

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
May 19, 2022 10:00 AM**

(Approved 6/09/2022 & Amended July 14, 2022)

	<ul style="list-style-type: none"> • Presented quotation for work to paint door trim on 43 ranch units - \$2041. Pat made motion to approve work; Joe 2nd motion. Vote: 5 Yes, 1 abstain. Motion approved • Presented quote from Pioneer Sealcoat to repair sinking asphalt in driveway at 2 Snowbird; there is an 8' X 14' area with substantial depression. Repair requires excavation of area to assess underlying problem, fill, compact and patch asphalt – \$1200 Bill made a motion to approve the repair; Joe 2nd motion. Vote: 5 Yes, 1 Abstain. Motion approved. • Presented 5 Oriole Owner's request to have 4 large evergreen shrubs removed from the common garden area in front of unit. The bottom sections of these 4 shrubs are dying off and are unattractive. Four other mature shrubs will remain in front bed. Owner plan to plant perennials/annuals in the opened spaces. Cost to have Ron Baribeau remove shrubs: \$100. Karen made motion to approve removal of 4 shrubs; Bill 2nd motion. Vote: 4 Yes; 1 No; 1 abstain. Motion was approved.
7) Waivers	<ul style="list-style-type: none"> • Install Mitsubishi Split AC unit in front Bedroom at 5 Grouse. Approved
8) Schedule Board Member Nomination/ Election	<ul style="list-style-type: none"> • Chris stated that terms for 2 Board members expire in July 2022 and 1 position is still not filled, so there will be 3 position to fill. • Pat made motion to require Board member applications to be submitted by June 2nd, 2022 for election at the June 9th Board meeting. Joe 2nd motion. Vote: 5 Yes; 1 Abstain. Motion approved. <hr/> <p>Action: Chris to send out request for nominations</p>
9) Buffer Shrubs at 15 MB / CC Patio	<ul style="list-style-type: none"> • Joe presented quotes obtained for installing buffer Shrubs or Fence at 15 Mockingbird & Community Center Patio: <ul style="list-style-type: none"> ➤ Ron Baribeau Quoted for ground prep and planting of 5 size 5-6 ft. green giant arborvitae \$1382.55 ➤ JC Fence quoted for 16 ft. x 6-foot-high white vinyl fence \$1000 Joe made motion to approve installation of Fence; Karen 2nd motion. Vote: 1 Yes; 2 abstained. Motion failed. • Karen made a motion to approve installation of arborvitae shrubs. • No 2nd was offered. Motion did not go forward.
10) Community Center Alarms	<ul style="list-style-type: none"> • Joe reported that the outside audible fire alarm was installed and that the Intelliknight Fire Alarm Control Communication Module was inspected, cleaned and the 2 backup batteries had to be replaced.

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	<ul style="list-style-type: none"> • The fire alarm was tested and only Jabber Mowaish reported that he heard in from inside his house. Also, Mary Costa heard it as she was walking up Oriole on her way to the community Center. Joe witnessed the alarm test and stated that only Units near the Community Center and on Mockingbird Drive, i.e., 11, 12, 15, 17, 19, 20 MB would likely hear the alarm. It is not audible on Grouse. It does accomplish the objective of increasing awareness of the fire alarm should it go off.
<p>11) Security Camera System</p>	<ul style="list-style-type: none"> • Joe reported that the security camera system is now working. For now, it is in a continuous record mode; this will provide at 14+ days loop of recording before it starts to overwrite the storage disk. Joe is still studying the user manual to learn how to set up motion detection recording. Once he has system fully operational, he will write up instructions on how to playback the recorded file for a desired time frame. Password to access to the program is pasted to front of the DVR. • Joe said he has purchased BNC extender cables that will allow him to lower the shelf for the DVR so unit can be accessed without having to get on a ladder.
<p>12) Committee Reports</p>	<ul style="list-style-type: none"> • Landscape Committee – John was unable to address Board during meeting due to problems with his PC/Zoom setup. • Social Activities Committee – Pat reported on events. <ul style="list-style-type: none"> ➤ Good response to May 16 Game Night and all attendees had an enjoyable time. ➤ Pizza Party to be held on May 21 at 6:30 PM. ➤ Planning being done for annual picnic in early September to take advantage of cooler weather. Stay tuned for the date. ➤ Yard Sale to be held June 4. Pat asked for a volunteer to place out signs for the sale as she will be away that weekend. ➤ Committee is planning to do a Kentucky Derby event and requests community members to donate small stuffed play horses that will be used for the event. Be on lookout for such horses at any garage sales attended. ➤ Pat has had issues using Association Credit Card for SAC purchases. Karen stated problem may be that PIN number was not issued for the card. Pat to follow up with card issuer to get PIN number.
<p>13) Old Business</p>	<p>None</p>

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14) New Business	<ul style="list-style-type: none">• Joe stated that he attended the Dayville Fire District Board meeting on Wednesday night where they addressed final budget for 2022-23. The mill rate for the new budget will be the same as the current year. The Fire District Annual Meeting and budget approval will be held next Thursday, May 26 at the fire house at 7:00 PM. Joe will send out note to inform the BF community about the meeting and vote.
15) Next board Meeting	<ul style="list-style-type: none">• Exec board Meeting, June 9, 2022 at 10 AM
16) Community Member Input	None
17) Adjourn	<ul style="list-style-type: none">• Chris called for the meeting to be adjourned. Joe made motion to adjourn. Karen 2nd motion. All approved. Meeting adjourned at 11:09 AM

Attachment: May 2022 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.		DOOR BACK
10 Skylark	EAGLE	window seal failure	10/26/2021	sent warranty info to Slocomb approx 11/09/21	4/14/2022	WINDOW UNIT
26 Mockingbird	CARDINAL	Crack on inside pane of double hung window	12/3/2021	slocomb replacing	4/14/2022	WINDOW UNIT
27 Mockingbird	EAGLE	Leak between window panes	12/16/2021	Slocomb replacing		WINDOW UNIT
8 snowbird	ranch	leak in gutter at house end of garage	1/7/2022	original patch did not work	4/22/2022	gutter and downspout
11 snowbird	ranch	paint lower garage door panel	2/16/2022			paint
1&2 oriole	eagle	french drain clogged	2/28/2022			drain
2 owls nest	ranch	roof shingle loose	10-Mar	To Tim Brunet/Dave Oleszewski	4/26/2022	roof
4 owls nest	ranch	another roof shingle fell off	10-Mar	To Tim Brunet/Dave Oleszewski	4/26/2022	roof
20 mockingbird	cardinal	holes in basement window screen from mouse	3/10/2022	replaced screen	4/13/2022	screen
26 mockingbird	cardinal	hole in siding	3/10/2022			siding
11 mockingbird	RANCH	kitchen window seal	24-Mar	to Tim	5/12/2022	WINDOW UNIT
13 snowbird	RANCH	Gutter on garage near kitchen leaking	4/3/2022	sealed gutter	4/22/2022	GUTTER & DOWNSPOUTS
13 snowbird	RANCH	door trim needs painting	4/3/2022			PAINT
20 mockingbird	CARDINAL	mouse chewed garage door trim	4/3/2022	replaced side garage door trim	4/13/2022	GARAGE DOOR
mailbox area		request for bench	2/9/2022			
7 snowbird	RANCH	windows in sunroom no longer lock	23-Mar	repaired 4 window locks	4/22/2022	WINDOW UNIT
11 mockingbird	RANCH	window seal failed	3/24/2022	replaced window	5/12/2022	WINDOW UNIT
7&8 Snowbird	RANCH	Paint garage doors	4/14/2022			PAINT
5&6 Snowbird	RANCH	Paint garage doors	4/14/2022			PAINT
5 Grouse	EAGLE	replace damaged siding				SIDING VINYL
7 mockingbird	RANCH	re install loose siding	4/14/2022	reattached siding	4/26/2022	SIDING VINYL
78 Mockingbird	EAGLE	wash house	4/14/2022			POWER WASH UNIT
69 Mockingbird	EAGLE	wash and seal deck	16-Apr			POWER WASH UNIT
28 Mockingbird	EAGLE	roof vent boots	4/21/2022	repair damaged roof vent boots	4/26/2022	ROOF VENTS
9 Oriole	RANCH	deck repair invoice	4/21/2022			DECK
9 Oriole	RANCH	drainage issue by kitchen stairs	4/21/2022	Estimate from Nick White		DRAINAGE
9 Oriole	RANCH	garage door steps crumbling	4/21/2022	Estimate from Nick White		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	?? Ron White did not paint any side shutters, only facing road.		PAINT
9 Oriole	RANCH	Garage door light fell apart	4/21/2022	Joe repaired	5/1/2022	GARAGE DOOR
3 Starling	RANCH	5 window seals failed	24-Apr	Gave to Tim 05/12/22		WINDOW UNIT
65,67,69 Mockingbird		Drainage issue in rear of homes starting at end of Rip-Rap rock wall	4/25/2022	Joe had Killingly Engineering look at it and he met with Ernie to find out about drains.		DRAINAGE
69 Mockingbird	EAGLE	clean out rear drains	5/1/2022			DRAINAGE
14 Oriole	RANCH	window seal failure	4/27/2022	Gave to Tim 05/12/22		WINDOW UNIT
1 Starling		Clean basins in rear yard	5/1/2022			DRAINAGE
various	RANCH	Paint all phase 1 house door trims	5/1/2022	Dave Oleszewski submitting estimate.		PAINT
3 Owls Nest	RANCH	3 window seal failures	5/6/2022	Gave to Tim 05/12/22		WINDOW UNIT
11 Snowbird	RANCH	Storm door blew open and damaged trim and soffitt	9-May	Joe made temp repairs to get storm door to latch. Home owner needs to repair door trim and soffitt.		DOOR BACK
14 & 15 Oriole	RANCH	roof ridge shingles		replaced ridge shingles	4/22/2022	ROOF SHINGLES
		Requests rock barrier curb to				