

Briarwood Falls Condo Association
 Special Executive Board Meeting Minutes
 July 18, 2024 11:00AM
(Approved 8/8 2024)

Chair: Pat Perna

Minutes Submitted by: Nancy Daley

Board Members Present:
 Pat Perna – President
 Karen Pontrelli – Treasurer/Director
 Joe Geiger – Secretary/Director (outgoing)
 Greg Dexter – Director
 Nancy Daley – New member

Volunteer Committee Chairs Present:
 Art Rickey – Community Center Tuck-In
 Jim Costa – Volunteer Maintenance

Guests:
 Lynn Geiger
 Kathy and Joe Karzarian

Board Members Absent:
 Dave Musto – Vice President
 Bill Cucchi – Director (outgoing)

TOPICS	DISCUSSION												
1. Call to Order	Pat Perna called to order at 11:00AM												
2. Directors and Terms of Office	<table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left; border-bottom: 1px solid black;"><u>Director</u></th> <th style="text-align: left; border-bottom: 1px solid black;"><u>Term Expires</u></th> </tr> </thead> <tbody> <tr> <td>Pat Perna</td> <td>July 2026</td> </tr> <tr> <td>Dave Musto</td> <td>July 2025</td> </tr> <tr> <td>Karen Pontrelli</td> <td>July 2025</td> </tr> <tr> <td>Greg Dexter</td> <td>July 2025</td> </tr> <tr> <td>Nancy Daley</td> <td>July 2026</td> </tr> </tbody> </table> <p style="text-align: center;">Number of board members to be discussed at July 25, 2024 Quarterly Meeting.</p>	<u>Director</u>	<u>Term Expires</u>	Pat Perna	July 2026	Dave Musto	July 2025	Karen Pontrelli	July 2025	Greg Dexter	July 2025	Nancy Daley	July 2026
<u>Director</u>	<u>Term Expires</u>												
Pat Perna	July 2026												
Dave Musto	July 2025												
Karen Pontrelli	July 2025												
Greg Dexter	July 2025												
Nancy Daley	July 2026												
3. Board of Officers	<p>Board Officers elected as follows:</p> President – Pat Perna Vice President – Dave Musto Treasurer – Karen Pontrelli Secretary – Nancy Daley												

<p>4. Assign Director Responsibilities</p>	<p>A list of responsibilities for Directors was presented, discussed and assignments were made. See Attached Document “Board Member and Community Member Responsibilities”</p> <p>Note: To be discussed at August 2024 Exec Bd Mtg:</p> <ul style="list-style-type: none"> • Repairs and Maintenance Charge • Establish when waivers should be due to act upon • When to resume Reserve Committee
<p>5. Set Meeting Schedule for August, 2024 — July 2025</p>	<p>Dates for meetings were proposed. Executive Board Meetings on 2nd Thursday of month Quarterly Community Meetings on 4th Thursday of month Dates were approved. Meeting Schedule for 2024-2025 is attached to minutes</p>
<p>6. Adjourn</p>	<p>Pat Perna called for meeting to adjourn Meeting was adjourned at 12:02PM</p>

Board Members & Community Volunteer Responsibilities 2024-2025:

- bfexecbd@gmail.com - email
- Email Administrator – Karen Pontrelli
- Responding to incoming emails – All
- Correspondence box and USPS mail – Karen Pontrelli
- Repairs and Maintenance – Pat Perna and Karen Pontrelli
- Board contact for vendors
 - Trash/recycling – Karen Pontrelli
 - Landscaping/Plowing – Greg Dexter
 - Insurance – Karen Pontrelli
 - Other vendors/bids for contracted services – All
- Waivers – Board
 - Landscape Waivers – Board
 - Waiver Hard File Lists – Karen Pontrelli
 - Waiver Digital File Lists – Nancy Daley
 - Waiver Review Committee – Board
- Landscaping Committee – Greg Dexter
- Communication with developer and builder – Bill Cucchi
- Community member messaging
 - Email messages – All
 - Members without email – Nancy Daley
 - Facebook messages – for Social Activities – Greg Dexter, Pam Provost
 - Miscellaneous Facebook messages – All
- Social Activities Committee – Board Liaison – Greg Dexter
- Reserves Committee – Recessed
- Declaration Committee – Recessed
- Notify residents of rule violations – Pat Perna
- Bereavement/donations to charities – Karen Pontrelli
- Incident reports – Board
- New resident process
 - Notification of new residents/closings to the Board – Karen Pontrelli
 - Welcome letter – Karen Pontrelli
 - Distribution of Declaration; bylaws; rules; community information – Karen Pontrelli
 - New Owner Orientation – Pat Perna
- Community Center - purchasing of supplies – Pat Perna
- Community Center Security Camera, Fire Alarm Monitor & Extinguishers, Automatic External Defibrillator (AED) – Greg Dexter

Volunteers for Duties:

- Maintenance of Facebook site – Cheryl Hansen
- Website – Pat O'Rourke
- Media – cable/stream options; setup for community meetings – Chris Norman /Joe Geiger will backup
- Social Activities Committee – Diane Clune, Pam Provost
- Community Center Tuck-In Committee – Art Ricky

- Volunteer Maintenance Committee – Jim Costa

**Briarwood Falls Condo Association
Meetings 2024-2025**

Executive Board Meetings are held second Thursday of every month at 11:00AM in Community Center.

Quarterly Owner’s Meetings are held fourth Thursday in the month of each quarter at 6:30PM in Community Center.

Executive Board Meetings	Quarterly Meetings
8/8/2024	
9/12/2024	
10/10/2024	10/24/2024
11/14/2024	
12/12/2024	Special Budget meeting to be announced for December
01/09/2024	1/23/2025
02/13/2025	
03/13/2025	
04/10/2025	04/24/2025
05/08/2025	
06/12/2025	
07/10/2025	07/24/2025