

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
October 8, 2020 10:00 AM**

Chair: Chris Burke

Minutes Submitted by: Pam Provost

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

Guests: Bob Brennan, Marianne Congdon, Joe Geiger, Deb Haraldson, Peg Korsu, Rose Ogden, Jean Pelletier, Ron Sabatos, Ron White

Members Absent: None

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"> • No additions were requested. 	
3) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Pat P moved to approve the September 10th minutes. Bill C seconded the motion. All were in favor. 	
4) Repairs and Maintenance	<ul style="list-style-type: none"> • Bill C provided an update to the items on the Repairs and Maintenance spreadsheet. <ul style="list-style-type: none"> ○ 2 Snowbird – leak near deck into basement: quote of \$3500 to repair. Karen P moved to approve repairs for 2 Snowbird. Pat P seconded the motion. All were in favor. ○ Dead trees: Scheduled for week of 10/19 quote \$1600 (already approved) ○ 17 Mockingbird – water in driveway: Ernie is scheduled to repair on 10/21 ○ 17 Mockingbird – sidewalk repair: scheduled for week of 10/19but contractor is about 3 weeks behind ○ 4 Mockingbird – hedge repair – quote \$1200 estimate. John P moved to approve this request. Pam P seconded the motion. All approved. ○ 9 Oriole – Screen repair – for window and sliding door – estimated at \$118: Karen P moved to approve the repair of both screens at 9 Oriole. Pam P seconded the motion. Voting Yes: Chris B, Bill C, Karen P, Pam P and John P ; Voting No: Pat P. The motion carried. ○ 9 Oriole – rotted wood near sunroom – quote for repair: \$500 - Bill C 	

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	<p style="text-align: center;">moved to approve repair of rotted wood. Pam P seconded the motion. All approved.</p> <ul style="list-style-type: none"> • Ron W reported that he worked with Baribeau Landscaping to complete additional hydroseeding rather than mowing. • 14 and 12 Skylark – concerns of possible erosion. Town engineers returned to meet with unit owner. They are continuing to monitor and are placing monitoring devices in that area. Pat P moved to remind the unit owner at 14 Skylark that he may not climb on the rocks. Bill C seconded the motion. Voting Yes: Chris, Pam, John, Pat and Bill; Abstaining: Karen. The motion was approved. 	
<p>5) Committee Reports</p>	<ul style="list-style-type: none"> • A. Reserve Study Committee <ul style="list-style-type: none"> ○ The Reserve Study is still being completed. Steve Rizk indicated via email that the committee should be ready to present findings at the November Board meeting. • B. Landscaping Committee <ul style="list-style-type: none"> ○ No new landscaping requests were received. ○ 12 Mockingbird – complaint of lawn not being maintained. ○ Landscaping Rules – Pam moved to modify the Landscaping Rules – section on Utility Boxes to state: “Mulch that has been placed around the utility boxes by the developer or the landscaper appointed by the Association is allowed. The mulch must conform to the specifications declared by the utility commission. Unit owners may not add plants or decorative items to this area.” Bill C seconded the motion. All were in favor. ○ New bushes behind 22 Mockingbird: Pat P moved to require the unit owner at 22 Mockingbird to submit a waiver for the bushes that were added by the builder, as these bushes were an add-on to the home and requested by the owner. John P seconded the motion. Voting Yes: Pat P, John P; Voting No: Karen P, Pam P; Abstaining: Bill C. The motion was not approved. • C. Social Activities Committee <ul style="list-style-type: none"> ○ The Yard Sale was held on October 3rd and was a success. 	
<p>6) Treasurer’s Report</p>	<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 September = \$22,934 ○ There was one closing recorded – 4 Oriole. Two additional closings 	

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	<p>occurred on 9/29 (9 Grouse, 22 Mockingbird) but were not recorded by end of month.</p> <ul style="list-style-type: none"> ○ Total expenses for the month of July = \$21,108 ○ YTD Difference = \$7,376 ○ Reserves total = \$129,938 <ul style="list-style-type: none"> ● The Treasurer’s Report will be filed as presented. 	
<p>7) Waivers</p>	<ul style="list-style-type: none"> ● There were 10 new waivers received which were approved by Bill C. ● 10 Skylark – request for hot tub: Pat P moved to deny the waiver request for a hot tub. Pam P seconded the motion. There was discussion about liability by the Association due to potential for flooding. All voted in favor of denying this request. 	
<p>8) Old Business</p>	<p>A. Document Approval</p> <ul style="list-style-type: none"> a. Voting will end on Friday 10/9/20. Pam will post a vote tally to the community after validating the vote with two community members. b. Maintenance Standards were discussed. Residents are not clear as to whether these standards are enforceable and are requesting changes in language. c. Next Steps – Chris discussed comments from community members. Section 6.3 of the Declaration was not favorably received by residents. Confusion regarding Maintenance Standards prevented many residents from approving the bylaws. Chris proposed meeting with community members so that they have an opportunity to discuss concerns that are preventing them from approving the documents. Once the Board reviews the outcome of these meetings, newly proposed Declaration and Bylaws can be submitted for approval. <p>B. B. Golf Carts – Chris B moved to allow golf carts in the community. Pam P seconded the motion. Bill discussed potential guidelines for the use of golf carts in the community. He also spoke about the potential liability issues. All Board members voted to oppose this motion.</p>	<p>Pam will propose some meeting times to the Board for consensus, and then notify residents.</p>

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<p>9) New Business</p>	<p>A. Financial Advisor Quotes - Karen contacted Thomaston Bank and Charter Oak Credit Union regarding investment opportunities. Karen will discuss some options at the November Board meeting.</p> <p>B. Agenda Format – Pat P proposed moving the Community Member Input section of the Board meetings to the beginning of the meeting. This will allow for community member input to be considered when discussing agenda items. The agenda will be changed at future Board meetings to accommodate this request.</p> <p>C. New Insurance Claim - Pat P discussed the new insurance claim filed with Vermont Mutual for water damage at 10 Oriole. The process for the Board to file a claim with the insurance company was discussed.</p> <p>D. Community-wide Meeting October 15th - The agenda for the upcoming community meeting was discussed. Karen is verifying that an insurance representative is available to answer questions related to individual unit owner policies. Chris recommended that the meeting be held on line using Zoom. All Board members agreed.</p> <p>E. December Budget Meeting – A date of Tuesday December 15th at 6pm was agreed upon for the Budget approval meeting.</p> <p>F. Secretary Responsibilities – Pam provided a list of responsibilities that she has performed as secretary to assist with filling that position pending her resignation at the end of the month.</p> <p>G. Ratify Board Actions Chris moved to ratify all actions by the Board that took place since there have been 7 members on the Board, as the current Bylaws state that the Board is comprised of 5 members. Pat P indicated that the Board amended the Bylaws in 2019 to change the number of Board members to seven. Chris withdrew his motion pending research into this documentation.</p>	<p>Pam will send out the agenda and meeting participation instructions to all residents. Pam will notify residents of the Budget meeting.</p> <p>Karen and Pam will review Board records for documentation of this Bylaw change.</p>
<p>10) Community Member Input</p>	<ul style="list-style-type: none"> • Ron Sabatos spoke about the insurance discussion. He also recommended separating maintenance standards from the discussion about potential changes to the Declaration and Bylaws. • Deb Haraldson recommended considering a management company to handle many of the actions of the Board. • Marianne Congdon commented on the Maintenance Standards. • Joe Geiger discussed language in the proposed documents. 	

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	<ul style="list-style-type: none"> • Marianne Congdon asked about unit owners having their own insurance and covering all elements of their own home. There was discussion about condo associations vs homeowners' associations. • Ron White spoke about upcoming budget considerations related to the maintenance and repairs budget, as well as insurance bids. • Ron Sabatos spoke about his interest in proposing a uniform fee for dues. 	
11) Next Board Meeting	The next Executive Board meeting will be held on Thursday November 12, 2020 at 10 AM.	
12) Adjourn	Karen P moved to adjourn the meeting. Bill C seconded the motion. All were in favor. The meeting was adjourned at 12:34 PM.	