

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
August 13, 2020 10:00 AM**

Chair: Chris Burke

Minutes Submitted by: Pam Provost *Minutes amended on 9/10/2020 by Pam Provost and approved as amended by the Board on 9/10/2020.*

Members Present: Chris Burke, President; Pat Perna, Vice President; Pam Provost, Secretary; Karen Pontrelli, Treasurer, Bill Cucchi, Director; John Pacheco, Director

Guests: Diana Brennan, Joe Geiger, Lynn Geiger, Debra Haraldson, Steve Rizk, Ron White

Members Absent: None

TOPICS	DISCUSSION	ACTION
Call to Order	<ul style="list-style-type: none"> • Chris B called the meeting to order at 10:00 AM. • Chris made some opening remarks, welcomed community members, and spoke about opportunities for streamlining Board meetings. 	
Additions to Agenda	<ul style="list-style-type: none"> • Pam P requested that the change in terms for some Board members be added to Board of Directors Responsibilities. 	
Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Pat P asked to amend the July 16th minutes - amend last agenda item from “the board discussed recommending a contractor for 2 Starling” to “Pat P moved to contact a specialized contractor to find the cause of the water in the basement at 2 Starling, as well as whether the sump pump is adequate. Bill C seconded the motion. All were in favor.” • Bill C moved to approve the July 16, 2020 Board meeting minutes as amended. John P seconded the motion. All were in favor. • Karen P moved to approve the July 23rd minutes. Pat P seconded the motion. All were in favor. 	
Reserve Study Committee Report	<ul style="list-style-type: none"> • Steve Rizk provided the Reserve Study Committee Report. <ul style="list-style-type: none"> ○ A spreadsheet of all current work done by the committee was provided to the Board. ○ The focus remains on the high dollar items (roofs, front steps and walkways, gutters, shutters, windows, doors etc) and the plan is to be able to provide an estimate of reserve funds needed at the next Board meeting. 	Pat P will send list of other items, as

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	<ul style="list-style-type: none"> ○ Pat P suggested several other items to be included in the study. 	<p>well as list of homes with skylights to Steve R</p>
<p>Board of Directors Responsibilities</p>	<ul style="list-style-type: none"> ● Pam P moved to change when two Board members' terms expire, per previous discussion. Chris Burke's term expiration will change from July 2021 to July 2022. Bill Cucchi's term expiration will change from July 2022 to July 2021. Bill C seconded the motion. All approved. ● Board of Directors Responsibilities were determined: <ul style="list-style-type: none"> ○ <u>Board email site (bfexecbd@gmail.com)</u>: Pam P – includes maintenance of email site and responding to incoming emails. Pam will request assistance as needed and this assignment can rotate to other members. ○ <u>Correspondence box and USPS mail</u>: Karen P ○ <u>Repairs and Maintenance</u>: Bill C ○ <u>Trash vendor</u>: Karen P ○ <u>Landscaping and Plowing vendor</u>: Bill C ○ <u>Insurance company</u>: Karen P ○ Other vendors and bids for contracted services will be determined as needed. ○ <u>Waivers</u>: Karen P and Pam P will coordinate. <ul style="list-style-type: none"> ▪ Chris B suggested that certain waivers which are standard (to be determined) and do not require discussion by the Board be approved by the Repair and Maintenance liaison, or the Landscaping Committee liaison, as appropriate. ▪ Karen P moved to authorize the Repair and Maintenance board liaison to approve the following types of waivers: generators, driveway re-sealing, and front porches; and for the Landscaping Committee board liaison to approve landscaping requests provided that they conform to the Landscaping Guidelines. John P seconded the motion. All were in favor. ○ <u>Landscaping Committee</u>: Bill C ○ <u>Communication with Developer and Builder</u>: Chris B ○ <u>Messaging Community Members without E-mail</u>: Pat P ○ <u>Website (briarwoodfallscondoassociation.com)</u>: Pam P will be the board liaison to Pat O'Rourke who has volunteered to continue to maintain the 	

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	<ul style="list-style-type: none"> site. ○ <u>Briarwood Falls Facebook page</u>: Karen P will be the board liaison to Cheryl Hansen who has volunteered to continue to maintain the site. ○ <u>Social Activities Committee</u>: Pat P ○ <u>Reserve Study Committee</u>: Karen P ○ <u>Notification of Rule Violations to Resident</u>: Chris B ○ <u>Bereavement Policy</u>: Karen P ○ <u>Incident Reports</u>: Karen P ○ <u>Notification of new resident or closing to Board</u>: Karen P ○ <u>Welcome letter/New Resident Information</u>: Pam P. The Board recommended discontinuing Welcome Baskets at this time. ○ <u>Dues/dues notification to new resident</u>: Karen P 	
<p>Repairs and Maintenance</p>	<ul style="list-style-type: none"> ● Ron W provided a list of repairs and maintenance items that are ongoing: <ul style="list-style-type: none"> ○ Power washing homes is in progress. ○ Tim/Home Fixology completed minor repairs at five units and has submitted an invoice. ○ 2 Snowbird – rotting wood which requires getting under the deck. Ron is awaiting a quote. ○ Four outside outlets are awaiting repair – the plumber should be on site next week. ○ Tree removal – date for completion is pending ○ 17 Mockingbird – water pooling in driveway. Repair by Ernie did not correct the problem and actually made it worse. There is also sidewalk repair still pending. Ron will get a quote for driveway repair and is awaiting a second quote for sidewalk repair. ● The current landscaping contract is set to expire in 2022. Ron reported that it is difficult to find companies willing to perform landscaping services for the community. <ul style="list-style-type: none"> ○ Pat P moved to waive the policy of obtaining three bids for the landscaping contract. Bill C seconded the motion. All approved. ● Bridge sign – Ron suggested that the bridge at the Cook Hill entrance have a sign restricting the tonnage that can cross over the bridge. ● Ron was not aware of the repair request for loose shingles at 8 Snowbird. 	<p>Chris B and Ron W will meet with Ron Baribeau regarding landscaping contract</p> <p>Pam will forward the email from 8 SB</p>

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	<ul style="list-style-type: none"> • Reseeding needs were discussed, including the best time of year to complete the work. Reseeding is needed in areas where backfill was done after the sidewalks and berms were added – the corner of Starling and Mockingbird in particular. • 3 and 4 Owls Nest – Tree came down with the last storm and debris needs to be removed. • 4 Owls Nest – Sunken basement window wells need to be addressed. 	to Ron W.
Treasurer’s Report	<ul style="list-style-type: none"> • Karen P provided the Treasurer’s report. <ul style="list-style-type: none"> ○ Total income for the month of July = \$22,766 ○ There were no closings in the month of July. ○ Total expenses for the month of July = \$22,321 ○ Repairs expense = \$4,851 which included front step repairs on Mockingbird and window replacement at 5 Oriole and 11 Snowbird. ○ YTD Difference = \$3,723 ○ Reserves total = \$125,120 • The Treasurer’s Report will be filed as presented. 	
Waivers	<ul style="list-style-type: none"> • 6 Waivers were received for whole house generators – to be approved by Bill C, except for his own unit, which will be approved by Chris B • 3 Snowbird – concrete patio. This was a previous request that was tabled pending additional information on how concrete will be transferred to back of unit. Pat P moved to deny this request. There was no second. After further discussion John P moved to approve this request provided that the unit owner returns the common elements back to the original setting, and no infrastructure between the units is compromised. Pam P seconded the motion. Voting Yes: Chris B, John P, Pam P, Karen P, Bill C. Voting No: Pat P. The motion carried. • 23 Mockingbird – in-ground sprinkler system. Chris B moved to approve this request provided the owner restores the common elements back to original state. Karen P seconded the motion. Voting Yes: Chris B, Karen P, Bill C, John P, Pam P. Voting No: Pat P. The motion carried. • 4 waivers were received for mulch beds. Bill C will approve all except his own unit, which will be approved by Chris B. • 69 Mockingbird – radon pipe: Pam P moved to approve this request provided that it is being done by a licensed contractor. Pat P seconded the motion. All 	Bill C will discuss the stipulations with the unit owner at 3 SB and add a statement to the waiver prior to approving.

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	<p>approved.</p> <ul style="list-style-type: none"> • 10 waivers were received to seal coat the driveway – to be approved by Bill C except for his own unit, which will be approved by Chris B • 14 Skylark – solar tubes: Bill C moved to approve this request. Karen P seconded the motion. Voting Yes: Chris B, Karen P, Bill C, John P, Pam P. Voting No: Pat P. The motion carried. • 25 Mockingbird – stain screened porch: Pam P moved to allow the Repairs and Maintenance Board liaison to approve staining of decks and porches provided that the request is for a natural color. Karen P seconded the motion. All were in favor. Bill C will approve this request. • 19 Mockingbird – stairs on back deck: This is a previous request. Pam confirmed that the work will be done by a licensed contractor – which will be Rick with the Collelo group. Bill C moved to approve this request. Pam P seconded the motion. All approved. • 69 Mockingbird – storm door: Pam P moved to allow the Repairs and Maintenance Board liaison to approve storm door requests. Karen P seconded the motion. All approved. Bill C will approve this request. • 65 Mockingbird – drainage repair: Bill C moved to approve this request. Karen P seconded the motion. All approved. 	
House Numbers	<ul style="list-style-type: none"> • Pam P reported that four homes declined the donation of reflective house numbers. Eight homes already have the numbers installed. • The unit owner at 3 Mockingbird asked if the numbers can be installed somewhere other than above the garage. The Board agreed that the numbers should only be allowed above the garage – for consistency but more importantly for the Fire Dept to be able to locate them. • Ron W will install the numbers. 	<p>Pam will send the final list to Pat O’Rourke to provide to the anonymous donor. Pam will contact the 3 MB owner to confirm whether they want the number on their unit.</p>
Insurance Claim	<ul style="list-style-type: none"> • Karen P spoke about the insurance claim that was filed for flooding at 2 Starling. • Karen P moved to close out the account and pay the unit owner the portion that is remaining from the insurance company as long as a release of liability is received. Bill C seconded the motion. Voting Yes: Karen P, Bill C, Pam P, John P, Chris B. Abstaining: Pat P. The motion was approved. 	
Document Status	<ul style="list-style-type: none"> • Pam P stated that the three documents: Declaration, Bylaws, and Maintenance 	

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	<p>Standards are ready for final review with the lawyer, except for the addition of a statement to the Maintenance Standards regarding the responsibility of unit owners to have a back-up system for a sump pump as approved at the last meeting.</p> <ul style="list-style-type: none"> • Pam P will contact Chas at Pilicy and Ryan to set up a meeting with Board members and then with the community to review changes to the documents and to determine the process for approving the Declaration. • Pat P confirmed that the Bylaws document does not require a vote for approval. • Pam P suggested waiting for the Reserve Study Committee to complete their review prior to approving the documents. • Pat P moved to arrange for a meeting with Chas to move forward with approving the documents. Bill C seconded the motion. Voting Yes: Karen P, Bill C, Pat P, John P, Chris B. Voting No: Pam P. The motion was approved. • Karen P moved to add a statement to the Maintenance Standards requiring unit owners with sewer macerators to have a backup system in the event of a power outage. Pat P seconded the motion. All were in favor. 	<p>Pam P will contact Chas to set up a meeting to determine process for document approval.</p> <p>Pam P will add statement to Maintenance Standards regarding macerator backup.</p>
<p>Community Center Committee</p>	<ul style="list-style-type: none"> • Pat P provided a report from the Social Activities Committee. • The community center was cleaned and members were informed that the center remains closed at this time. Pat P reported that people are entering the center. Ron W will disable the keypad on the side door until the center is re-opened. The keypad can be re-activated if a need arises to allow members to access the center. • A brief flag dedication ceremony will be held on Saturday August 15th at 10:30 am. The flags will be raised with an honor guard and chaplain present from the local American Legion. Pat P thanked Tom Gaylord for making arrangements with the American Legion and donating the Armed Forces flag. A donation of \$50 is being made to the American Legion. The funds will be from the Community Center petty cash fund. 	
<p>Community Member Input</p>	<ul style="list-style-type: none"> • Diana Brennan introduced herself to the Board, and spoke about new unit owners needing clearer information at the time of a sale as to what is the responsibility of the Association vs unit owner. • Lynn Geiger asked about re-seeding lawns, and also about how prospective buyers are made aware of waivers. • Deb Haraldson spoke about language to consider for waivers, and also asked about 	

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	<p>lawn re-seeding.</p> <ul style="list-style-type: none"> • Ron W spoke about lawn fertilization recommendations. 	
Next Board Meeting	The next Executive Board meeting will be held on Thursday September 10, 2020 at 10 AM.	
Adjourn	John P moved to adjourn the meeting. Bill C seconded the motion. All were in favor. The meeting was adjourned at 1:14 PM.	