



**Briarwood Falls Association**  
**Executive Board Meeting Minutes**  
**April 13, 2023 10:00 AM**  
*(Approved May 11, 2023)*

<p><b>6) Repairs and Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Bill covered maintenance and repair work completed in March and April. Completion dates for this work are highlighted in red on the attached M&amp;R Tracking Report.</li>   <li>• Eleven units have been identified to be washed. Estimated cost is \$2600 based on 2022 contract discount pricing for washing units in blocks of 5 or more. To date there is a surplus of \$4610 in the 2023 R&amp;M budget and some of this could be used to do the washes. Bill will get 2023 discount pricing update from contractor, and if the same, he will proceed with getting washes done. Bill will get back to the Board if pricing changes significantly.        Karen made motion to proceed with unit washing.        Greg 2nd motion        All approved</li>   <li>• 8 Oriole attic mold issue was discussed. There has been no cause found for the mold; no hot moist air or water leakage into attic area. The mold is not severe but greenish, not black, and only on one side of the truss lower cords and support studs, which is strange. There is no mold on roof plywood sheathing. The roof ridge and soffit vents are working okay. Bath fan is ducted to outside vent okay. This type mold may have been caused by wet trusses used when it was constructed in 2016. There was some concern that moisture was entering from uninsulated front door entry ceiling but this area is outside of unit and building code does not require this ceiling area to be insulated.        It was proposed that for now we have our contractor treat/remediate the existing mold and then inspect the attic every 6 months for a while to see if there are indications it is reoccurring. Insulation will not be added to front door entry ceiling.        Bill made motion to remediate mold and inspect attic area in 6 months.        Joe 2<sup>nd</sup> motion.        All approved</li> </ul>
<p><b>7) Waivers</b></p>	<ul style="list-style-type: none"> <li>• 32 Mockingbird – install gazabo on patio</li> <li>• 32 Mockingbird – install screen/storm door for sunroom</li> <li>• 9 Grouse – install stone patio off deck area</li> <li>• 7 Snowbird – redo asphalt sidewalk in concrete and make it slightly wider to accommodate outdoor sitting area.</li> <li>• 9 Oriole – replace lights at front door.</li> </ul> <p style="text-align: center;">All were approved</p>

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<p><b>8) Defibrillator for Community Center</b></p>	<ul style="list-style-type: none"> <li>• At March Board Meeting we discussed getting a AED Defibrillator for the Community Center. Joe researched AED units and costs. New AED units with wall cabinet and other recommended accessories would cost between \$1770 and \$2125. The cost study, "Quality Public Access Defibrillator Heart Device (AED's) for Community Center" is attached to the minutes.  Pat stated that we could possibly now get a discounted price through one of our unit owners whose son works for ZOLL Medical Corp. who make AEDs.  In any case, there are no funds readily available in 2023 budget to purchase an AED unit now.  Bill made motion to table decision on AED until next meeting when we will have cost discount details for the ZOLL AED.  Greg 2<sup>nd</sup> motion.  All approved.</li> </ul>
<p><b>9) Review Community Center Guest Policy</b></p>	<ul style="list-style-type: none"> <li>• Pat presented background on how current guest policy, as stated in R&amp;R, section 10.5, was decided by committee. At that time there were no planned activities in the community center and it was considered that a guest would only be occasionally taken to the community center to participate in a game or other activity with the member. Now we have a very active activities committee planning events where more guests could come. The question is should we consider ending the guest policy considering the liability risks it presents to the Association.  Further discussion was done considered the pros and cons of the guest policy.   Joe made motion to continue with the guest policy as stated in Section 10.5 of our Rules and Regulations.  Greg 2<sup>nd</sup> motion.  All approved.</li> </ul>
<p><b>10) Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• Social Activities Committee - Greg <ul style="list-style-type: none"> <li>➤ The planned activities are continuing successfully. E-mail announcements and schedules have been very helpful to inform community members about the events.</li> <li>➤ Donations via raffle baskets to appears to be going well for the Spring Fling event. However, committee will be needing to get creative to raise additional funds for other activities, i.e., plants for garden club. A community plant swap event is planned in May.</li> <li>➤ Greg will advise Committee to tell Line Dance instructor to observe 20 MPH speed limit inside community. Also, to turn off heat/AC &amp; lights between afternoon and evening activities.</li> </ul> </li> </ul>

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	<ul style="list-style-type: none"> <li>• Common Fee Committee - Joe          Committee is keeping track of ballot submittals. To date 40 ballots have been submitted including 12 in sealed envelope with no markings of unit. Plan is to send out short summary of Common Fee proposal to unit owners who have not yet submitted ballot encouraging them to do so. In discussion, Board recommended to only send out a reminder to vote saying CF proposal summary is not needed. Bill made motion to send out only a reminder to vote to all unit owners. Greg 2<sup>nd</sup> motion          All approved</li> </ul>
<p><b>11) Plan for Vote Count</b></p>	<ul style="list-style-type: none"> <li>• Joe proposed to count votes using 4 community members at meeting. Two each at a table would open half the ballots to speed count. Each Yes and No vote to be placed in separate trays on each table. After all ballots are opened, each of the two counters at each table would count votes in each tray and mark total count in each tray. Count by each counter should agree, then give count to Board Secretary who would total the vote counts.          Pat stated a separate observer should monitor opening of votes to check that no ballots are marked after being opened and to verify any ballots that are not signed.           After discussion, Bill made motion to use 4 community members to open ballots and put vote in trays and appoint an observer          Greg 2<sup>nd</sup> motion.          All approved</li> </ul>
<p><b>12) Old Business</b></p>	<ul style="list-style-type: none"> <li>• Pat questioned Association's responsibility to repair paver patio at 65 MB stating this was not the standard concrete patio as offered for the BF unit builds and it was installed after the unit was built. Bill said that the paver patio, although it was installed several months after the unit was built, was negotiated in the owner's build contract and the paver patio for 65 MB is specifically called out in Declaration Amendment 20 as a limited common element. Therefore, it is the associations responsibility to repair it.</li> </ul>

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<p><b>13) New Business</b></p>	<ul style="list-style-type: none"> <li>• CD investment options for Reserve funds  Karen presented current CD options at Charter Oak Fed Credit Union: <ul style="list-style-type: none"> <li>➤ 30-month CD certificate at 5% interest</li> <li>➤ 8-month CD certificate at 4% interest.</li> </ul> After discussion it was proposed to invest \$100,000 of the Reserves in 30-month CD.  Karen made motion to get two 30-month CDs each for \$50,000.  Joe 2<sup>nd</sup> motion.  All approved.</li> <li>• An owner had spoken to Pat about a disrespectful, obscene political banner/flag now being displayed on a Cook Hill Road house at the BF entrance. Unfortunately, Pat had to tell the concerned owner that the Board cannot do anything to have it removed.</li> <li>• The executors for Ben Fournier’s estate are considering renting the 16 Oriole unit. They are aware of the requirements that tenant be 55 or more years old and that, due to handicap features now in the unit, a tenant under 21 also living there must be handicapped. The Board gives its approval for the rental providing that all requirements of Declaration Section 10.2 (b) and (c) are adhered to.</li> <li>• Pat said that it would be timely to send out a reminder to the Community about adhering to the Landscaping Rules. Joe will send out reminder.</li> </ul>
<p><b>14) Next board Meeting</b></p>	<ul style="list-style-type: none"> <li>• Community Meeting, April 27, 2023 at 6:30 PM</li> <li>• Exec Board Meeting, May 11, 2023 at 10 AM</li> </ul>
<p><b>15) Community Member Input</b></p>	<ul style="list-style-type: none"> <li>• Chris Burke suggested that Board should check master insurance policy to see what if any coverage is provided for guests using Association facilities.</li> <li>• Deborah Haraldson thanked the board for addressing mold problem in her attic. She also said Joe was in error during discussion saying her unit was built in 2018. She said it was declared in Amendment 16 and built in 2016.</li> <li>• Chris Noman asked Board to clarify why ballot needed to be signed. He spoke about requirements in the Declaration regarding decks and patios. He asked what document required unit owner to get Board approval for renting their unit. Karen said that it is stated in the Resale Certificate per recommendation of our attorney; it is not in the Declaration.</li> </ul>
<p><b>16) Adjourn</b></p>	<ul style="list-style-type: none"> <li>• Pat called for motion to adjourn meeting.  Joe made motion to adjourn.  Karen 2<sup>nd</sup> motion.  All approved. – Meeting was adjourned at 11:43 AM</li> </ul>

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Attachments: M & R Tracking Report  
Quality Public Access Defibulator Heart Device (AED's) for Community Center

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**Maintenance / Repairs Report March - April 2023**

<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Date Requested</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
80 Mockingbird	EAGLE	leak around her cellar french doors		Had another contractor look at this issue, he wants to start from scratch using a hose. We need to wait till spring to proceed.		DOOR BACK
8 oriole	RANCH	hole in rip rap wall	5/26/2022	need to add fill to a small sink hole on top of wall		LANDSCAPE
13 oriole	RANCH	deck needs repairs and restained	5/30/2022	discussion required....privacy panels installed are causing some of the issues.		DECK
19 mockingbird	EAGLE	water in basement door	8/29/2022	I need to add hydraulic concrete under basement door threshold		BASEMENT
5 starling	RANCH	bumps in driveway	9/18/2022	will re look at issues in spring when we can use cold patch again		DRIVEWAY
14 snowbird	RANCH	light on back of garage	9/18/2022			MISELLANIOUS
14 Oriole	RANCH	replace outside lighting	10/24/2022			MISELLANIOUS
6 grouse	EAGLE	guide pins on windows broken	11/2/2022	slocomb windows to be sending me new window pins		WINDOW UNIT
6 grouse	EAGLE	outside gfi outlet not working	11/2/2022	will change in the spring	4/8/2023	MISELLANIOUS
1 snowbird	RANCH	outside spigot not working	12/4/2022	will address in spring		OUTSIDE FAUCET
mailboxes		water puddling on back side of mailboxes	1/4/2023	will review in spring		
10 Snowbird	RANCH	drip edge came loose	1/24/2023	to Dave O	4/12/2023	SIDING TRIM
18 mockingbird		shutter came off shed	2/3/2023	found shutter in woods....it is damaged, will need replacement in spring		SIDING VINYL
70 mockingbird	ROBIN	water stain on ceiling from vent boot	2/20/2023	gave to Dave O	4/12/2023	PAINT
8 oriole	EAGLE	found mold on trusses in attic	3/3/2023	Resident called Dave O....		
3 starling	RANCH	gutters pulling away from fascia	3/5/2023	I checked gutters and they were fine, owner claims leaking between flashing and gutter, Dave O sealed gutter at flashing	3/17/2023 and 04/12/23	GUTTER & DOWNSPOUTS
1 snowbird	RANCH	9 window seal failures	3/6/2023	to Tim	4/6/2023	WINDOW UNIT
11 mockingbird	RANCH	motion light not working	4/11/2023			MISELLANIOUS
9 oriole	RANCH	replace front door lights and water leakage from bumpout roof leak	4/11/2023	replaced front door lights. Caulked roof leak on bumpout	4/8/2023	MISELLANIOUS
7 snowbird	RANCH	request to remove alberta spruce	4/4/2023	to Ron B.		LANDSCAPE
5 mockingbird	RANCH	water coming from plate around the heating exhaust	3/14/2023	sealed around outside plate	4/8/2023	BASEMENT
4 mockingbird	RANCH	leak in basement on previous repair	3/14/2023	sealed previous repair with flex seal	4/10/2023	BASEMENT
65 Mockingbird	EAGLE	reset patio blocks that have sunk	3/15/2023	Gave to Dave O		PATIO
6 Grouse	EAGLE	powerwash	10/14/2022			POWER WASH UNIT
11 Snowbird	RANCH	powerwash	12/19/2022			POWER WASH UNIT
2 Starling	EAGLE	powerwash				POWER WASH UNIT
4 Starling	RANCH	powerwash				POWER WASH UNIT
1 Mockingbird	RANCH	powerwash				POWER WASH UNIT
5 Snowbird	RANCH	powerwash				POWER WASH UNIT
6 Snowbird	RANCH	powerwash				POWER WASH UNIT
7 Snowbird	RANCH	powerwash				POWER WASH UNIT
8 Snowbird	RANCH	powerwash				POWER WASH UNIT
12 Snowbird	RANCH	powerwash				POWER WASH UNIT
72 mockingbird	EAGLE	powerwash	10/6/2022			POWER WASH UNIT

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**Quality Public Access Defibrillator Heart Device (AEDs)**  
**For Community Center**

- Units considered below have 8-year warranty. 4-year Battery Life.
- Pads and battery pack should be replaced after each use or 4-year service.
- Semi-automatic unit does heart beat assessment then prompts for operator to initiate shock.
- Fully automatic unit initiates shock on its own after doing heart beat assessment
- Units have CPR prompts for rate and stop & restart.
- Unit packages includes: carry bag, battery/adult pad pack, wall cabinet, AED Check/inspection tags, AED decals.
- Prices include Ct. Sales Tax; Free shipping.

**AED Units recommended by local EMS Professionals:**

**HeartSine Samaritan 350P or 360P AED Health Care Package**

- 350P Simi-Automatic; Health Care Package  
\$1542.00
- 360P Fully-Automatic; Health Care Package  
\$1787.00

Extra Adult Pad/Batt pack \$220

**Physio Control LifePak CR Plus Value Package – Fully-Automatic**

- \$2122.00  
Extra adult pads \$56.37  
Battery pack \$326.45

**Recommended AED Unit**

**ZOLL AED Plus – Business package – Fully-Automatic**

- 7-year warranty
- \$1834.00
- Replacement Batteries - 10 Type 123 Lithium 3 v batteries \$45 - \$90
- Replacement Adult Pads \$189
  
- **Discount cost to BF Association**  
**ZOLL AED plus a wall cabinet > \$860.00**



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(New) **LifeLine View Value Package (Used at Hale YMCA)**

➤ \$1770.00

(Refurbished) **LifeLine View Value Package**

➤ 1-year warranty

➤ \$1165.00

➤ Add \$54 for 3-year warranty

➤ Total \$1219

Extra Adult Pads \$70.20

Battery pack \$234