

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
January 14, 2021 10:00 AM**

Chair: Chris Burke

Minutes Submitted by: Karen Pontrelli

Members Present: Chris Burke, President, Pat Perna, VP, Karen Pontrelli, Treasurer, Bill Cucchi, Director, and John Pacheco, Director

Guests: Deb Haraldson, Pat O'Rourke, Joe Geiger, Ron Sabatos, and Walter Rosinski

Members Absent:

TOPICS	DISCUSSION	ACTION
1) Call to Order	<ul style="list-style-type: none"> • Chris B called the meeting to order at 10:00 AM. 	
2) Additions to Agenda	<ul style="list-style-type: none"> • Karen P asked that we have an Executive Session at the end of the meeting. 	
3) Community Member Input	<ul style="list-style-type: none"> • There was no input at this time. 	
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Karen P moved to approve the December 10 minutes. John P seconded the motion. All were in favor. 	
5) Repairs and Maintenance	<ul style="list-style-type: none"> • Bill C provided an update to the items for Repairs and Maintenance. • A. Water in Units. <ul style="list-style-type: none"> ○ 2 Snowbird – the leak near the deck with water coming into the basement. ○ 23 Mockingbird – water came in where the radon pipe goes into the floor. ○ 4 Grouse – water came in around the waste pipe. ○ 11 Oriole – water came in around the waste pipe and a crack in the foundation. ○ 11 Mockingbird – water came in through several cracks in basement floor. ○ 5 Mockingbird – water came in between the basement floor and the wall. ○ 76 Mockingbird and 5 Grouse – had a leak where the vent pipe goes through the roof. • B. Possible Equipment Purchases to Handle Flooding. <ul style="list-style-type: none"> ○ Bill C recommended that we purchase a shop vacuum (\$150) and a sump pump (\$100) for the Association. 	<p>Bill has attempted to contact USA Basement.</p> <p>Pat P mentioned that Frank has two pumps that the Assoc. could use.</p>

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	<ul style="list-style-type: none"> • C. Erosion behind 12 and 14 Skylark. <ul style="list-style-type: none"> ○ Norm Thibault from Killingly Engineering looked behind both units and did not see any areas that were in danger, but installed monitoring devices to check for erosion. He suggested installing some crushed stone in the area. • D. 2 Starling. <ul style="list-style-type: none"> ○ Norm Thibault looked at the area. Bill is waiting to hear back from him. • 9 Oriole – painting of doors and shutters will wait until the spring. • 13 Snowbird – lawn repair needed where the sewer work was done. To be addressed in the spring. • 1 Owls Nest – a new roof was installed. • 4 Mockingbird – large hedges were trimmed. 	
<p>6) Committee Reports</p>	<ul style="list-style-type: none"> • A. Landscaping Committee <ul style="list-style-type: none"> ○ Nothing to report. • B. Social Activities Committee <ul style="list-style-type: none"> ○ Pat P mentioned that we had an extremely successful food drive. She sent a note on behalf of the Board and the food kitchen to express gratitude for all contributions. ○ We have a new calendar for the community center bulletin board for when the center opens. ○ Another food drive will be planned around Easter time. 	
<p>7) Treasurer's Report</p>	<ul style="list-style-type: none"> • A. Karen P provided the Treasurer's report. <ul style="list-style-type: none"> ○ Total income for the month of December = \$23,172 ○ Repairs/Maintenance = \$11,920 ○ Total expenses for the month of December = \$29,571 ○ Reserves total = \$137,788 ○ Vermont Insurance renewal = \$34,405 • B. Impact of Recent Repairs on Budget. <ul style="list-style-type: none"> ○ YTD difference - income vs. expenses was a positive \$172 for 2020 year ending. 	

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8) Waivers	<ul style="list-style-type: none"> • Bill C mentioned he received three waivers <ul style="list-style-type: none"> ○ 2 Oriole - to add a front porch ○ 7 Mockingbird - to add a radon system ○ 21 Mockingbird - to add windows to the lower level addition 									
9) Old Business	<ul style="list-style-type: none"> • A. Follow-up Bylaw Vote <p style="text-align: center;">Bylaws</p> <table style="margin-left: auto; margin-right: auto;"> <tr> <td style="text-align: right;">Vote Tally:</td> <td style="text-align: center;">YES</td> <td style="text-align: center;">NO</td> <td style="text-align: center;">DID NOT VOTE</td> </tr> <tr> <td></td> <td style="text-align: center;">57</td> <td style="text-align: center;">4</td> <td style="text-align: center;">31</td> </tr> </table> • John asked if there was any interest to purchase the cleaning spray gun for the Community Center. 	Vote Tally:	YES	NO	DID NOT VOTE		57	4	31	<p>The adopted Bylaws will be sent to the community, and posted on the website.</p> <p>Chris mentioned a special Board meeting would be scheduled to go through the comments that we received regarding the Declaration and Maintenance Standards.</p> <p>Table for a later date.</p>
Vote Tally:	YES	NO	DID NOT VOTE							
	57	4	31							
10) New Business	<ul style="list-style-type: none"> • A. The Agenda was sent out for the community-wide meeting scheduled on Jan. 21. <ul style="list-style-type: none"> 1) New community members <ul style="list-style-type: none"> ○ 4 Snowbird • 7 Mockingbird is for sale and will close on January 29. 									
11) Next Board Meeting	<ul style="list-style-type: none"> • The next Executive Board meeting will be held on February 11, 2021 at 10 AM. 									
12) Community Member Input	<ul style="list-style-type: none"> • Ron Sabatos spoke about damages to the seal coating on his driveway from the heavy equipment used during a snowstorm. • Walter Rosinski said he noticed that all of the driveways that were seal coated last year had been scratched. • A discussion took place. • The Board's position: if you complete a waiver for seal coating, you assume the responsibility. Any resolution for damages will be between the homeowner and 									

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	<p>the vendor to resolve.</p> <ul style="list-style-type: none"> Pat P asked that the walkway on the side of the bridge be cleared after a storm. 	Bill C will request that Ron B clear the walkway on the side of the bridge.
13) Executive Session	<ul style="list-style-type: none"> Chris B stated that the Board will attend an executive session and asked all community members to sign off. The Board attended an Executive Session. 	
14) Executive Session Ended	<ul style="list-style-type: none"> John P moved to come out of Executive Session. Bill C seconded the motion. All were in favor. Karen P moved to pay the claim to the Perna's for water damages. A check in the amount of \$1,046.10 was paid by Vermont Insurance toward the first claim. A check in the amount of \$2,500 will be paid by Briarwood Falls for the second claim. John P seconded the motion. In favor: Chris, Karen, Bill, and John. Abstain: Pat P 	
15) Adjourn	<ul style="list-style-type: none"> Chris B asked for a motion to adjourn the meeting. Karen P moved to adjourn. Pat P seconded the motion. All were in favor. The meeting was adjourned at 11:25 AM. 	