



**Briarwood Falls Association**  
**Executive Board Meeting Minutes**  
**June 13, 2024 at 11:00 AM**  
 (Approved July 15, 2024)

<p><b>6) Repairs and Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Joe presented 11 M&amp;R tasks completed since last meeting and gave some details related to the repairs that were needed. A copy of this M&amp;R Task report is available in folder on bulletin board at Community Center.</li> <li>• 80 Mockingbird door leak repair – Bill had requested quotes for replacement of door from three contractors; Guaranteed Roofing and Dave Oleszewski, both who had already done work to address the leak, and Girls w/ Tools. Dave quoted cost of \$2286; Girls with Tools quoted \$2679. Guaranteed Roofing had originally estimated \$3000 for the door replacement but later they declined to bid. Bill explained to Girls with Tools the history of the previous repair work and that it did not completely stop the water leak at the bottom of door. After some discussion of the work experience of the two bidding contractors, Joe made the motion to select Girls and Tools to do the project.        Karen 2<sup>nd</sup> motion        All approved</li> <li>• Joe summarized progress getting the double and single hung window repaired. Killingly glass has come out to measure windows and show Bill how to measure these windows to begin the repairs.</li> </ul>
<p><b>7) Waivers</b></p>	<ul style="list-style-type: none"> <li>• 9 Grouse – install gazebo on owner’s paver patio – approved</li> <li>• 30 Mockingbird – (1) replace 4 front shrubs, (2) clean rust from Bilco door and repaint. – approved</li> <li>• 1 Owls Nest – Install facilities to fix three cracks in basement walls that let water to leak into basement. - approved</li> <li>• 11 Oriole – replace original shrubs in front mulch bed. – approved</li> </ul>
<p><b>8) Board Member Nominations</b></p>	<ul style="list-style-type: none"> <li>• As of this due date, only one nomination has been received. Board agreed to extend due date for nominations to June 23<sup>rd</sup>. Joe will send out solicitation note again with extended due date noted.</li> <li>• Pat proposed we change Section 2.1 of ByLaws to reduce number of Board members from 7 to 5. This will be reviewed at July meeting.</li> </ul>
<p><b>9) Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• Social Activities Committee - Greg presented summary of recent activities. There was a good turnout for the Yard sale and many of our residents sold a lot of stuff. Herb garden is now in by shed and everything is growing good. A big thank you to all that helped prepare the raised</li> </ul>



**Briarwood Falls Association**  
**Executive Board Meeting Minutes**  
**June 13, 2024 at 11:00 AM**  
(Approved July 15, 2024)

bed and plant herbs. All are invited to come pick herbs you need to enhance your recipes.

All game activities are still going well.

**Upcoming events:**

- Ice Cream Social, Saturday June 15 at 3 PM
- Self-Guided Community Garden Tour, June 22, 10 AM – 2 PM
- Activities Committee Meeting, July 1 at 6 PM

- Uniform Fee Committee – Joe presented report. Committee making progress getting presentation ready. Dry run was done at last meeting and some adjustments are being made to shorten presentation time and optimize contents of some slides.

**10)Old Business**

- Speed on Deerwood Drive – we received another complaint from a resident on Deerwood Drive that cars are seen frequently traveling too fast up the street and some speeders are likely residents of our community. Pat presented letter to be sent to the neighbor that referenced similar issues we addressed to another resident of Deerwood back in October 2023. It also expresses our concern for the problem and that we will address the speeding issue again with members of our community. Also, an e-mail will be sent to BF community to remind all residents and their guests to slow down (stay at 20 mph or less) while ascending/descending Deerwood Drive.
- Fiber Cable Service – Following the Board decision in May to go with Frontier's 7-year Exclusive marketing agreement to install fiber service, Frontier submitted new agreement that was significantly more complex than their original agreement. Joe tried to negotiate for a simpler agreement. However, Frontier still came back still with more requirements for the Board to do during the exclusive period and there were terms relative to compensation that the Board did not want to get involved in.

After some discussion, the Board agreed not to continue with the Frontier agreement but instead approve the Xfinity Non-exclusive Community Services Agreement to install fiber infrastructure in accordance to the plan that they had submitted. This is a much simpler agreement and

**Briarwood Falls Association  
Executive Board Meeting Minutes  
June 13, 2024 at 11:00 AM  
(Approved July 15, 2024)**

Xfinity will do marketing the same as they would do for any residential neighborhood. The agreement allows Xfinity 10 years access to our property to install and service their fiber hardware.

Joe made the motion to approve and sign the Xfinity installation agreement.

Greg 2<sup>nd</sup> motion.

Vote: Yes – Pat, Greg, Dave, Joe                      Abstained – Karen

Motion approved.

- Issues to address with Derek regarding Phase 3 build out of 18 units. Joe presented compiled list of issues submitted by Board for Bill to discuss with Derek. Pat clarified that her issue regarding realtor / builder disclosure related to new owners who were not told that they would have to have a macerator to pump sewage waste because their units were lower than the town sewer line. Joe will add this to list of issues. During further discussion it was learned that Derek may not be restarting the project due to still unfavorable economic conditions. Karen made the motion to table action for meeting with Derek until we see some positive activity that project will be continued. Joe 2<sup>nd</sup> motion.  
All approved
- Community Volunteer Maintenance Team and Waiver. Our insurance agent confirmed that our Workman's Comp insurance did cover community volunteers that are approved by the Board. Joe made motion to adopt using volunteer Maintenance Team without requiring them to sign a waiver. Dave 2<sup>nd</sup> motion  
Pat stated that she had talked with Jim Costa, who had originally proposed the volunteer team, and he agreed to be its coordinator. Pat amended the motion to approve Jim Costa as team coordinator. Vote: all approved.
- Maintenance Standards – Joe presented a draft of Maintenance Standards that could be adopted by the Board. Joe stated that only 3 community members commented on the proposed maintenance standards that were sent out for the community to review. Comments were constructive and suggested some clarifications and additions which were incorporated into the draft.



**Briarwood Falls Association**  
**Executive Board Meeting Minutes**  
**June 13, 2024 at 11:00 AM**  
 (Approved July 15, 2024)

	<p>During discussion, it was proposed that the Board hold off adopting the Standards until work was completed on the Uniform Fee proposal.          Joe made motion to table adoption of Standards at this time.          Greg 2<sup>nd</sup> motion.          All approved.</p>
<p><b>11) New Business</b></p>	<ul style="list-style-type: none"> <li>• 13 Oriole Deck Privacy Panels – Deck maintenance work has been deferred for some time on this unit until the privacy panels are taken down. The current owner had installed the panels before our waiver policy was in place. The panels are attached to the deck boards and wind load on the panels causes the fasteners to pull out of the deck boards and it lifts/loosens the deck boards.          After discussion, Joe made a motion that a letter be sent to the owner's addressing the problem and inform them that the privacy panels need to be removed.          Greg 2<sup>nd</sup> motion          All approved.</li> </ul>
<p><b>12) Next board Meeting</b></p>	<ul style="list-style-type: none"> <li>• Monday, July 15, 2024, Exec Board Meeting at 11:00 AM  <i>Note that this is later date than normally held to accommodate Board President's schedule.</i></li> <li>• Thursday, July 18, 2024 at 11 AM, Special meeting with new Exec. Board to elect officers, set meeting schedule and assign directors duties.</li> </ul>
<p><b>13) Community Member Input</b></p>	<ul style="list-style-type: none"> <li>• Joe and Kathy Kazaman, 1 Owls Nest – asked to clarify if several repairs they had requested were noted on M&amp;R Task list. Joe acknowledged that all repairs except for re-routing gutter drains was on the list to get done. Bill is still investigating best way to address the gutter drain issue. Gutter drains will be added to the list and Bill will get back to them with action plan.</li> <li>• Chris Burke - cited Board discussion on 4 agenda items where decisions made were not properly motioned and voted on. Board returned to the 4 cited agenda actions and completed required motions and votes.</li> <li>• Ron Sabatos – asked if our landscape contractor was going to clear out overgrown plants in retention pond behind 10, 12, &amp; 14 Skylark units. Board advised that this had been discussed earlier with contractor and it will have Bill find out contractor's plan to do 2 retention pond cleanouts - behind Skylark units and 17 Mockingbird.</li> </ul>

**Briarwood Falls Association  
Executive Board Meeting Minutes  
June 13, 2024 at 11:00 AM**  
(Approved July 15, 2024)

- Chris Norman – asked if the maintenance standards would have a statement indicating that these are advisory standards only and that the Board is not intending to take actions to enforce them. Board replied that the intent is to adopt the maintenance standards as recommendations and that this will be stated in final draft of the document.

Also, Chris asked if the number of Board directors is specified in any of our documents? Section 8.9 (c) of our Declaration states “... *the Unit Owners shall elect an Executive Board of at least three (3) members, ...*” Section 2.1 of our ByLaws states the Board shall have 7 members.

**14) Adjourn**

- Pat called for motion to adjourn meeting.  
Joe made motion to adjourn.  
Dave 2<sup>nd</sup> motion.  
All approved. Meeting adjourned at 12:20 P