOLE       | FRONT ENTRANCE DOOR AND GARAGE DOOR   | PAINT AS REQUESTED                                      | NEED TO DETERMINE AND PURCHASE PAINT             |   |   |
| 5 ORIOLE       | STAIN DECK                            | PRESSURE WASH, STAIN DECK, BALUSTERS, STEPS FACE BOARDS |  | \$135.00 PRESSURE WASH<br>\$600.00 STAIN  |   |
| 2 STARLING CT. | GAP BETWEEN FRONT STAIRS AND SIDEWALK | SEAL GAP  | NEED TO PURCHASE SEALANT                         |   |   |
| 9 ORIOLE       | STAIN DECK                            | PRESSURE WASH, STAIN DECK, BALUSTERS, STEPS FACE BOARDS |  |   |   |
| 3 ORIOLE       | Front Garden                          | TRIM RODEDENDRON  | TRIMMED OFF SIDEWALK AND AWAY FROM HOUSE         | \$40.00                                   |   |
| 80 MOCKINGBIRD | Patio Door                            | Ongoing Water Leak                                      | May have been resolved                           |   |   |

Briarwood Falls Association  
Quarterly Community Meeting  
October 24, 2024 at 6:30 PM  
Meeting Minutes  
(Unapproved)

Briarwood Falls Condo Association  
Quarterly Community Meeting  
Social Activities Committee Report

Our Social Activities committee plans and provides our community with activities. Updates and times for all activities and events continue to be e-mailed each week to the community by Pam Provost.

Our annual Halloween Party was held October 19<sup>th</sup> in the community center. Although attendance was light, all who came had a great time!! Many thanks to the committee who decorated for the party; their efforts are always appreciated.

A Puzzle-Off Contest is planned for October 27<sup>th</sup> at 2:00PM. Teams of 3-4 people will make the same puzzle. Sign up is in the Community Center.

Our annual Veterans Day observance will be November 11<sup>th</sup>, at 9:00AM, with the American Legion conducting a ceremony at our community flagpole. Coffee and donuts will be served in the center after the ceremony. We will also be collecting non-perishable food items to benefit the Friends of Assisi Food Pantry. As always, your generosity is greatly appreciated!

Another Sip n' Paint event with instructor-guided painting is planned for November 21<sup>st</sup> at 6:00PM. The cost will be \$ 15.00 per person. Bring your own beverages! Please RSVP Dianne Clune or sign up in the community center.

December 7<sup>th</sup> will be our catered Holiday Brunch, planned for 1:00PM in the community center. Volunteers on December 2<sup>nd</sup> at 2:00 PM to help decorate for the holidays would be appreciated.

February 4<sup>th</sup> to the 18<sup>th</sup> will be our annual TEEG collection, and February 21<sup>st</sup> is targeted for our Winter Doldrums Party. More details to come.

American Legion Post 21 will hold their general monthly meeting here at Briarwood on November 13<sup>th</sup> starting at 7:00 PM. Meetings are scheduled through May of each year. A schedule is posted on our community center bulletin board. All veterans here at Briarwood are encouraged to attend.

The next meeting for the Social Activities committee will be early November, date to be announced. All interested in helping are invited to attend. Your ideas are always welcome.

Respectfully submitted,

Greg Dexter  
Executive Board Liaison, Social Activities Committee

Briarwood Falls Association  
Quarterly Community Meeting  
October 24, 2024 at 6:30 PM  
Meeting Minutes  
(Unapproved)

Subject: Overview; Lawn Restoration Project, Post Aeration / Over-seeding Work

As of October 1<sup>st</sup>, the initial phase of the lawn restoration project was completed by both our landscaper, Full Myle Grounds, and our lawn treatment vendor, Carrier's Turf Pros. At that time, they made recommendations to help insure successful seed germination. These included a daily watering schedule and pet restrictions.

Seed germination has been occurring, even though the conditions supporting this process have been less than desirable. Carrier has indicated that the germination period for our new grass seed, under ideal conditions, is typically two to three weeks. Some of our residents have asked about continued watering of their lawns.

Since the germination period has been less than ideal, Carrier feels we should continue to water. Once the weather turns more seasonable, then the watering schedule presently in use can be reduced or stopped.

Overall, Carrier's is committed to restoring our lawns to the healthy condition we all want. Continued lawn treatments later this Fall, and a lawn treatment program in 2025 that addresses the weed, fungi, and insect issues we encountered this year, will vastly improve our lawn areas going forward. In addition to the four lawn treatment applications we contracted for this past season, Carrier will be applying two additional treatments; one for the pervasive Nuts Edge weed we have suffered with, and one for the troublesome surface insects we encountered this season. Carrier has assured us that they will improve their communications with Briarwood, advising us if and when any conditions that will degrade our lawn quality occur. Further to this, they will advise us as to the corrective actions that should take place.

At the Executive Board's last meeting October 10<sup>th</sup>, several community residents expressed their concerns regarding the problems encountered this past year, the response of the board to a number of these issues, and corrective actions needed going forward. The board will be reviewing these concerns at our next meeting in early November.

Although the issues that degraded our lawns happened quickly, the full recovery period to establishing healthy lawns again will likely take a good part of next year. If we all do our part where we can, our Briarwood Falls lawns will recover to a level we all can be proud of!!

Sincerely,  
Greg Dexter, Director; Landscaping  
For the Briarwood Falls Executive Board