

**Briarwood Falls Association
Executive Board Meeting Minutes
March 14, 2024 at 11:00 AM**

(Approved April 11, 2014.)

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| 6) Repairs and Maintenance | <ul style="list-style-type: none">• Bill presented the R&M Tracking Report showing 9 tasks completed since last meeting. A copy of this report is available in folder on bulletin board at Community Center.• Bill presented quotes received from Killingly Glass for window repairs. There are cost advantages using both Killingly Glass and Danielson glass depending on window style. We will order to Danielson Glass for replacement insulated glass pane for 2 patio slider doors and to Killingly Glass for replacement pane in sunroom picture window. Will plan to do single and double hung window repairs when weather is warmer since windows have to be left open for a while. |
| 7) Waivers | <ul style="list-style-type: none">• Joe stated that the DeCarli's (74 MB) asked if they could put up portable basketball hoop for their grandchildren to use when they visited over summer. The hoop can be rolled into garage if not being used. After some discussion, Board agreed to allow this as long as neighbors did not complain. |
| 8) Update on Fiber Optic Cable Service | <ul style="list-style-type: none">• Joe presented an update on fiber optic cable service that will be offered to the Association for owners to have access to this service. Both Frontier and Comcast/Xfinity visited the Association on March 6th to inspect the properties and assess what infrastructure would be needed to provide the fiber service. Frontier would install Fiber cable all the way to the Premise. Xfinity would install fiber cable to the property entrance then it would be coax-wire cable to the premise. Either services would enhance the cable internet performance over current wire cable service. The companies will be submitting their infrastructure installation plan for us to review and accept. |
| 9) Committee Reports | <ul style="list-style-type: none">• Greg presented a report for the Activities Committee covering events that took place since last meeting and the activities that are coming up. These activities are included in Pam Provost's weekly e-mail notices. A copy of this report is available in folder on bulletin board at Community Center.• Joe presented a report on the Uniform Fee Committee. Kick-off meeting was February 29th. The 10 members on the committee were identified and the Committee Charge developed by the committee was submitted to board for their approval. |

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| | <p>The Committee Charge: <i>To develop a strategy for a basis of a condo fee that better represents the common expenses in the budget. This to be done by soliciting ideas from the committee members as well as by conducting informational meetings with unit owners to get their opinions or proposals of how a uniform fee might be implemented. The objective would be to obtain required number of owners to approve an amendment for a uniform condo fee.</i></p> |
| <p>10) Old Business</p> | <ul style="list-style-type: none"> • Joe summarized contents of 2 Request for Quotations (RFQ) that were developed for soliciting future service for landscape/snow removal and fertilization contracts. Copies will be sent to Board for their review and to send back corrections or changes they see are needed. • Joe gave a report on his look into Property Management Services. He spoke with the Board President at Moosup River Estates. This condo association started in 2018 and has 45 units similar to our Phase 2 units. Their Board, with 5 directors, was activated in 2019 and after about 18 months they saw that the day-to-day business was more than their directors wanted to do. They first developed a list of services they wanted managed. After interviewing 3 property management companies they selected Capitol Property Group from Jewett City. The 2024 budgeted cost of this service is \$22 per unit. In general, the cost range for a property management service could be \$15 - \$50 per unit depending on what services are managed. Joe proposed that in preparation for us doing the same in the future, we should develop a list of services the Board now handles and consider which of these services we could have a property management company to do for us. Joe will send out a 1st draft list for Board for review, add to it or comment on it. |
| <p>11) New Business</p> | <ul style="list-style-type: none"> • Given that springtime activities will soon begin, Pat asked that reminder notes be sent to the community regarding Rules & Regulations: <ul style="list-style-type: none"> ➤ Compliance with landscape Rules ➤ Pick up pet droppings on lawns, sidewalks, asphalt streets and the undeveloped dirt areas. Joe will send out reminders. |

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| | <ul style="list-style-type: none"> Pat asked that we send to community the recommended maintenance for homes. Joe asked if these would be the same Maintenance Standards that were proposed in 2019-20. Pat said yes. Both Joe and Karen stated that these standards were not yet approved by the Board. |
| 12) Next board Meeting | <ul style="list-style-type: none"> April 11, 2024 Exec Board Meeting at 11:00 AM April 25, 2024 Community Meeting at 6:30 PM |
| 13) Community Member Input | <ul style="list-style-type: none"> Chris Nolin asked that we recheck fiber optic internet speeds that were presented stating that 50 Mbps for Comcast fiber service was not much good. Ron Sabatos stated that evergreen trees in common grounds in front of his house were now much overgrown/unattractive and he would like to replace them. Since these were planted as common elements, he asked who would be responsible to maintain/trim new trees. Board advised that a waiver would be required to replace the trees. Under rules for waiver, owner is responsible for maintenance of that item. |
| 14) Adjourn | <p>Pat called for motion to adjourn meeting. Joe made motion to adjourn Greg 2nd motion</p> <p>All approved. – Meeting was adjourned at 12:50 PM.</p> |