

Briarwood Falls Association
Executive Board Meeting Minutes
January 11, 2024 at 11:00 AM
 (Approved February 8, 2024)

Chair: Pat Perna **Minutes Submitted by:** Joe Geiger / Secretary

Board Members Present: Pat Perna - President, Karen Pontrelli - Treasurer, Dave Musto – Vice President, Joe Geiger – Secretary, Bill Cucchi – Director, Greg Dexter – Director

Guests: Attendees: Nancy Daley, Carla Marcus, Diane Dexter, Ron Sabatos
 Zoom Participants: Chris Burke, Paulette Carli, Michael Fournier, Lynn Geiger, Deborah Haraldson, Pat O'Rourke, Art Ricky

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"> • New Business – Fire extinguisher replacement
3) Community Member Input	<ul style="list-style-type: none"> • None
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes December 14, 2023 Exec. Board Meeting. • Minutes December 14, 2023 Community Budget Meeting Karen submitted wording changes for Dec. 14 Budget Meeting minutes and that the budget worksheet was not be included as attachment. Joe made motion to approve minutes amended as stated. Karen 2nd motion All approved
5) Treasurer's Report	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, December 2023: <ul style="list-style-type: none"> ➢ Total Income: \$27,143 ➢ Total Expenses: \$23,582 ➢ Difference was \$3561 ➢ Total Reserves: \$228,808 ➢ Business Checking Balance \$18,576 <p>2023 budget at end of year had surplus of \$1685 which will be kept in the operating account for 2024.</p>

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<p>6) Master insurance Policy Quotation</p>	<p>Karen presented the quotation from Bouvier Insurance for 2024 renewal premium using Vermont Mutual > \$49,424. This is a 16% increase above 2023 premium and Bouvier claims this represents the most favorable rate of all the Insurers who made a proposal. The Board had budgeted for an 8% increase based on Bouvier's recommendation and 2023 year-end financial reports predicting increase in condo insurance rates in Connecticut for 2024. Policy has to be approved/signed by January 25th with first payment of 15% due.</p> <p>Policy has a \$5000 deductible and Bouvier is to provide option for a rate with higher deductible for our review and consideration before January 25th. Board will decide what to approve when this option is received.</p> <p>Proposal was discussed to consider a special assessment to raise an additional \$3462 needed to cover over budget insurance premium. On the other hand, Board considered waiting until mid-year and, after seeing actual expenses at that time, decide if we could manage the higher premium within the adopted 2024 Budget.</p> <p>Karen made motion to hold making a special assessment to cover insurance premium until later in 2024 to see if it shows it is needed. Bill 2nd motion. Vote call: Yes > Dave, Karen, Joe, Greg, Bill Motion carried.</p>
<p>7) Repairs and Maintenance</p>	<p>Bill presented 22 tasks that were completed on the R&M Tracking Report since last meeting. A copy of this report is available in folder on bulletin board at Community Center.</p> <ul style="list-style-type: none"> • Bill gave update on four significant water leakage issues caused by last two heavy rain storms and described action to be taken to fix these problems.
<p>8) Waivers</p>	<p>➤ 23 Mockingbird – Power wash unit & deck, repair boards on deck and stain. Lower screen on porch to be lifted to allow access to stain railing balusters. Approved.</p>
<p>9) Activate RFQ Committee</p>	<p>➤ 2 community members had been recruited in October 2023 for a committee to prepare a Request for Quotation for our landscape, fertilization, snow removal services. Plan was to activate this committee in 2024.</p>

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	<p>We have a draft for the RFQ. Intent of committee work was to review/edit contractual elements found to be needed in draft. After some discussion, it was decided a committee would not be needed to complete it.</p> <p>Bill made motion to have Board review the RFQ draft and accept it if there were no changes needed. Greg 2nd motion. All approved.</p>
<p>10) Plan for LCE Responsibility Change Proposal</p>	<p>➤ This is follow-up to action proposed in the November 2023 Board meeting that Board should look again at the Limited Common Elements that the Association is responsible for to see where we could propose reverting some of the LCE expense to the owners. It was intended to form a committee of community members to work on this task After some discussion, it was decided to table this for now to work on common fee proposal. It was proposed that we routinely send out notes to educate the owners about the expenses incurred maintaining LCEs as well as other elements of our Declaration, By-Laws, and Rules & Regulation.</p>
<p>11) Plan for Uniform Condo Fee Proposal</p>	<ul style="list-style-type: none"> • It was proposed at November meeting that in 2024 we form a new committee to develop a strategy to promote and get approval of a basis for condo fee that better represents the common expenses. Also, the committee would be selected to have representation of each type unit, if possible, to better solicit alternative ideas. After discussion, Dave made a motion for Board to act to form a committee to develop a proposal for a uniform condo fee. Bill 2nd motion All approved. <p>Karen made motion for Board to prepare note to be sent out to community to solicit volunteers for a uniform fee committee. Dave 2nd motion. All approved.</p>
<p>12) Committee Reports</p>	<p>➤ Greg presented a report on the Activities Committee events that took place since last meeting and told of the activities that are coming up including:</p> <ul style="list-style-type: none"> ➤ January 19th to 31st - collection of food and other supplies to benefit Access, Friends of Assisi Food Pantry and TEEG marketplace. Bins will be available in Community Center ➤ February 17 Party – Break from Winter Doldrums 4 PM. ➤ March 4th – Presentation on Fall Prevention by Day Kimball Hospital Group at 6:30 PM.

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	<p>A copy of this Activities report is available in folder on bulletin board at Community Center.</p> <p>Activities Committee meets again January 16th. All community members are invited to attend and share ideas.</p>
13) Old Business	<ul style="list-style-type: none"> Update information on entrance parking violation issue. Pat stated that she had asked our attorney for advice on how to handle violations and he said "tow them". He also said we could tell towing company to charge violator for the tow.
14) New Business	<ul style="list-style-type: none"> As a heads up, Joe stated the community center's 2 fire extinguishers will need to be replaced in June. Cost would be about \$80.
15) Next board Meeting	<ul style="list-style-type: none"> Community Meeting, January 25, 2024 at 6:30 PM Exec Board Meeting, February 8, 2024 at 11:00 AM
16) Community Member Input	<ul style="list-style-type: none"> Ron spoke in support of the Board's decision to act on uniform fee proposal. He emphasized that we need to address the logic supporting a uniform fee and also the social issues that tend to make owners opposed to the idea of a common fee.
17) Adjourn	<ul style="list-style-type: none"> Pat called for motion to adjourn meeting. Joe made motion to adjourn meeting. Karen 2nd motion. All approved. – Meeting was adjourned at 12:45 PM