

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

Chair: Chris Burke

Minutes Submitted by: Pam Provost *Minutes approved by the Board on 10/8/2020*

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

Guests: Bob Brennan, Diana Brennan, Joe Geiger, Debra Haraldson, Jim McGrath, 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 10:01 AM. 	
2) Additions to Agenda	<ul style="list-style-type: none"> • Chris B requested that two items be added to 5.B – Landscaping Committee: 1) additional re-seeding proposal; 2) landscaping performed at request of landscaper 	
3) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Pat P asked to amend the August 13th minutes – Agenda Item: Insurance Claim – Pat P voted to abstain. • Karen P asked to amend the August 13th minutes – Agenda Item: Repairs & Maintenance – “Current landscaping contract is set to expire next year” needs to be changed to set to expire in 2022. • Pat P moved to approve the August 13rd minutes as amended. 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"> ○ 14 Oriole- patio repair: still pending ○ 2 Snowbird – leak near deck into basement: quote pending ○ Dead trees: Quote received for trees on upper Mockingbird. Need to get additional quote for 65 MB, and additional trees identified on Grouse and Starling ○ 2 Starling – basement water: quote pending to determine cause ○ 17 Mockingbird – water in driveway: quote pending ○ 17 Mockingbird – sidewalk repair: Bill C moved to approve repair of crumbling sidewalk, quoted at approx. \$1600. Pat P seconded the motion. All were in favor. 	

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- 11 Snowbird – all work completed except for window moisture.
- Four outside faucets – scheduled for repair week of 9/14-9/18.
- 9 Oriole – multiple requests: Screen repair has not been done previously by the Association, but the Declaration will be reviewed. Drainage issue – pending correction by Assn – plan is being developed. Dryer vent and AC condenser placement is not the responsibility of the Board. 9 Oriole is on the schedule for power washing and painting to be completed. Concrete steps were inspected and found to not be in need of repair at this time. Rotted boards on deck that are attached to house requires further review.
- 11 Mockingbird – lawn repair: letter sent on 8/1 via Ed’s email. Maureen stated that they did not receive a response.
- 4 Owls Nest – repairs still pending
- 14 Skylark – backyard erosion: Town of Killingly was contacted and they responded that erosion is not an issue. 12 Skylark will also be reviewed for same concern.
- 8 Oriole – re-seed lawn. Checking with Ron B to see if this unit can be added to hydroseeding list. Chris B reported that Baribeau Lawn & Tree provided a quote to hydroseed 6-9 Grouse Court, 22, 26, 27 and 32 Mockingbird in place of one fertilization. Bill C moved to accept the proposal to replace one round of fertilization with the hydroseeding on Grouse and Mockingbird. John P seconded the motion. All were in favor.
- Hydro-seeding/lawn repair - Pat P moved to price out all additional areas that need repair. John P seconded the motion. All were in favor.
- 6 Skylark – asked about work agreed to by Derek and Ernie (curbing, hydroseeding). Chris B confirmed that this work is not part of the bond money being held by the Town.
- 4 Oriole – home inspection: Three items from the inspection are the Association’s responsibility. Karen P moved to complete the identified repairs at 4 Oriole. Bill C seconded the motion. All were in favor.
- 13 Snowbird – soffit repair: Tim B is aware and will reset the piece that has slid down.
- 11 Mockingbird – Concern about real estate signs being a hazard on Cook Hill: The signs were moved further back from the road.
- 16 Oriole – sunken spot in driveway and cracked cement: Ron W will

Karen P will contact Tim regarding the window warranty at 11 Snowbird.

Pam P will review current and proposed Declaration and provide information to Bill C and Ron W.

Bill C will review deck issue and respond to unit owners.

Pam P will resend letter to Maureen’s new email

Pam P will provide response to unit owner at 14 Skylark.

Bill C will contact Rob B regarding 8 Oriole

Bill C will review request and make a recommendation.

Pam P will send a response to the unit owner about signs.

Bill C will respond about cement

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	<p>repair driveway; crack in cement does not warrant repair at this time.</p> <ul style="list-style-type: none"> ○ 67 Mockingbird – power washing request: Unit will be added to schedule. ○ 9 Mockingbird – home inspection: Window repair needed. <p>(The Board moved to agenda item: Community meeting for document approval in order to meet with Chas.)</p> <ul style="list-style-type: none"> ○ 4 Mockingbird – trees/shrubs need topping: This item will be prioritized for repair. <ul style="list-style-type: none"> ● Chris B requested that a column for Priority and a column for Due Date be added to the Repairs spreadsheet. 	<p>crack at 16 Oriole.</p> <p>Bill C will respond to unit owner.</p>
<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. An update was sent via email to the Board. ● B. Landscaping Committee <ul style="list-style-type: none"> ○ Mulch - Ron Baribeau requested that the type of mulch be changed to the darker brown color as it is less expensive and the color will last longer. Pat P moved to change the mulch as requested. John P seconded the motion. All approved. ○ Chris B suggested that the Landscaping Committee be empowered to approve requests made by the landscaper for ease of landscaping. Karen P moved to allow the Landscaping Committee to approve mulch requests made by the landscaper for ease of maintenance. John P seconded the motion. Bill C explained that if the landscaper requests mulching in certain areas, that it would be at the landscaper's expense. This request would also require a modification of the Landscaping Guidelines to allow mulch near utility boxes. Voting Yes: Chris B, Bill C, Karen P, John P, Pam P. Voting No: Pat P. The motion carried. ● C. Social Activities Committee <ul style="list-style-type: none"> ○ Yard Sale – There were many unit owners in favor of having the yard sale. It is scheduled for October 3rd, with a rain date of October 4th. Pat P will be placing an ad in the Yankee Trader, as well as free on-line sites. It will also be added to our website. Karen P moved to approve the \$39 needed for the ad. Bill C seconded the motion. All approved. <p>Community Center – Pat P moved to open the community center to be</p>	<p>Pam P will revise the Landscaping Guidelines and present at the next meeting for approval.</p>

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	<p>able to use the fitness center. Karen P seconded the motion. There was discussion regarding social distancing requirements and potential liability if a community member contracts COVID. No one was in favor of the motion. All opposed. The motion did not carry and the center will remain closed to the community at this time.</p> <ul style="list-style-type: none"> ○ Advent Calendar – An Advent Calendar for holiday donations to the food bank was discussed. Since the center will remain closed, it was proposed to have each participant drop off a box of food for a single day delivery outside of the center. Delivery of the donations will be coordinated by the committee. Pat P moved to hold the Advent holiday food drive. Pam P seconded the motion. All approved. 	
<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 August = \$22,922 ○ There was one closing in August – 68 Mockingbird ○ Total expenses for the month of July = \$21,095 ○ YTD Difference = \$5,549 ○ Reserves total = \$127,529 ● The Treasurer’s Report will be filed as presented. 	
<p>7) Waivers</p>	<ul style="list-style-type: none"> ● 10 Skylark – request for hot tub: Karen P moved to approve this request. There was no second. No further action was taken. ● 78 Mockingbird – Ridge vents: The unit owner has retracted this waiver. ● All other waivers were approved by Repairs and/or Landscaping prior to meeting per policy. 	
<p>8) Old Business</p>	<ul style="list-style-type: none"> ● A. House Numbers Update – The house numbers are on order with KB Ambulance. Pam P will let the Board know when they are available. ● B. Community Meeting for Document Approval <ul style="list-style-type: none"> ○ Pat P moved to change the 9/29/20 community meeting time from 10 am to 6 pm. All were in favor. ○ Chas Ryan joined the call via FaceTime. ○ Chas stated that the community meeting would last approximately two hours. It will include a presentation with highlights of changes to documents, an opportunity for questions from association members, and 	

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	<p>then a vote to approve the documents.</p> <ul style="list-style-type: none"> ○ Chas will provide the Notice to Community, final documents in pdf format, and standard voting as well as proxy voting forms. ○ Pam P requested that the number of units in section 1.34 of Declaration be changed from 90 to 92 units. Chas stated that the most recent A-2 will not contain the information for all 92 units. An updated A-2 will need to be sent to the community when it is available. ○ Pilicy & Ryan can provide a Zoom account that will allow for the correct number of attendees to sign in. ○ Chas will ensure that the page numbers in the Table of Contents match for each document. 	
<p>9) New Business</p>	<ul style="list-style-type: none"> ● A. Financial Advisor – Chris B spoke about contacting a financial advisor for purposes of investing some of the Association’s funds. No motion was made. ● B. Reporting Financial Data to Members – Association members have requested access to the detailed/raw data used to prepare our financial documents. Bill C moved to share raw financial data with Association members upon request. Pam P seconded the motion. All approved. ● C. Golf Carts – A resident has inquired about the use of golf carts in the community. There was discussion about liability and whether insurance coverage is needed. Chris asked Bill to review this request and to make a recommendation. John P moved to table discussion about golf carts in the community until further information is available. Pam P seconded the motion. All approved. 	<p>Karen P will review pricing for compiling a financial review</p> <p>Bill C will review this request.</p>
<p>10) Community Member Input</p>	<ul style="list-style-type: none"> ● Jim McGrath spoke about the recent power outage and the noise created by the generators – most notably the portable generators. ● Ron Sabatos asked for confirmation that the approval of financial data to community members upon request can include the raw data. ● Deb Haraldson – a) asked about the bond amount currently being held by the Town of Killingly. b) asked for a due date for lawn corrections at her unit. c) asked whether additional cost is incurred if a different law partner participates in the document approval meeting. d) spoke about the liability of waiver approvals 	

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11) Next Board Meeting	The next Executive Board meeting will be held on Thursday October 8, 2020 at 10 AM.	
12) Adjourn	Bill C moved to adjourn the meeting. Pam P seconded the motion. All were in favor. The meeting was adjourned at 12:22 PM.	