

Briarwood Falls Association
Special Executive Board Meeting Minutes
July 19, 2023 10:00 AM
(Amended & Approved September 14, 2023)

5) Set Meeting Schedule for August, 2023 – July 2024	Dates for meetings were proposed. Executive Board Meetings on 2 nd Thursday of month Quarterly Community Meetings on 4 th Thursday of month Dates were approved. Meeting Schedule for 2023-2024 is attached to minutes Attachment was Amended September 14, 2023 to correct dates for April & July 2024 Community Meetings and changed meeting time for Board Meetings to 11:00 AM.
6) Adjourn	Pat called for meeting to adjourn Meeting was adjourned at 5:58 PM

Attachments: Board Member Responsibilities
Meeting Schedule 2023-2024

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Board Members & Community Volunteer Responsibilities 2023-2024:

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

Volunteers for Duties:

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

