

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
April 14, 2022 10:00 AM**

(Approved May 19, 2022 & Amended July 14, 2022)

Chair: Chris Burke **Minutes Submitted by:** Joe Geiger / Secretary

Board Members Present: Chris Burke, President, Pat Perna, VP, Karen Pontrelli, Treasurer/Director, Bill Cucchi, Director, Joe Geiger, Director, and John Pacheco, Director

Guests: Mark Aschenbach, Ed & Gail Burns, Greg Dexter, Chris Norman, Rose Ogden, Ron Sabatos
We had a problem accepting community members into the Zoom session.

Board Members Absent:

TOPICS	DISCUSSION
1) Call to Order	Meeting was called to order at 10 AM
2) Additions to Agenda	Joe said that the zoom meeting was being recorded. Bill asked to add to Maintenance and Repair agenda 76 MB drain installation and 22 MB transom window. Karen asked to add 14 MB completion of basement window seal up.
3) Community Member Input	None
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes of March 10, 2022 Executive Board Meeting John made a motion to approve minutes Joe 2nd motion Vote: All Approved
5) Treasurer's Report Amended to correct errors as per approval July 14, 2022 Exec Board Meeting	<ul style="list-style-type: none"> • Karen presented a new Operating Statement that shows the income and expenses for the Previous Month, Year to Date and the Budget. For March 2022: <ul style="list-style-type: none"> ➤ Total Income: \$27,769 (should be \$25,769) ➤ Total Expenses: \$22,736 ➤ Difference was positive \$3,033 ➤ YTD difference of income vs. expense a positive \$10,750 (Should be \$3769). \$10,750 is the Year-to-Date surplus. ➤ Total Reserves at the end of quarter: \$176,851

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<p>6) Repairs and Maintenance</p>	<ul style="list-style-type: none"> • Bill provided M&R Tracking Report showing tasks added to date and summarized status of the work completions and in progress. Two items checked yesterday are being added: 7 SB - replace spacers in sunroom window lock 5-6-7-8 SB - paint garage doors • 14 MB Seal up basement window. Bill addressed the issue Karen had brought up that the job was not fully completed. The basement window was well below the ground grade. To prevent water leaking through sliding basement window, the window was sealed up with cement block and made flush to the outside and inside of the foundation wall. Although he was not required to do this, the contractor was going to install a roughly 15" X 30" section of white sheet rock to make the now closed window area flush with the wall of the finished basement. However, the Owner demanded that blue board sheet rock be used but the contractor had none. As Bill explained, the Association did what it had to do to seal up the basement window to prevent the ingress of water. There was no water damage to the finished drywall below the window. The patch was to make inside of window area flush with the finished wall for the owner to paint. The responsibility to finish the inside window section to match the finished basement should be to the Unit Owner as per Declaration Section 4.3 (d)(i) and Section 6.3 (b)(vii). • Bill presented quotations received from Pioneer Sealcoat for repairing driveways at 1-2 Owls Nest (\$5,500) and 13-14 Oriole (\$4500). Bill proposed that funds for these repairs be taken from \$12,396 in Reserves that were designated to be used in 2023 for predicted replacement of garage door rollers and springs on Units built 2006 – 2008. To date we have not had any issues with these garage door elements and do not anticipate we will have to replace these for a number of years. The total for the 2 driveway repairs is \$10,000. <p>Bill made motion to use a portion of Reserve funds for garage door hardware replacement for the driveway repairs. Joe 2nd motion.</p>

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	<p>In discussion, Pat said that she would prefer to see the driveways at 5 - 6 Oriole repaired first citing that the driveway on 6 Oriole side is uneven and in the entry way to 5 Oriole there is a trip hazard due to step up in the asphalt.</p> <p>Bill said that the two driveways selected for repair were the in worst condition relative to broken out asphalt. He agreed that the driveway at 6 Oriole has aesthetic issues but the asphalt surface is in good condition. He was not aware of the cited trip hazard at 5 Oriole entry way. However, later he/ Joe looked into it they found that the step was intentionally placed to raise that section of the walkway to allow for water drainage away from the entryway. We will evaluate how best alleviate the trip hazard.</p> <p>Chris asked for vote on the motion to repair driveways at 1-2 Owls Nest and 13-14 Oriole. Five approved; Pat opposed. Motion passed.</p> <ul style="list-style-type: none"> • 76 MB water drainage. Bill presented quotation from Ron Baribeau to install drainage basin and pipe to fix problem of flooding at front walkway during rain storms (\$1595.25). This flooding has been an issue for some time and now owner is seeing water leakage coming through the foundation form pins into basement. Bill made motion to install the drainage basin and pipe as per the quotation. Karen 2nd motion Chris called for vote on the motion All approved. Motion passed.
<p>7) Waivers</p>	<ul style="list-style-type: none"> • Waivers submitted for landscape projects to be discussed during agenda for Landscape Committee • Bill approved waivers to install a generator, 2 Mitsubishi ACs, storm door, paint basement door, adjust side steps into kitchen and a radon system. • 22 MB submitted updated waiver to install transom window above sliding door to patio. The waiver review committee had recommended granting waiver for adding the transom window. Bill made motion to approve the waiver. Joe 2nd motion. Chris called for vote on motion All approved.

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<p>8) Buffer Shrubs at 15 MB / CC Patio</p>	<ul style="list-style-type: none">• Karen made motion for the Association to install a buffer shrub between 15 MB and the Community Center patio. John 2nd motion This was a request made by 15 MB owner back in April 2019 after the community center was completed. At that time the board voted as a general position not to add such buffers to the common elements for the Association to maintain. Joe stated that he did some research on a buffer. It would likely require a 16-foot privacy hedge or vinyl fence. Arborvitae are probably the best plant to use. It would require about six 6-foot arborvitae staggered 4-foot apart. The cost estimate for this is about \$1200 - \$1400. Alternatively, a 16-foot vinyl fence at \$30/ lin. ft. installed would cost \$480 - \$500. Joe made a motion to table the discussion and get more accurate costs for the two options to present at May 19th Board meeting. Bill 2nd motion All approved. Motion tabled
<p>9) Correspondence w/ Attorney</p>	<ul style="list-style-type: none">• Chris submitted the updated Waiver form from Chas Ryan. we expected only a simple line clarifying responsibility for asset added under waiver. Instead, we got three new statements but it does address what we need.<ul style="list-style-type: none">➤ New item 10 is a repeat of item 2 in more legal language.➤ New item 11 addresses the Board's right to take corrective or punitive action for something done in violation of the waiver. This is also addressed in Section 6.1 of By-Laws.➤ New Item 12, the Board does cause work to be performed when it comes time to do replacement of roof, siding, etc. In which case, statement 12 clarifies that the costs associated with the replacements of assets installed under the waiver are chargeable to the Unit Owner. Bill made motion to accept the revised Waiver Form Karen 2nd motion All approved

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	<ul style="list-style-type: none">As for the Schedule A-2 Revision options, Chas agreed that changing the allocation of interest for a Unit that added livings space would require approval of 100 % of owner, which could be difficult to get. He also suggested we could change the boundary for the Unit but that would also require 100 % approval and it still does not allow change in the unit's allocation of interest As the most doable solution, Chas added statement 12 to the Waiver Form to give the Association the authority to charge the Unit Owner for expenses related to eventual replacement of roofing, siding and windows associated with living space added with a waiver.
10)Community Center Alarms	<ul style="list-style-type: none">Fire Alarm System. Joe explained the function of the Intelliknight 5700 Fire alarm Control System installed for the Community Center. A shortfall for the system is that it only activates an alarm inside of the building to facilitate the removal of occupants. This alarm cannot be heard on the outside of the building. The system also triggers a white strobe light mounted on the siding above the Mockingbird entrance. However, this strobe light is not that detectable during daylight hours and would not be seen at night unless someone is looking out their window. The system is not connected to a monitoring service. Since our community Center is not considered as a public place, we are not required to connect the alarm system to a monitoring service. Joe recommended upgrades to consider for the system as follows:<ul style="list-style-type: none">➤ As a minimum, replace the existing outside white strobe with a horn and red strobe - \$285.➤ Add Alarm Cellular Communications Module to the Intelliknight system to allow connection to a remote monitoring service - \$850.➤ Contract with Monitoring Service - \$550/ year (2022). It is recommended that the Intelliknight system be inspected and tested and the backup batteries replaced by a qualified serviceman every 3-4 years. The system was installed in 2018 and is now due for an inspection. Inspection cost \$300. The Board discussed the recommendations. Joe made a motion to approve upgrade of the outside alarm. Bill 2nd motion. All approved.

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	<p>Joe made a motion to have the Intelliknight system inspected. Karen 2nd motion. All approved.</p> <ul style="list-style-type: none"> • Nurse Call Alarm – Joe explained the function of the Nurse Call Pull Alarms in the restrooms. Again, these are local inside alarms. When pulled the switch turns on a white light located above the restroom door in the corridor and sound a beep alarm. It is not a strobe light. Also, the beep alarm is high pitched may not be audible to some of us older folks if not near the corridor. A test was made during the meeting. Most people attending said that they could hear the alarm. Bill said that the alarm may not be audible if there was more activity in the Community Center or if the TV was on. Joe recommended to upgrade the alarm device with a red strobe and louder alarm. Total cost for both restrooms about \$750. <p>No action taken to replace the alarms at this meeting. We should do a test during a more active Community Center event to see if the alarm prompts a suitable response.</p>
<p>11)Approve Rules and Regulations 2022</p>	<ul style="list-style-type: none"> • We received back good comments on the proposed 2022 Rules and Regulations from 4 community members. Minor changes were made and typos were corrected as suggested in the comments. <p>Joe made a motion that the Board approve the proposed 2022 Rules & Regulations Pat 2nd Motion. All approved.</p>
<p>12)Committee Reports</p>	<ul style="list-style-type: none"> • Landscape Committee – John presented waivers submitted for landscape: <ul style="list-style-type: none"> ➤ 1 Starling – add mulch beds at side of house. Approved ➤ 9 Grouse - add mulch beds on woods side of house. Approved ➤ 20 MB plant Japanese maple tree in front yard near Utility box. Approved ➤ 23 MB add shrubs and plants to dress out back edge of property in front of Conservation area. Approved.

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	<ul style="list-style-type: none"> ➤ 5 Oriole – Replace dying evergreen trees installed by builder at front of unit. Bill will assess tree condition and if necessary he will get Ron Baribeau to replace the shrubs with input from owners. • Social Activities Committee - Pat Multiple activities have been planned by the committee the first to be Game Night on Saturday April 30th at 6:30 PM. All the other planned events are posted on the BWF web site. <p>Pat brought up subject of closing time for the community center stating comments had been made to extend time to 11 PM. Joe explained that Greg Dexter, Tuck-in Committee, had questioned why the Rules and Regulations said 10 PM and rental Rules said 11 PM and Joe said that he would bring it up to the Board to possibly see if the closing time could be the same at 11 PM. In the meantime, Pat had explained that the extra hour in the rental rules was to allow for cleanup. The event itself was to end by 10 PM. That clarification answered Greg’s question and there was no further interest in extending the closing time.</p> <ul style="list-style-type: none"> • Declaration Committee – Joe stated that the 2022 Amended Declaration was approved by Unit owners on Feb 10th. This action completes the charge given to the Committee and it can now be retired or put in recess. Bill made a motion that the Committee be put in recess. Karen 2nd motion. All approved. <p>Chris thanked the Committee for its accomplishments.</p>
<p>13)Agenda for April 21 Community Meeting</p>	<ul style="list-style-type: none"> • In addition to normal business reports the agenda will include: <ul style="list-style-type: none"> ➤ In the beginning, a short presentation by Cindy Nowlan about Hale YMCA senior programs. ➤ Presentation by Ron Sabatos about a Common Condo Fee
<p>14)Old Business</p>	<p>None</p>
<p>15) New Business</p>	<ul style="list-style-type: none"> • Joe made motion to record the Board and Community meetings to facilitate completion of the minutes. Bill 2nd motion. All Approved

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	<ul style="list-style-type: none"> • Bill stated that not all pet owners are picking up poop. The problem is most apparent in areas near the mailboxes and in the undeveloped land at the end of upper Mockingbird. There were also some complaints about loose dogs wandering around behind Units. Bill suggested a note be put out to remind the community to keep dogs confined and pick up their waste. • John asked that the note also remind about our 20-mph speed limit. • Joe will send out a note to the community with the reminders mentioned. • Pat stated that the door trim on a number of the ranch units needs to be sanded and painted. Bill will inspect the units and make list to start making these repairs.
<p>16) Next board Meeting</p>	<ul style="list-style-type: none"> • Community Meeting, April 21, 2022 at 6:30 PM • Exec board Meeting, May 19, 2022 at 10 AM
<p>17) Community Member Input</p>	<ul style="list-style-type: none"> • Nancy Daley asked that we post sign in restrooms that the Nurse Call Alarm will only be helpful is someone is in the Community Center. She also asked if we would post the Community Contact list on the Community Center bulletin board near the Tuck-In Volunteer Assignment list. Joe will prepare and post signs in the restrooms and contact list on bulletin board. • Chris Norman suggested we change settings for Zoom meetings to admit community members without having to be accepted. Joe will make change in the “ConferZoom” Settings. • Greg Dexter brought up issue with dying trees at the edge of the Conservation area behind the units on upper Mockingbird. Bill said we would review this area and mark suspect trees then get approval from the Killingly Conservation Committee how to take them down.

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	<ul style="list-style-type: none">• Mark Aschenbach asked when the road and driveway crack sealing and road paving at the bridge would be done. Bill said that sealing will start in May and the paving repairs in June or after. The paving contractor already had a busy schedule before our repairs were added.
18) Adjourn	Chris called for meeting to be adjourned Bill made the motion to adjourn. Karen 2 nd motion. All approved. Meeting was adjourned at 11:37 PM

Attachments: Maintenance and Repair Report
Community Center Alarm Systems

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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 Mocking bird	EAGL E	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		DOOR BACK
10 Skylark	EAGL E	window seal failure	10/26/2021	sent warranty info to Slocomb approx 11/09/21		WINDOW UNIT
26 Mocking bird	CARD INAL	Crack on inside pane of double hung window	12/3/2021	slocomb replacing		WINDOW UNIT
27 Mocking bird	EAGL E	Leak between window panes	12/16/2021	Slocomb replacing		WINDOW UNIT
8 snowbird	EAGL E	leak in gutter at house end of garage	1/7/2022	original patch did not work. Dave scheduled to repair		GUTTER & DOWNSPOUTS
11 snowbird	RANC H	paint lower garage door panel	2/16/2022	Dave scheduled to repair		PAINT
1 & 2 oriole	EAGL E	french drain clogged	2/28/2022	Dave scheduled to repair		DRAINS
11 snowbird	RANC H	large stone was hit by car or truck	3/7/2022	Joe and I put the stone back in position Need to put some cold patch when	3/22/2022	DRIVEWAY

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				weather warms up		
<i>various</i>		<i>Hyd Oil spill from Waste company from 9 mockingbird to 3 staling and between 1 mockingbird and bridge</i>	3/7/2022	Clean up still needed 1 MB to Bridge	4/1/2022	<i>MISELLANIOUS</i>
<i>80 mocking bird</i>	<i>various</i>	<i>sent list mostly with inside troubles</i>	3/8/2022	Bill adjusted garage door seal	3/22/2022	<i>GARAGE DOOR</i>
<i>2 owls nest</i>	RANCH	<i>roof shingle loose</i>	10-Mar	To Tim Brunet		<i>ROOF SHINGLES</i>
<i>4 owls nest</i>	RANCH	<i>another roof shingle fell off</i>	10-Mar	To Tim Brunet		<i>ROOF SHINGLES</i>
<i>20 mocking bird</i>	CARDINAL	<i>holes in basement window screen from mouse</i>	3/10/2022	Bill repaired screen	4/7/2022	<i>WINDOW BASEMENT</i>
<i>26 mocking bird</i>	CARDINAL	<i>hole in siding</i>	3/10/2022	Dave scheduled to repair		<i>SIDING VINYL</i>
<i>3 oriole</i>	RANCH	<i>window seal on slider</i>	3/14/2022	replaced slider window	4/11/2022	<i>WINDOW UNIT</i>
<i>11 mocking bird</i>	RANCH	<i>kitchen window seal</i>	24-Mar	to Tim- Ordering new window		<i>WINDOW UNIT</i>
<i>13 snowbird</i>	RANCH	<i>downspout damaged</i>	4/3/2022	Bill repaired and rehung gutter spouts	4/7/2022	<i>GUTTER & DOWNSPOUTS</i>
<i>13 snowbird</i>	RANCH	<i>Gutter on garage near kitchen leaking</i>	4/3/2022	Dave scheduled to repair using recommended gutter sealant		<i>GUTTER & DOWNSPOUTS</i>
<i>13 snowbird</i>	RANCH	<i>door trim needs painting</i>	4/3/2022	Dave scheduled to repair		<i>PAINT</i>

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<i>20 mocking bird</i>	CARD INAL	<i>mouse chewed garage door trim</i>	4/3/202 2	Bill repaired hole in door trim	4/7/202 2	<i>SIDING TRIM</i>
<i>various</i>	<i>various</i>	<i>driveway and road markers</i>	4/1/202 2	removed all driveway and road markers	4/1/202 2	<i>MISELLANIOUS</i>
<i>7 snowbird</i>	RANC H	<i>Sunroom window locks</i>	4/13/20 22	Need to install new spacers for locks		<i>WINDOW UNIT</i>
<i>5-6-7-8 Oriole</i>	RANC H	<i>Garage doors need painting</i>	4/13/20 22	Dave scheduled to paint		<i>PAINT</i>

Community Center Alarm Systems

Nurse call Alarms in Community Center Rest Rooms

The nurse call Pull switch alarms installed in CC restrooms are local alarms only. When pulled the switch activates an alarm indicator located above each restroom door in the corridor. The alarm indicator lights white and a beeper sounds.

If the restroom door is locked it can be unlocked from the outside using the edge of a dime or flat blade to turn the lock plunger in the door handle.

The beeper is high pitched and may not be audible to some of us older folks. The light and beeper may not be readily recognized unless someone is near the corridor. A test will be conducted during a Board/Community meeting to see what the reaction is to a Nurse Call.

If it is determined that the lighted beeping alarm and is too subdued, we can upgrade to a red strobe light and louder (92 dB) alarm. The preferred device is an Edwards Signaling model 868 STRR-N5 (120 Vac). Cost \$269/each on Amazon. The existing pull switch can be used. I discussed this hardware change with Bob Gatineau and he estimated that the labor to replace both alarm indicators should not take longer than 2 hours. Estimate the total upgrade costs with parts and labor to be about \$750.

Joe Geiger
April 10, 2022

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Community Center Fire Alarm System

Installed is a Silent Knight Model 5700 Intelliknight Fire Alarm Control Communication Module. This system monitors and controls the fire and smoke alarms installed in the Community Center. The system was installed by the Declarant, Derek Santina, in 2018 by his contractor C&C Electrical with assistance from Venture Communications & Security L.L.C. in Danielson. Venture specializes in design, installation and management of low voltage Fire Alarm Systems and other Security Devices.

As installed, the Silent Knight system only monitors the operating functionality of the two fire alarm switches and ceiling smoke detectors inside the building. The control panel LCD displays system messages, annunciates alarms, supervisories and troubles; provides status information; and prompts for input. If all conditions are good the panel displays "ALL IS NORMAL".

In the event of a detected fire, it activates an evacuation alarm that is only audible inside the building; **it is not audible outside of the building**. It also triggers an outside white strobe light located above the Mockingbird entrance, **but this is not that detectable during daylight hours**. The system is not connected to any outside emergency response monitoring service. There is no plain old telephone system (POTS) wiring in the community center and there is no electronic hardware in the Intelliknight 5700 module for a cellular connection to a monitoring service.

Since our community Center is not considered as a public place, we are not required to connect the alarm system to a monitoring service. However, it is recommended that the Intelliknight system be inspected and tested and the backup batteries replaced every 3-4 years by a qualified serviceman. The system is now due for an inspection.

Recommendations:

- As a minimum, replace the existing outside white strobe with a horn / red strobe - \$285, installed
- Do the recommended inspection of the Intelliknight system - \$300.
- Add Alarm Cellular Communication Module to the Intelliknight 5700 to allow connection to remote monitoring service - \$850 installed
- Contract with Monitoring Service - \$550/year 2022

Costs shown are based on April 13 quotation from Venture Communication and Security, Steve Bordua, at 860-963-0832. The package including equipment upgrade and system inspection - \$1435

Joe Geiger
April 13, 2022