(Amended & Approved September 14, 2023)

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

Board Members

Pat Perna - President, Karen Pontrelli - Treasurer/Director,

Present:

Bill Cucchi - Director, Greg Dexter - Director, Joe Geiger - Director,

Dave Musto - Director

Guests: Attendees: Lynn Geiger, Diane Clune

Board Members

Absent:

Absent:			
TOPICS	DISCUSSION Meeting called to order at 5:30 PM.		
1) Call to Order			
2) Directors and Terms of Office	DirectorTerm ExpiresPat PernaJuly 2026Bill CucchiJuly 2024Joe GeigerJuly 2024Greg DexterJuly 2025Karen PontrelliJuly 2025Dave MustoJuly 2025Vacant Position		
Amended September 14, 2023 to clarify term expiration date for Vacant Position	Re "vacant position" does not have an end date. However, if in terms of positions, if Board chooses to fill that position in 2023, it would be filled for one year. Then that would become one of the positions that is eligible for nomination and election in 2024. We cannot fill a position for three years. We can fill it for one year until the next election (2024). That addition, for the sake of the record and flowchart, the normal term would have expired in 2026." Board Officers were elected as follows: President – Pat Perna Vice President – Dave Musto Treasurer – Karen Pontrelli Secretary – Joe Geiger		
3) Board Officers			
4) Assign Director Responsibilities	A list of responsibilities for Directors was presented, discussed and assignments were made. See Attached document "Board Member Responsibilities"		

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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
 - o Trash/recycling Karen
 - o Landscaping/Plowing Bill
 - o Insurance Karen
 - o Other vendors/bids for contracted services All
- ➤ Waivers Bill/Board
- ➤ Landscape Waivers Greg/Board
- ➤ Waiver Hard File Lists Karen
- ➤ Waiver Digital File Lists Joe
- o Waiver Review Committee Board Liaison Greg
- ➤ Landscaping Committee Greg
- ➤ Communication with developer and builder Greg
- > Community member messaging
 - o Email messages All
 - o Members without email Pat
 - Facebook messages for Social Activities Greg, Pam Provost
 - o 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
 - o Notification of new residents/closings to the Board Karen
 - o Welcome letter Karen
 - o Distribution of Declaration; bylaws; rules; community information Karen
 - o 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

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BRIARWOOD FALLS

2023 - 2024

	EXECUTIVE BOARD MEETINGS 2 nd Thursday of each month		MEETINGS QUARTERLY MEETINGS
			Last Thursday of July, October, January, April
1	A 11	manting a start at 11.00 AM	Budget Meeting December*
All mee		meetings start at 11:00 AM	All meetings start at 6:30 PM
		08/10/2023	
		09/14/2023	
	>	10/12/2023	10/26/2023
		11/09/2023	
	>	12/14/2023	
	>	01/11/2024	01/25/2024
	>	02/08/2024	
		03/14/2024	
		04/11/2024	04/25/2024
		05/09/2024	
		06/13/2024	
	>	07/11/2024	07/25/2024

All meetings are subject to change with advanced notice via emails and Briarwood Falls Facebook page.

All meetings are weather permitting.