Briarwood Falls Association Executive Board Meeting Minutes October 12, 2023 11:00 AM

(Approved November 9, 2023)

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

Board Members Present:

Pat Perna - President, Karen Pontrelli - Treasurer, Joe Geiger – Secretary,

Bill Cucchi – Director, Greg Dexter – Director

Guests:

Attendees: Chris Norman - Videographer, Chris Burke, Joanne DeCarla,

Lynn Geiger, Pat O'Rourke, Ron Sabatos

Zoom Participants: Dave Musto - Vice President, Paulette Carli, Nany Daley,

Sue Johnson, Vern Himes, Art Ricky

Board Members Absent:

TOPICS	DISCUSSION Meeting called to order at 11:00 AM				
1) Call to Order					
2) Additions to Agenda	 Joe added under M&R treatment for clover mites Joe added under Waivers 2 Snowbird Bill added under M&R 5 Snowbird & 9 Oriole repair quote Karen asked to add discussion of Common Fee and Limited Common Elements to New Business. After some discussion, it was decided to include these two items on Agenda for the November 9th meeting 				
3) Community Member Input	• None				
4) Approval of Board Meeting Minutes	Minutes for September 14, 2023Exec Board Meeting A discussion was had regarding the length of the minutes (8 pages) and that there was too much information not needed according to Roberts Rules of Order. Minutes were not approved. Board members will offer correction to the Secretary for Sept. 14th minutes and they will be amended and submitted for approval at November meeting.				
	 Minutes July 19, 2023 Special Board Meeting After some discussion it was determined that we had already made the required amendments to these minutes at an earlier meeting to clarify the term of vacant Board position as well as corrected dates for April and July 2024 Community meetings and new time for Exec Board meetings. No further action required. 				

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5)	Treasurer's
	Report

- Karen presented the financial statement for the last month, September 2023:
 - Total Income: \$27,144Total Expenses: \$32,667
 - Difference -\$5488
 - > Total Reserves at the end of month: \$114,225
 - CD Balance (Reserves) \$102,230
 - Business Checking Balance \$21,549

Chris Norman asked if report could show total reserves including the CD as one amount.

6) Repairs and Maintenance

- Bill presented M&R Tracking report highlighting the tasks completed since last meeting. M&R Tracking reports are filed in folder at Community Center for Owners to review.
- Approvals for Window Repairs.
 Following discussions about new unexpected M&R expenses and an anticipated shortfall of \$1600+ for 2023 M&R Budget, Bill made motion to postpone approvals for remaining window repairs until November meeting.

Karen 2nd motion.

All approved.

- Status 80 Mockingbird Wall & flashing Repairs.
 Bill described problems found during repairs, which were likely the cause of water leakage, included plugged drain on transom window and light fixtures not properly flashed.
- 16 Oriole Roof Leak & Drywall Repairs
 Joe discussed need for the repairs and 4 quotes that were received for same.

Bill made motion to accept and approve Guaranteed Roofing to repair roof leak (\$2818.28) and Done Once-Done Right Home Improvements to repair damaged/molded drywall on unit outside wall at entryway (\$372.25).

Joe 2nd motion.

All approved

 5 Snowbird and 9 Oriole water leak Repair.
 Details about repairs needed were discussed. Quote was received from Guaranteed Roofing for \$1414.13 to do needed repairs on the two units.
 Bill made motion to accept quote and approve Guaranteed Roofing to do repairs.

Dave 2nd motion.

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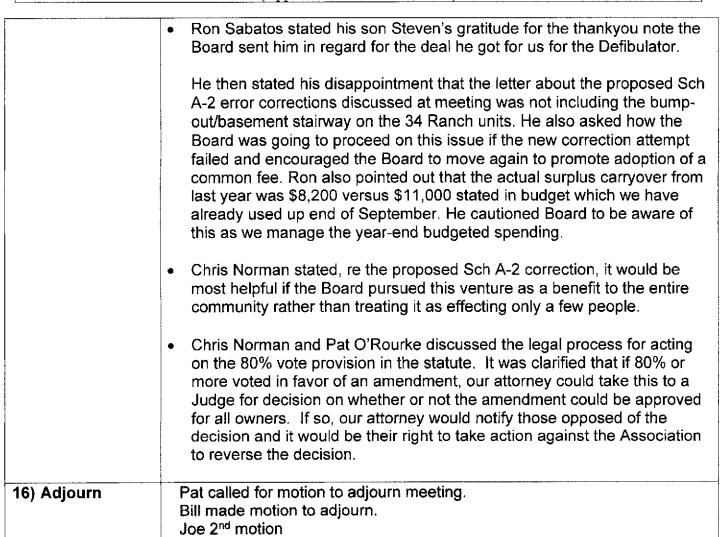
	Ali approve					
	13 Oriole Deck Privacy Panels. Discussion postponed for another meeting.					
	Treatment for Clover Mites. We had an inquiry from an owner about treatment for Clover mites. Board policy is that pest control is owner's responsibility. Owners should contact our lawn fertilizer vendor Palatine Lawn (860-779-1988) or another pest control service. Joe will reply to owner's inquiry with above info.					
7) Waivers	 2 Mockingbird – replace two storm doors 3 Oriole – replace storm door 2 Snowbird – seal coat driveway 					
	Bill made motion to approve waivers as submitted. Karen 2 nd motion. All approved					
8) Letter to Owners Re Schedule A-2 Corrections	Joe presented proposed letter to be sent to owners regarding Boards intention to amend declaration to correct errors in the Sch A-2. After discussions, it was decided to edit the letter to clarify errors as "selected errors" and remove reference to CIOA section allowing Board to take action if a vote of 80% or more were to be obtained. Bill made motion to send out letter to community with edits to add "selected errors" and remove reference to CIOA, Section 47-236. Joe 2 nd motion					
	Vote: YES: Bill, Dave Greg, Joe NO: Karen Motion carried Pat abstained					
9) Board Meeting Minutes	We discussed during Agenda Item 4 the need to shorten the minutes reported by keeping to information suggested by Roberts Rules of Order; preferably to report primarily the actions and vote taken by the Board. Also, no longer include in minutes the M&R report or committee reports but make them available to the community in file at Community Center.					
10) Committee Reports	, , , , , , , , , , , , , , , , , , , ,					
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Briarwood Falls Association Executive Board Meeting Minutes October 12, 2023 11:00 AM (Approved November 9, 2023)

11) RFQ Committee Volunteers	 Joe reported that Chris Norman and Ron Sabatos volunteered for the committee to prepare a Request for Quotation for our landscape, fertilization, and snow removal services. In light of pending Board activities to finish the year end, Pat made motion to postpone commencing this committee until 2024. Bill 2nd motion All approved 					
12)Old Business	 Knox Box update. Joe reported that only Dayville Fire Company has key to this secure key box. Fire Company came to CC and opened box to check for keys. Box has 2 keys: one for front/back and one for fire alarm monitoring system. 					
	 Training for ZOLL AED Plus Defibulator Joe reviewed several training videos on how to use ZOLL AED. He recommended to use the ZOLL Practice Video that came with the unit. It shows two cinerous using the AED: 1. Using AED alone; 2. Using AED with one or more people assisting. It is about an 8-minute video. Decision was made to show this video to community members at the October 26th Community Meeting. 					
13) New Business	 Pat requested we look into getting a 2nd microphone to use for recorded board meetings, particularly for community member input. Joe will do research on available systems that can connect to the host computer used for Zoom and report at next meeting. 					
14) Next board Meeting	 Community Meeting, October 26, 2023 at 6:30 PM Exec Board Meeting, November 9, 2023 at 11:00 AM 					
15) Community Member Input	 Nancy Daley asked if we could write into the Declaration that the errors in the Sch A-2 be corrected upon resale of the units? The Board responded that this would still require unanimous approval of owners and further having looked into this in the past, we found that it could not be done. 					
	 Vern Himes stated that from listening to discussion about the M&R budget strain he understood the decision to put off approval of the window repair for his unit. He expressed his disappointment that washing units was to be moved into 2024 and requested his unit be done. He also asked if he had to submit another waiver to replace his storm door if it was not done within 6-months under current approved waiver. The Board told Vern that his unit was near the top of unit wash priority list. Also, Board confirmed that he would have to submit a new waiver if 6-month time limit was exceeded. 					

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All approved. - Meeting was adjourned at 1:10 PM.