

Briarwood Falls Association
Executive Board Meeting Minutes
September 14, 2023 11:00 AM
 (Approved Condensed Minutes on November 9, 2023)

Chair: Pat Perna	Minutes Submitted by: Joe Geiger / Secretary
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Board Members Present: Pat Perna - President, Karen Pontrelli - Treasurer, Dave Musto – Vice President, Joe Geiger – Secretary, Greg Dexter – Director

Guests: **Attendees:** Donald & Ivy Blanchette, Diane Clune, Sue Johnson, Rose Ogdon, Pat O'Rourke, Art Ricky, Ron Sabatos
Zoom Participants: Michael Fournier, Lynn Geiger, Deborah Haraldson, David Pontrelli

Board Members Absent: Bill Cucchi – Director

TOPICS	DISCUSSION
1) Call to Order	<ul style="list-style-type: none"> • Meeting called to order at 11:02 AM
2) Additions to Agenda	<ul style="list-style-type: none"> • Joe - Amend Minutes of July 19th Special Meeting to clarify end date for Vacant Position and to correct dates for April & July Community Meeting. • Joe - Old Business – Defibulator - Ron Sabatos to deliver today. • Joe - New Business - Knox 3200 Secure Key Box • Greg – New Business – Disposition of leftover meats from Picnic. • Greg – New Business - Acoustics issue in Community Center. • Pat – Item 10 – status of Nutsedge treatment.
3) Community Member Input	<ul style="list-style-type: none"> • Michael Fournier – Under M&R address at 16 Oriole water leakage at garage front wall, slider door replacement, deck condition. • Sue Johnson – Under M&R address at 80 Mockingbird repair of water leakage at backside windows.
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes August 10, 2023 Exec. Board Meeting Pat asked to amend minutes to add statement related to her turning over the meeting to VP near end of meeting as she had to leave. Joe made motion to accept minutes amended as stated above. Greg 2nd motion. All approved. • Minutes August 30, 2023 Special Exec. Board Meeting. Karen made motion to approve the minutes as submitted. Dave 2nd motion. All approved. • Minutes July 19, 2023 Special Exec. Board Meeting Joe asked to amend the approved minutes to clarify vacant position term

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	<p>expiration and to correct Community Meeting dates for April and July 2024. There was some confusion regarding the vacant position term correction. Dave made a motion to table amending the minutes until next meeting and in the meantime resolve the issue. Karen 2nd meeting. All approved.</p>
<p>5) Treasurer's Report</p>	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, August 2023: <ul style="list-style-type: none"> ➤ Total Income: \$27,168 ➤ Total Expenses: \$24,424 ➤ Difference \$2744 ➤ Total Reserves at the end of month: \$110,531 ➤ CD Balance (Reserves) \$101,821 ➤ Business Checking Balance \$26,837
<p>6) Repairs and Maintenance</p>	<ul style="list-style-type: none"> • Joe presented the M&R Tracking report and summarized the work completed since last meeting. M&R Tracking reports are filed in folder at Community Center for Owners to review. • Quotes for Window Repair/replacement 5 Units from Killingly Glass - \$4763. Decision to hold approval to see if options can be worked out with Tim St Jean and his employer's boss to purchase assembled windows, same as would be done by Killingly Glass, but we might save costs for installation using Tim. • Quotes for 80 MB Repair: <ul style="list-style-type: none"> ➤ Received 3 quotes for needed repair. Based on our experience and timely need to get work done it was Recommend using Guaranteed Roofing - \$4873. ➤ Total cost for above work plus 6 other pending approved repairs will be \$13,835 to \$15,635. Current balance in M&R Budget is \$8,068. So, we would use all of the next 3 months M&R budget to complete this work this year. <p>Joe made motion for Board to approve using Guaranteed Roofing for 80 mocking bird repairs at \$4873. Greg 2nd motion All approved</p> • Road Puddling at curve with curb on Starling Joe will get quotes for installing French drain type system. • Replacement of Outside Lights - We have recently received two requests

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	<p>from owners to have their corroded/rusted outside lights replaced: garage lights at 11 & 12 Mockingbird and front door and garage light at 2 Mockingbird.</p> <p>Board practice is not to replace these lights until they no longer work.</p> <p>Owner at 11 Mockingbird has submitted a waiver to replace the lights with upgraded fixtures.</p> <p>Owner at 2 Mockingbird will be sent a letter from Board advising the Boards replacement policy for the outdoor lights.</p> <ul style="list-style-type: none"> • In view of pending M&R expenses discussed above, Joe made motion to hold doing unit power washings until we get costs for 4 MB and 80 MB resolved. <p>Dave 2nd motion All approved</p> <ul style="list-style-type: none"> • 16 Oriole re issues raised by Michael Fournier in opening comments: <ul style="list-style-type: none"> ➤ The replacement slider window is on order ➤ Joe has been working on the deck to assess whether it can be salvaged/cleaned up or it needs to be replaced. Deck to be power washed next week. ➤ Joe will check garage wall to assess for water leakage after recent very heavy rainstorms.
<p>7) Waivers</p>	<ul style="list-style-type: none"> • 11 & 12 Mockingbird – replace garage lights (2) • 6 Mockingbird – install emergency generator <p>Karen made motion to approve waivers as submitted.</p> <p>Joe 2nd motion.</p> <p>All approved.</p>
<p>8) Sch A-2 Correction 1 SB</p>	<ul style="list-style-type: none"> • This is related to the Sept 5th request received from 1 Snowbird owner asking Board to take action to fix the incorrect Sch A-2 square feet and monthly association fee assessment. This is their second request for this action. Further, as was determined by the Sch A-2 Study done in 2019, there are seven units being wrongly assessed because of errors made by the original declarants in assigning the square feet in the Sch A-2: these include 1 & 12 Snowbird, 3, 5 & 6 Starling and 1 & 2 Owls Nest. <p>Pat stated changes to the Sch. A-2 requires a unanimous vote of all owners. The Board has put a form of A-2 corrections out to owners to vote in the past and it has failed to pass. Pat stated that the Board has</p>

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	<p>this weed was difficult to eradicate but the herbicide should kill off the now standing nutsedge. He said it would likely take 2-years treatment to eradicate the rooted weed. In fact, by following Monday there were sign of the standing nutsedge yellowing and dying.</p>
<p>11) Old Business</p>	<ul style="list-style-type: none"> • Ron Sabatos delivered the ZOLL AED Defibulator, including wall mounted cabinet, signs, and decals. Cost is \$920. <p>Board will develop training for the AED and CPR to offer the community. Ron recommended we look at ZOLL video training modules that are available on their website. We will also look into local EMS training programs. Joe will make a report at October 12th Board meeting.</p>
<p>12) New Business</p>	<ul style="list-style-type: none"> • Left over meats and cheese from Picnic. After initial discussion Dave made a motion to give leftovers to the Activities Committee to use at Halloween party. Karen 2nd motion All approved <p>During Community Member Input, The Activities Committee Chair stated they did not want to use leftovers. Further discussions on what to do with leftovers led to two amendments to the original motion. The final decision, a motion by Joe to offer leftovers to interested community members at a one-time session, then donate what's left to the Food Bank. Greg 2nd motion All approved.</p> <ul style="list-style-type: none"> • Joe stated that there is a Knox Security Key box mounted at front of Community Center. Its purpose is to hold a key that would allow the fire department to enter the building if needed. We do not have a key to this box. Joe will check if Dayville Fire Company has a key and also confirm if the correct keys are in the box. • Greg stated that we should look into what would be required to mitigate the acoustic/echo problems in the main hall of the Community Center. This may take installing curtains or other sound mitigating materials. Greg will contact qualified service resources to see what could be done.
<p>13) Next board Meeting</p>	<ul style="list-style-type: none"> • Exec Board Meeting October 12, 2023 at 11 AM • Community Meeting October 26, 2023 at 6:30 PM

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<p>14) Community Member Input</p>	<ul style="list-style-type: none"> • Diane Clune stated that the Activities Committee does not want to use the leftover meats from the picnic at the Halloween party, although they do appreciate the offer of such. With this, the Board returned to New Business to discuss further what to do with the picnic leftovers. • Ron Sabatos commented on the Boards decision to pursue owners vote to correct the 7 errors in the Sch A-2 stating his disappointment that the 34 ranch units with a bump out for basement stairway were not being included. He referred to ANSI z2765- 2021 Standard, applicable for property appraisers, which defines what is to be included in measured square feet of commercial buildings and homes, implying that it should also be applicable to how we measure the unit area for the Sch A-2. Areas. <p>Ron also stated that implementation of a Common Fee would be the best way to resolve the issues with the Sch A-2 and encouraged the Board to continue to promote this.</p> <p>Chris Norman addressing the Board's concern about costs if legal action had to be taken to get the Sch A-2 Correction amendment approved, suggested we have the owners vote and if approval votes greatly exceeds 80%, instead of proactively engaging our attorney to pursue legal approval of the amendment we just file the updated A-2 amendment with the Town, adjust the fees for applicable units and wait to see if any owner challenged the decision. If so, then involve our attorney to legally settle the matter.</p> <p>Michael Fournier asked who would be the correct contact for him to follow up with about the roof leakage issue on his unit, 16 Oriole. He was told to contact either Bill or Joe via the Board e-mail address.</p>
<p>15) Meet Miles Racine</p>	<ul style="list-style-type: none"> • Myles Racine our new landscape contractor starting in November, Full-Myles Grounds, was introduced to the Board and the members of the community present. The 3-year contract was signed.
<p>16) Adjourn</p>	<p>Pat called for motion to adjourn meeting. Karen made the motion to adjourn. Dave 2nd motion. All approved – Meeting was adjourned at 12:52 PM</p>