

Briarwood Falls Association
Executive Board Meeting Minutes
May 9, 2024 at 11:00 AM
 (Approved June 11, 2024)

Chair: Pat Perna

Minutes Submitted by: Joe Geiger / Secretary

Board Members Present:

Pat Perna - President, Karen Pontrelli - Treasurer, Joe Geiger – Secretary, Bill Cucchi – Director, Greg Dexter – Director

Guests:

Attendees: Joe & Kathleen Kazarian, Ron Sabatos
 Zoom Participants: Chris Burke, Joe Steiner, Lynn Geiger, Dave Musto – Vice President, Art Rickey

Board Members Absent:

TOPICS	DISCUSSION
1. Call to Order	<ul style="list-style-type: none"> • Meeting called to order at 11:00 AM
2. Additions to Agenda	<ul style="list-style-type: none"> • M&R – Acknowledge work done by volunteer community members • New Business – Volunteer Maintenance Team
3. Community Member Input	<ul style="list-style-type: none"> • None
4. Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes for April 11, 2024 Exec. Board Meeting No changes were offered. Bill made motion to approve minutes as presented. Greg 2nd motion All approved
5. Treasurer's Report	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, April 2024: <ul style="list-style-type: none"> ➤ Total Income: \$28,055 ➤ Total Expenses: \$26,020 ➤ Difference was \$2,035 ➤ Total Reserves: \$248,956 ➤ Business Checking Balance \$16,913 • Bill asked about considering to shut off Community Center outside lights to save electricity charges to CC; only use lights when an activity is planned. Question to be referred to Activities Committee to see if better options for lights to be on could be worked out.

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6. Repairs and Maintenance	<ul style="list-style-type: none">• Bill presented the R&M Tracking Report explaining 10 tasks completed since last meeting and gave some details related to the repairs that were needed. A copy of this report is available in folder on bulletin board at Community Center.• Window Repair Plan – Bill proposed to start repairs needed on 9 windows according to date requested. Budget has sufficient funds to now start repairs on the first four windows, 3 Oriole sunroom picture and double hung, 4 Owls Nest 2 double hung, 4 Oriole slider windows. Joe made motion to approve first 4 window repairs. Greg 2nd motion. All approved• Coordinate Mulch Application with Owners – Our landscape contractor has asked, if next year when time comes to apply mulch, if we could send out a note to owners asking them to contact him if they wanted to have their private beds mulched. This would allow him to get correct amount of mulch needed in one delivery and he could better coordinate the mulch applications when he is putting it down in each area of the property. Board agreed to send out message to the community when contractor gives us notice when he will be starting the mulch application.• Joe stated that the first 10 units have been powerwashed and the next 10 on list will be started on May 9. Question came up about possibility of powerwash causing failure of window gas seal. Bill will check with Myles to find out if he reduces pressure doing windows or pulls back on wand to reduce pressured water force on the glass.• Board recognized volunteer work done by residents – Charlene LaPreay cleaned the large sign at the entrance and Joe Steiner stained the buggy at our entrance. Both did an excellent job and the Board thanked them for their work.
7. Waivers	<ul style="list-style-type: none">• 1 Owls Nest – replace 3 hydrangea shrubs w/ boxwoods – approved• 1 Owls Nest – replace motion sensor light on garage – approved• Community Center – install raised bed for herbs by shed – approved• 3 Snowbird – powerwash unit – approved• 30 Mockingbird – powerwash unit – approved• 5 Starling – add bed for flowers in front of sunroom – approved• 8 Snowbird – replace shrubs in front of unit – approved• 2 Owls Nest – install garden bed at courtyard side of unit and install deck – approved.

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<p>8. Committee Reports</p>	<ul style="list-style-type: none"> • Greg presented a report for the Activities Committee covering events that took place since last meeting. A copy of this report is available in folder on bulletin board at Community Center. ▪ Joe presented a report for the Uniform Fee Committee. Work continues on draft for presentation with plan to present it in June. Thirty-five (35) neighbors attended the first informational coffee-hour gatherings to discuss their concerns and ask questions about the uniform fee proposal. The committee plans to continue to reach out to hear from neighbors who did not attend the first coffee-hour sessions.
<p>9. Issues to Address with Declarant for Phase 3</p>	<ul style="list-style-type: none"> • Pat presented list of issues that she and Joe had submitted to be addressed with Derek Santini. Pat described some background history related to items on her list. Joe and Bill will compile and prioritize the lists and review again with Board. Plan is for Bill to pass this list to Derek then set a time for Board to meet with Derek to hear and discuss his response.
<p>10. Update BF Trades People List</p>	<ul style="list-style-type: none"> • Trades People list has been reformatted to alphabetically list services and updated it with new trades people based on recommendation submitted by community member and Board directors involved with maintenance. Bill made motion to have the revised Trades People list posted on BF website in Members folder. Greg 2nd motion. All approved.
<p>11. RFQ Documents</p>	<ul style="list-style-type: none"> • Request for Quotation documents to solicit Landscape & Snow Removal and Lawn Fertilization & Herbicide Treatment services have been finalized and these will be filled to use in future when the need arises. Karen made motion to file RFQ documents for future use. Bill 2nd motion. All approved
<p>12. Consideration for Property Management Service</p>	<ul style="list-style-type: none"> • Joe presented finalized list of services done by Board in format that can be used in future to decide what service could be moved to be done by a property management service and what would be kept as Board responsibility. Board will keep this worksheet on file and it will be ready to use when that time comes to seriously considering looking into using a PMC. We would know better what the Board can do at that time. Karen made motion to file the document for future use. Greg 2nd motion. All approved

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13. Old Business

- **Recommended Maintenance Standards**
The Board is scrutinizing two versions of Maintenance Standard documents: one is a universal maintenance standard submitted to us in 2019 by our Attorney that reflects general standard requirements of Condo insurance companies; and the second is a version of that same universal standard but edited to address the free-standing feature of BF units versus a typical single structure with multiple condo units and the mechanical systems that are actually installed in the BF units.
After some discussion, Joe made a motion to send out the edited version to the community as a reference for what the Maintenance Standard would be and get community's feedback.
Bill 2nd motion.
Vote: Yes – Bill, Dave, Greg, Joe, Karen No - Pat
Motion carried to send out edited version of Maintenance Standard.

- **Fiber Service Option to Consider**
After brief discussion of the two options we have for fiber cable installation, Joe made motion to approve Frontier Fiber installation contract.
Bill 2nd motion.

Further discussion continued considering the two options. We choose to have Frontier install their FTTP technology under their 7-year exclusive marking agreement. However, before proceeding we need to consult with our Declarant to explain the options we were considering with Frontier and Comcast/Xfinity, our preference to use Frontier and get his opinion and decision on what best fits his plan for cable service for Phase 3 build out.
Pat amended motion to first send fiber service installation agreements to Derek, explain our selection of Frontier and request his opinion/decision on which service provider would best fit his plans for Phase 3.
Bill 2nd the amended motion.
Vote: Yes – Bill, Dave, Greg, Joe Abstain - Karen, Pat
Motion carried. Fiber cable Information to be sent to Derek

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<p>14. New Business</p>	<ul style="list-style-type: none"> • Community Volunteers for Condo light maintenance tasks This action is follow-up on suggestion made by Jim Costa that we form a community maintenance team to <u>occasionally</u> do light tasks. Joe had earlier identified such light tasks as staining decks, bridge, painting doors and shutters. Pat presented a list of several other light tasks for the community center and small common elements around the community, follow-up on legislative issues related to seniors and community associations and local events/happenings around the area. Pat checked with our attorney regarding issues we should address using volunteers. He advised we should consider having volunteers sign a waiver resolving association of responsibility of injury and also to be sure our Workman's Comp Insurance covers volunteers. We have asked insurance agent to confirm our Workman's Comp Insurance would cover volunteers approved by the Board. Further actions to move forward on the volunteer maintenance team is pending the response from insurance agent.
<p>15. Next Board Meeting</p>	<ul style="list-style-type: none"> • Exec Board Meeting, June 13, 2024 at 11:00 AM
<p>16. Community Member Input</p>	<ul style="list-style-type: none"> • Art Rickey spoke about his problem removing of mulch spores from his siding. Bill will check with Myles to see if he can recommend an effective cleaner. • Chris Norman stated the Board should not encourage Derek to install a green energy project on the additional land parcel that can be allowed under Article 8A of the Declaration. • Chris Norman suggested that we move the Association documents now in the Member folder of BF website and make them available to the public who could be interested in moving into the association and visiting our website to get information about the association. • Ron Sabatos agreed that the Board should discuss with Derek all the options we have for installing fiber cable service so that he can decide what best fits his needs for Phase 3.
<p>17. Adjourn</p>	<ul style="list-style-type: none"> • Pat called for motion to adjourn meeting Joe made motion to adjourn meeting. Bill 2nd motion All approved. – Meeting was adjourned at 1:15 PM