

**Briarwood Falls Condo Association  
Executive Board Meeting Minutes  
September 8, 2022 10:00 AM**

(Approved October 13, 2022)

**Chair:** Pat Perna **Minutes Submitted by:** Joe Geiger / Secretary

**Board Members Present:** Pat Perna - President, Karen Pontrelli - Treasurer/Director, Bill Cucchi - Director, Joe Geiger - Director, and Greg Dexter - Director

**Guests:** Attendees: Ed & Gail Burns, Don Desrosiers, Ralph Mastrangelo, Chris Norman, Rose Ogden, Jean Pelletier, Ron Sabatos

Zoom Participants: Nancy Daley, Paulette Decarli, Lynn Geiger, Deborah Haraldson, Dave Pontrelli

**Board Members Absent:** John Pacheco - Director, Dave Musto - Director

TOPICS	DISCUSSION
<b>1) Call to Order</b>	<ul style="list-style-type: none"> <li>• Meeting called to order at 10:03 AM.</li> </ul>
<b>2) Additions to Agenda</b>	<ul style="list-style-type: none"> <li>• Pat requested we add to New Business: Correspondence with Declarant</li> </ul>
<b>3) Community Member Input</b>	<ul style="list-style-type: none"> <li>• Ralph Mastrangelo requested to consider including options for Implementation of Common Fee as part of the Common Fee Committee's charge.</li> </ul>
<b>4) Approval of Board Meeting Minutes</b>	<ul style="list-style-type: none"> <li>• Minutes of July 30, 2022 Special Exec Board Meeting               <ul style="list-style-type: none"> <li>➤ Pat suggested we note that this was a Special Meeting to elect Board Member positions and set Board Member responsibilities</li> <li>➤ For agenda Item 5 Meeting Dates change 2<sup>nd</sup> Tuesday to 2<sup>nd</sup> Thursday of month.</li> <li>➤ Add to Board Member Responsibilities list: Planning &amp; Calendar Social Activities Committee – Pat</li> </ul>               Karen made motion to approve July 30<sup>th</sup> Meeting minutes with corrections cited.                Bill 2<sup>nd</sup> motion                All approved             </li> <li>• Minutes August 11, 2022 Executive Board Meeting               <ul style="list-style-type: none"> <li>➤ Agenda 4 – remove comments regarding approval status July 30 minutes</li> <li>➤ Agenda 8 - Pat clarified that 2 motions were made regarding the Common Fee Committee: fist was motion for naming committee and purpose. Then Pat revised motion to add that the Committee to have first meeting before end of August. Karen 2<sup>nd</sup> revised motion.</li> </ul>               Joe made motion to approve August 11, 2022 minutes with changes cited.                Bill 2<sup>nd</sup> motion             </li> </ul>

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	<p>All Approved</p> <ul style="list-style-type: none"> <li>• Minutes August 23, 2022 Special Exec board meeting <ul style="list-style-type: none"> <li>➤ Pat asked to revise minutes to change order of accepting Don Desrosiers resignation first as president then as Board Member. Bill made motion to approve August 23, 2022 minutes with changes as cited</li> <li>Joe 2<sup>nd</sup> motion</li> <li>All approved</li> </ul> </li> </ul>
<p><b>5) Treasurer's Report</b></p>	<ul style="list-style-type: none"> <li>• Karen presented the financial statement for the last month, August 2022 <ul style="list-style-type: none"> <li>➤ Total Income: \$26,125</li> <li>➤ Total Expenses: \$24840</li> <li>➤ Difference was \$1,284</li> <li>➤ The YTD difference of income vs. expenses \$13,650</li> <li>➤ Total Reserves at the end of quarter: \$168,177 (Reserve balance reflects 3rd withdrawal \$7662 for driveway and road repairs)</li> <li>Other Account Balances: Business Checking \$32,161 Regular Savings \$2610</li> </ul> </li> </ul>
<p><b>6) Repairs and Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Bill provided summary of M&amp; R work done and that was included in August maintenance expense – M&amp;R Report is attached to minutes: <ul style="list-style-type: none"> <li>➤76 Mockingbird - Installation of French drain. This fixed the long-standing flooding problem at entrance to porch and front door.</li> <li>➤3 Owls Nest – replaced master bedroom window &amp; screen</li> <li>➤6 Mockingbird &amp; 5 Grouse – purchased separate siding pieces and repaired damaged siding.</li> <li>➤11 Mockingbird – Replaced Sunroom Slider window (2<sup>nd</sup> window replacement), fixed roof flashing and reattached gutters.</li> <li>➤67 Mockingbird – cleaned &amp; stained deck</li> <li>➤9 Oriole – installed French drain at kitchen entrance, installed concrete slap step at deck stairs replacing jagged stone step which was trip hazard, leveled sloping front steps.</li> <li>➤2 Snowbird – installed extension to direct gutter drain water beyond basement sunroom addition and installed hydraulic cement along seams of concrete block foundation and floor to seal against water seepage into room. Room was dry during recent heavy rains so repairs look to be effective.</li> <li>➤5 Mockingbird – Reset sunroom slider door back on track and repaired door lock.</li> <li>➤26 Mockingbird – replaced cracked vent boot. We still need to paint over water stain on ceiling caused by leak around cracked boot.</li> <li>➤3 Starling – water entering basement window due to clogged roof gutter drain. Cleaned out drain line which fixed problem.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>➤1 Starling – water egress into basement. Found underground French drain flex line was crushed and blocking drain. Replaced crushed drain line.</li> <li>➤25 Mockingbird – Garage door sensor has erratic operation due to reflection of sunlight on sensor as door lifted. Added shields to shade sensors which eliminated sun reflection.</li> <li>➤4 Starling water leaking into basement window due to clogged gutter drain. Gutter drain was cleaned out.</li> <li>➤14 Snowbird- Replaced fogged window in sunroom and kitchen.</li> </ul> <ul style="list-style-type: none"> <li>• Joe expressed his concerns that the water ban may prevent getting houses washed this year. \$1050 was already approved for to wash 5 - 6 units. So far this year, we have had requests to wash 18 units. Units to try to get washed this year will be prioritized from the list. It would be good if we could get an additional 5 - 6 houses done before December if the water ban is lifted. Joe made a motion to table discussion on house washing for now and revisit it at our October Board Meeting. Hopefully by then, we will have a better estimate of expense money available. Bill 2<sup>nd</sup> motion All approved</li> <li>• Bill addressed Ron Sabatos' request to clear weed growth from the rock rip-rap retaining wall behind 66 to 78 - 70 Mockingbird and 14 Skylark. Bill stated that at this time the Association has other expense work to be done rather than spend money to improve the esthetics of the rip-rap retaining wall. The root structure of vegetation growing in the wall could help hold soil in the wall. Bill made motion at this time to postpone any clearing of vegetation in the wall and consult landscape experts on how to best address this growth. Joe 2<sup>nd</sup> motion All Approved</li> </ul>
<p><b>7) Garage door Hardware Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Joe stated that a Unit owner had questioned if the Association is responsible to do inspection and lubrication of the garage door hinges, rollers and springs as part of garage door maintenance stated in Declaration, Section 6.3 (a) (v). Per Section 6.3 the association is responsible for replacement of the garage door and hardware such as rails, rollers and springs. When the garage door needs replacement the door service companies typically require that the door hardware also be replaced and included it in the door cost. The Association is also responsible over the life of the door to repair/replace broken springs and defective rollers and rails. The Association will not be doing routine inspection and lubrication of the garage door hardware. Unit owners are responsible for inspection and maintenance of their</li> </ul>

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	<p>garage door opener and related hardware. Current cost is \$65 for a door service company to inspect and lubricate the overall garage door hardware system including the opener chain, rail, door hinges, rollers and springs. Affordable Garage Door stated that, given that our garage doors typically are opened only 1 - 2 times a day, the door hardware inspection and maintenance needs only to be done about every 3 years.</p> <p>Pat stated that we should add this door maintenance task to our Maintenance Standard when this standard is again revisited.</p>
<p><b>8) Waivers</b></p>	<ul style="list-style-type: none"> <li>• Bill stated that he had approved two waivers: <ul style="list-style-type: none"> <li>➢ 9 Oriole – installation of new IBC boiler and hot water system. This requires installing 2<sup>nd</sup> vent (exhaust) from boiler package though the lower siding.</li> <li>➢ 23 Mockingbird – Install gas fired heating unit in basement which will also require installing exhaust vent though lower siding.</li> <li>➢ A third waiver at 78 Mockingbird to install outdoor carpet on patio to fix issue having very rough concrete finish on patio surface. Carpet would be glued to patio surface. Bill will pass this waiver to the Waiver Review Committee to address if there could be any issue with glued carpet when it had to be replaced in the future.</li> </ul> </li> </ul>
<p><b>9) Common Fee Committee</b></p>	<ul style="list-style-type: none"> <li>• Pat spoke about some of the problems that surfaced after the initial set up and selection of the Common Fee Committee and selected members. Now as board president Pat said that she would relinquish her position on the committee and appoint Ron Sabatos to take that place on the committee. It makes more sense to have Ron as a committee member rather than only a presenter as was originally stated for the committee work. Common fee Committee members now include: <ul style="list-style-type: none"> <li>Mark Aschenbach</li> <li>Joe Geiger</li> <li>Ralph Mastrangelo</li> <li>Dave Musto</li> <li>Ron Sabatos</li> </ul> </li> </ul> <p>After a lengthy Discussion to define the charge of the committee, Joe made a motion defining the charge: to educate the community via scheduling at least 2 more presentation to the community of the Common Fee proposal, then possibly contacting individual unit owners who had not heard the presentation to explain the proposal.</p> <p>Bill 2<sup>nd</sup> motion. All approved</p> <p>The first meeting of the committee to be held week of September 12.</p>

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	<p>During Agenda Item 15, Community Member Input, more discussion took place on this topic leading to a motion by Bill to return to business discussion on Agenda item 9, Common Fee Committee. Karen 2<sup>nd</sup> motion. Board approved to continue discussion on Common Fee Committee. Bill made motion to add additional language to the committee charge: to have committee recommend when and how best to implement the Common Fee if the proposal is approved by Unit owners. Greg 2<sup>nd</sup> motion All Approved.</p>
<p><b>10) Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• Landscape Committee- John John was not present to make a report</li> <li>• Social Activities Committee – Pat described upcoming events: <ul style="list-style-type: none"> <li>➤ Annual picnic is September 10. 70+ community members expected. Pat said that getting the food supplies, meats. Etc., for the picnic has been harder this year due to the economic and inflation issues we are now experiencing. Many community members have signed up to bring a dish or desert to be shared.</li> <li>➤ Halloween party on October 29 will have Pot Luck dinner. Also, attendees are requested to bring a donation of health, beauty and food products which will be collected to give to three human services: TEEG, Access Community Action and St. Francis of Assisi Kitchen</li> <li>➤ Thank a Veteran Day November 11</li> </ul> </li> <li>• Bill said that several of the picnic tables are not suitable to use due to rotting seat and tabletop boards. He suggested attendees consider bringing tables that could be set up.</li> </ul>
<p><b>11)Community Center Rental Fee</b></p>	<ul style="list-style-type: none"> <li>• Pat stated currently there is a policy to charge Unit Owners \$200 to reserve the community Center for up to 4 hours and \$75/each additional hour for a private function. Experience has shown that this policy can be revised to favor unit Owners. After some discussion on this Pat asked for a motion</li> <li>• Bill made a motion to disband \$200 rental policy for Unit owners for reservation of Community Center for up to 4 hours private use and \$200 for a reservation over 4 hours by unit owner or for any reservation by a non-resident. Karen 2<sup>nd</sup> motion. All Approved</li> </ul>
<p><b>12)Old Business</b></p>	<p>None</p>

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<p><b>13) New Business</b></p>	<ul style="list-style-type: none"> <li>• Greg proposed to contact the declarant, Derek Santini, to get an update on future build out plans for our condo association. Discussion was held regarding preferred way for the board to get this update including: asking the declarant to attend and give update at our October 23 Community Meeting, attend an executive board meeting or, lastly, by sending us a letter describing the current project status and his future plans. Pat mentioned that the letter be addressed to official title of the project as Briarwood Falls Condo Association. However, the declarant's official title for his corporation is Briarwood Falls, LLC as Greg has shown on his proposed first draft of the letter. Greg made the motion to draft letter to Declarant asking to meet with Board at our October Community Meeting, at our regular Thursday morning Executive Board meeting, or if this was not possible, to provide the requested information is a letter to the Board. Letter will be to declarant will be signed by Pat, Chair of the Board. Bill 2<sup>nd</sup> motion All approved</li> <li>• Request to change meeting time for Thursday's Executive Board Meetings. Newly elected board member Dave Musto asked if meeting time could be moved to noon or in later afternoon as he still worked and the 10 AM time conflicts with his work commitments. Pat presented precedents of previous working board members who managed to make the scheduled 10 AM meeting without impacting their work schedule. Joe stated that the 12-noon time could possibly be accommodated by the present board members. Pat called for a motion. Joe made the motion to move the schedule meeting time for the monthly Exec board Meetings to 12 Noon. There was no 2<sup>nd</sup> to his motion Motion was withdrawn. Board meetings will continue to be a 10 AM.</li> </ul>
<p><b>14) Next board Meeting</b></p>	<ul style="list-style-type: none"> <li>• Exec board Meeting, October 13, 2022 at 10 AM</li> <li>• Community Meeting October 27, 2022 at 6:30 PM</li> </ul>
<p><b>15) Community Member Input</b></p>	<ul style="list-style-type: none"> <li>• Ron Sabatos addressed board decision not to control weed and tree growth in rock rip-rap wall. He stated that eventual growth of larger trees could be problem for the integrity of the wall. Bill agreed to discuss the problem for weed growth in the wall with Ron Baribeau, Killingly Engineering and other landscape experts and get cost estimates to treat, remove and manage the growth.</li> <li>• Ron also asked that the charge for the Common Fee Committee also include how and when to vote on the proposal, how and when to implement the common fee if it was approved by unit owners.</li> <li>• Similar comments to add to the committee charge were made by other community members at meeting which led to a motion by Pat to return to</li> </ul>

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	business of Agenda item 9 to consider amending the committee charge. Karen 2 <sup>nd</sup> motion All approved and the Board returned to business for Agenda Item 9.
<b>16) Adjourn</b>	Pat asked for motion to adjourn meeting. Joe made motion to adjourn meeting. Greg 2 <sup>nd</sup> motion All approved Meeting was adjourned at 11:53 AM

Attachment: August M&R Report

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## MASTER Maintenance / Repairs list

<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Date Requested</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
80 Mockingbird	EAGLE	leak around her cellar french doors		I tried to fix it a month ago and still having problem. Tim Brunet looked at it and is trying to find the cause of the leak. Reassigned to Dave Oleszewski 05/01. Dave found and repaired a problem....stopped most of the leak, but still another issue.	8/19/2022	DOOR BACK
27 Mockingbird	EAGLE	Leak between window panes	12/16/2021	Slocomb replacing		WINDOW UNIT
9 Oriole	RANCH	drainage issue by kitchen stairs	4/21/2022	Estimate from Nick White	8/31/2022	DRAINAGE
9 Oriole	RANCH	garage door steps crumbling	4/21/2022	Estimate from Nick White	8/31/2022	WALKWAY & STEPS
9 Oriole	RANCH	sloping front stairs	4/21/2022	getting two estimates to raise steps and also 6 Oriole		WALKWAY & STEPS
9 Oriole	RANCH	Paint shutters side of house	4/21/2022	Paint had frozen over winter....picking up new paint		PAINT
67,69 Mockingbird		Drainage issue in rear of homes	4/25/2022	Joe and I are meeting Killingly engineering 06/09/22 to see what they recommend		DRAINAGE
69 Mockingbird	EAGLE	clean out rear drains	5/1/2022			DRAINAGE
various	RANCH	Paint all phase 1 house door trims	5/1/2022	Dave Oleszewski submitting estimate.		PAINT
8 oriole	RANCH	hole in rip rap wall	5/26/2022			LANDSCAPE
13 oriole	RANCH	deck needs repairs and restained	5/30/2022			DECK
11 mockingbird	RANCH	window seal in 4 season room	6/8/2022	gave to Tim	8/20/2022	WINDOW UNIT
10 snowbird	RANCH	paint front door	6/22/2022			PAINT
2 snowbird	RANCH	water in back room basement	7/4/2022	installed a downspout extension, took care of majority of issue, need to seal outside at house foundation	8/31/2022	DRAINAGE
76 mockingbird	EAGLE	install french drain		ron baribeau installed the french drain	8/12/2022	DRAINAGE
1 snowbird	RANCH	water coming in under garage door	19-Jul	replaced seal and had to make a filler piece to get a tight seal did not work, gave to affordable doors		GARAGE DOOR
2 mockingbird	RANCH	fill in around rear steps	21-Jul			LANDSCAPE
3 owls nest	RANCH	master bedroom window defective	1-Aug	gave to tim	8/11/2022	WINDOW UNIT
5 mockingbird	RANCH	screen fell off slider and door will not lock	8/10/2022	re installed screen slider and adjusted door latch	8/12/2022	DOOR BACK
3 Oriole	RANCH	screw fell off shutter and siding slipped down	8/11/2022			SIDING VINYL
26 mockingbird	CARDINAL	roof vent boot damaged	8/22/2022	replaced boot	8/22/2022	ROOF VENTS
3 Starling	RANCH	water in basement	8/23/2022	vacuumed basement and cleaned out gutters	8/22/2002	GUTTER & DOWNSPOUTS
1 starling	EAGLE	french drain clog	8/23/2022	located crushed pipe, dug up and replaced damaged section	8/30/2022	DRAINAGE
25 Mockingbird	CARDINAL	garage door sensors	8/26/2022	made sun blocks for sensors to allow door to close	8/26/2022	GARAGE DOOR
4 starling	RANCH	clogged gutters	8/26/2022	cleaned clogged gutters	8/26/2022	GUTTER & DOWNSPOUTS
8 snowbird	RANCH	paint front door	8/28/2022			PAINT
3&4 oriole	RANCH	paint garage doors	8/29/2022			PAINT
19 mockingbird	EAGLE	water in basement door	8/29/2022			BASEMENT
9 oriole	RANCH	sliding window in sunroom does not close properly	8/29/2022	gave to Tim 09/02		WINDOW UNIT
14 snowbird	RANCH	fogged up window in kitchen and sunroom		Tim replaced and was already paid for a while ago	9/2/2022	WINDOW UNIT
78 mockingbird	EAGLE	wash house and Deck	14-Apr			POWER WASH UNIT
13 oriole	RANCH	wash house and Deck	30-May			POWER WASH UNIT
11 mockingbird	RANCH	wash house and Deck	8-Jun			POWER WASH UNIT
14 mockingbird	CARDINAL	wash house	18-Jul			POWER WASH UNIT
8 oriole	RANCH	wash house and Deck	18-Jul			POWER WASH UNIT
26 mockingbird	CARDINAL	wash house and Deck	25-Jul			POWER WASH UNIT
8 skylark	CARDINAL	wash house and Deck	31-Jul			POWER WASH UNIT
2 mockingbird	RANCH	wash house	17-Aug			POWER WASH UNIT