

**Briarwood Falls Condo Association  
Community Budget Meeting Minutes  
December 16, 2021 6:30 PM  
(Approved 1/20/22)**

**Chair:** Chris Burke

**Minutes Submitted by:** Joe Geiger

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

**Guests:** 46 Community Members in attendance representing 37 Unit Owners

**Board Members Absent:**

TOPICS	DISCUSSION	ACTION
1) Call to Order	<ul style="list-style-type: none"> <li>Chris called meeting to order at 6:30 PM</li> </ul>	
2) Verify Unit Owners signed in on Sign-Up Sheet	<ul style="list-style-type: none"> <li>Call was made asking all attendees if they had signed in and, if not, to do so on the Sign-Up sheets.</li> <li>46 Community Members signed in; represented 37 Units.</li> </ul>	
3) Introduction of new home owners	<ul style="list-style-type: none"> <li>James Mahoney – 79 Mockingbird</li> <li>Ronald and Sandra LeFevre – 3 Starling</li> </ul> <p>New owners were not among the attendees</p>	
4) 2022 Budget Review & Vote	<ul style="list-style-type: none"> <li>Karen introduced the 2022 Budget. A Power Point presentation showed the expected 2022 Income from Assessment Fees \$305,655, Rollover of</li> </ul>	

**Briarwood Falls Condo Association  
Community Budget Meeting Minutes  
December 16, 2021 6:30 PM**

*(Approved 1/20/22)*

	<p>\$8000 from 2021 Budget surplus and 11- line items expenses totaling \$313,655. (Attached to minutes)</p> <ul style="list-style-type: none"> <li>• Joe presented an overview of the Boards reconciliations for the 2022 Budget. (Attached to minutes)</li> <li>• There were several back-and-forth questions and answers between attendees and the Board seeking more understanding of the budget process and the final numbers.</li> <li>• Randy Town spoke about past budget practices during the early history of the Association. He also questioned why Unit owners did not get to vote to do the Reserve Study. Chris explained that the Board can approve to do the Reserve Study and no vote was required because there was no cost to the Association to do so except for some legal consul.</li> <li>• A Roll call was made for all Unit Owners. A Vote YES or NO to approve the 2022 Budget was given by Attendee as their name/Unit was called.</li> <li>• Vote Tally: 35 YES; 2 NO. 2022 Budget was approved. Record of vote is attached.</li> </ul>	
<p><b>5) Adjourn</b></p>	<ul style="list-style-type: none"> <li>• Meeting was adjourned at 7:08 PM</li> </ul>	

**Briarwood Falls Condo Association  
Community Budget Meeting Minutes  
December 16, 2021 6:30 PM  
(Approved 1/20/22)**

Briarwood Falls Association, Inc.

**2022 OPERATING BUDGET**

**Income**

92 homes	\$ 305,655	
Based on a rate of \$2.29 / sq.ft.		
2021 Cash Surplus	\$ 8,000	
<b>Total Income:</b>	<b>\$ 313,655</b>	

**Expenses**

Grounds Maintenance (1)	\$ 155,021	49%
Insurance (2)	\$ 36,877	12%
Reserves Savings	\$ 36,679	12%
Repairs/Maintenance (3)	\$ 30,000	10%
Trash (4)	\$ 28,178	9%
Community Center costs (5)	\$ 7,500	2%
Fire/Water Maintenance (6)	\$ 7,000	2%
Legal, Taxes, Govt. Fees	\$ 6,000	2%
Cost Accounting Stipend	\$ 4,200	1%
Miscellaneous Expenses (7)	\$ 1,200	0%
Electric	\$ 1,000	0%
<b>Total Operating Expenses:</b>	<b>\$ 313,655</b>	<b>100%</b>

Income: \$ 313,655  
Expenses: \$ 313,655

**Net Income less Expenses: \$0**

- (1) Entering first year of three-year contract for landscaping/ snow removal. Line item includes fertilization.
- (2) Includes Community Center and bridge
- (3) Repairs & maintenance for units and common areas
- (4) Entering second year of three-year contract
- (5) Includes utilities, supplies, maintenance, sewer, and social activities
- (6) Fire/water for fire hydrants
- (7) Includes postage, office supplies, copying, and memorial donations

**Briarwood Falls Condo Association**  
**Community Budget Meeting Minutes**  
**December 16, 2021 6:30 PM**  
*(Approved 1/20/22)*

2022 BUDGET RECONCILIATION

Six of the line-item expenses in the Budget are fixed costs based on contracts. These include:

1. Grounds Maintenance (Landscape, mowing, snow removal) > \$155,021.
2. Insurance > \$36, 877 - this is estimated based on past increases since we will not get quotes from Ins. Companies until late Dec.
3. Trash > \$28,178 - this is an increase of \$107 from 2021 contract.
4. Fire Water Maintenance > \$7000 – to hold water in Fire Hydrant header system.
5. Cost Accounting Stipend > \$4,200
6. Electric > \$1,000 - entrance corner Pole light and Sign light.

Ground Maintenance line item, \$155,021, includes a 3-year Contract with Ron Baribeau for Landscape Mowing / Upkeep and Snow Removal and a separate 1- year agreement with a separate contractor for Fertilization applications. Ground Maintenance expense will be up about 9% from 2021 actual costs. For the contract with Ron Baribeau, we negotiated for a 2% increase in year 2 (2023) and ½ % in year 3 (2024).

Electric was increased a bit. Everybody's light bill will be going up in 2022; Eversource is predicting a 30 – 50 % increase for gas and electricity.

The Reserve allocation is being increased from 10% to 12%. Board voted for this 2% increase based on the recommendation in 2021 Reserve Study Report. Reserve is \$36,679; this is 12% of the annual assessment income.

**Briarwood Falls Condo Association**  
**Community Budget Meeting Minutes**  
**December 16, 2021 6:30 PM**  
*(Approved 1/20/22)*

Reconciling Repairs and Maintenance (R&M) was tough decision. As you know, Ron White did a lot of the routine repairs. He was being paid \$15/hour. Over the last two years his time on average was 20 hours / week Apr > Oct and 8 hours /week Nov > March; this works out to 720 hours / year costing \$8640 / year for Ron's time. We do not expect there will be less repairs needed in 2022.

Now we are faced with using licensed – Insured handyman/contractor. Our base contractor since Ron retired in September has been Fixology - Tim Brunet and he has done good work. Tim has been charging \$30/hr. but he has told us he will be increasing his rate in 2022 to \$35/hr. Next best choice we have found is Overall Odd Jobs - Justin Koziol (Danielson). Justin's rate is \$45 - \$50 / hr. depending on job requirements; he will do almost anything and has very good endorsements from his clients. Other contractors we spoke with wanted \$60 - \$70 / hr. and they were very limiting in what work they would do.

So, 720 hr. / yr. at \$35 /hr. works out to \$25,200 / yr. for labor. Materials will be an added cost. There will be times when Tim is not available and we will have to use a higher cost contractor.

Based on this, we first proposed to use \$35,000 as the line-item number for Repairs and Maintenance (R&M), i.e., labor and materials. In discussing this, we found that we could likely roll over \$8000 from 2021 budget; part of this could go towards reducing R&M budget. Also, we have had some surplus in R&M for last two years. Considering this, the Board agreed to budget \$30,000 for R&M in 2022.

**Briarwood Falls Condo Association**  
**Community Budget Meeting Minutes**  
**December 16, 2021 6:30 PM**  
*(Approved 1/20/22)*

The remaining line items, Community Center (CC), Misc. Expense's and Legal, Taxes, Govt. fees, we have more discretion to adjust.

Community Center expenses were reduced from 2021 budget but we have not yet had a full year's operation of the CC to establish a good trend.

Misc. Expense's, Legal, Taxes, Govt. fees based on previous years expenses were not changed from 2021 Budget.

The total expenses without reserve were then reduced by rollover of \$8000 from the expected 2021 budget surplus. Then, this number was used to calculate the required annual income from fees and then the reserve.

Obviously, it is not the Board's desire to increase the assessment fee but we have to play with the cards we have been dealt.

JTG -12/15/2021