

**Briarwood Falls Association  
Executive Board Meeting Minutes  
July 15, 2024 at 11:00 AM**

(Approved 8/8/2024)

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

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

**Guests:** Attendees: Anita Beaudoin, Nancy Daley, Tom Gaylord, Lynn Geiger, Joe Kazarian, Marian Myer, Ron Sabatos  
Zoom Participants: Paulette Carli, Cally Robins, Molly Truesdale

**Board Members Absent:** Dave Musto – Vice President

TOPICS	DISCUSSION
<ul style="list-style-type: none"> <li>• <b>Call to Order</b></li> </ul>	<ul style="list-style-type: none"> <li>• Meeting called to order at 11:00 AM</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Additions to Agenda</b></li> </ul>	<ul style="list-style-type: none"> <li>• Waivers – add 6 waivers</li> <li>• Old Business – e-mail to community regarding speed on Deerwood</li> <li>• New Business – Requests to Landscape Contractor via Board for common grounds               <ul style="list-style-type: none"> <li>- Motion to reduce number of directors from 7 to 5</li> </ul> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Community Member Input</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>None</b></li> </ul>
<ul style="list-style-type: none"> <li>• <b>Approval of Board Meeting Minutes</b></li> </ul>	<ul style="list-style-type: none"> <li>• Minutes June 13, 2024 Exec. Board Meeting No amendments required. Bill made motion to approved minutes as submitted. Greg 2<sup>nd</sup> motion. All approved</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Treasurer’s Report</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Karen presented the financial statement for the last month, June 2024:               <ul style="list-style-type: none"> <li>➤ Total Income: \$28,055</li> <li>➤ Total Expenses: \$31,059</li> <li>➤ Difference was <b>-\$3004</b></li> <li>➤ Total Reserves: \$258,869</li> <li>➤ Business Checking Balance \$11,496</li> </ul> </li> </ul>

**Briarwood Falls Association  
Executive Board Meeting Minutes  
July 15, 2024 at 11:00 AM**

(Approved 8/8/2024)

<ul style="list-style-type: none"> <li>• <b>Repairs and Maintenance</b></li> </ul>	<ul style="list-style-type: none"> <li>• Bill highlighted 11 jobs finished on the M&amp;R Task list since last meeting and gave some details related to the repairs that were made. A copy of this M&amp;R Tasks report is available in folder on bulletin board at Community Center.</li> <li>• 11 &amp; 12 Snowbird driveway project. – received quotes to 1. completely resurface existing driveway and 2. To redesign driveway to remove rock wall and make a straight driveway approach from road to each garage and parking area:             <ul style="list-style-type: none"> <li>➤ Pioneer Sealcoat quoted \$14,600 to excavate and redo existing driveway</li> <li>➤ DS Construction Services quoted \$31,775 to redo existing driveway and \$37,435 to redesign drive with straight approach from road to garage and parking areas.</li> </ul> <p>Decision will likely be to accept Pioneer’s quote but need to wait until utility survey confirms depth of lines to units under driveway. Project is a replacement of a limited common element and can be paid from Reserves.</p> <p>Table decision until August meeting.</p> </li> </ul>
<ul style="list-style-type: none"> <li>• <b>Waivers</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ 1 Owls Nest – Remove 8 shrubs at back and all shrubs at front of unit – Approved</li> <li>➤ 1 Owls Nest – Replace AC condenser and evaporator with Mitsubishi units – approved</li> <li>➤ 1 Owls Nest – power wash unit – approved</li> <li>➤ 1 Owls Nest – install 4’ x 6’ privacy fence on walkway off entry way to courtyard – table for now.</li> <li>➤ 10 Skylark – install lamp post in front mulch bed – approved</li> <li>➤ 79 Mockingbird – add 3’ to 4’ wide garden bed along length of west side of unit – approved</li> <li>➤ 25 Mockingbird – install Mitsubishi mini-split AC unit in quest Bedroom – approved</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Committee Reports</b></li> </ul>	<ul style="list-style-type: none"> <li>• Activities Committee – Greg presented summary of activities since last meeting and upcoming events:             <ul style="list-style-type: none"> <li>➤ July 17<sup>th</sup>, Garden Tea Party at 1 PM</li> <li>➤ September 15<sup>th</sup>, Summer Picnic</li> </ul> <p>A copy of Greg’s summary is available in folder on bulletin board at Community Center.</p> </li> </ul>

**Briarwood Falls Association  
Executive Board Meeting Minutes  
July 15, 2024 at 11:00 AM**

(Approved 8/8/2024)

	<ul style="list-style-type: none"> <li>Uniform Fee committee – After 4 weeks break over Holiday, the committee will meet on July 18 to continue work finalizing the power point slides and presentation package.</li> </ul>
<ul style="list-style-type: none"> <li><b>Old Business</b></li> </ul>	<ul style="list-style-type: none"> <li>➤ Note to Community reminding of Deerwood Drive speed limit This issue discussed at April and June meetings and Pat will send note out to the community about the repeated problem. Also, topic to be on the agenda for the July 25 Community Meeting.</li> </ul>
<ul style="list-style-type: none"> <li><b>New Business</b></li> </ul>	<ul style="list-style-type: none"> <li>Violation of Declaration, Bylaws and Rules &amp; Regulations re issues with one unit owner. Karen made Motion for Board President to contact our attorney to get recommendations and have him proceed with fine assessment for owner’s non-compliance. Greg 2<sup>nd</sup> motion There has been no reply from owner in response to letter Board had sent about the violations and no action has been taken to remove the violations. After discussion vote was taken All approved</li> <li>American Legion Post 21 use of Community Center for meetings. Karen made motion to allow the Legion Post 21 to use community center. Bill 2<sup>nd</sup> motion In discussion, Greg presented background about legion citing that now four community members are members. They would meet 2 times/month on Wednesdays September thru June – an executive meeting w/ 8-10 members and General members meeting w/ 9-16 members. After discussion vote was taken All approved</li> <li>Change Number of Board Directors. Pat asked to have a motion presented to BWF owners at upcoming community Meeting for an amendment to reduce number of Directors on the Executive Board from current 7 to 5 directors pursuant to Article 11.2 of the ByLaws. Joe made the motion as stated.</li> </ul>

**Briarwood Falls Association  
Executive Board Meeting Minutes  
July 15, 2024 at 11:00 AM**

(Approved 8/8/2024)

	<p>Greg 2<sup>nd</sup> motion During discussion, the difficulty was noted in keeping a Board with 7 directors as too few members of our community volunteer to serve. Also, reducing directors to 5 is better suited to obtain a required majority vote on motions made. This can be changed in future if needed. Pat called for the Vote: Yes &gt; Joe, Bill, Greg                      No &gt; Karen Motion carried</p> <ul style="list-style-type: none"> <li>• Instructions to Landscape contractor via Board only. Issues have come up for contractor when unit owners have made requests to cut grass both shorter and longer. Board needs to set policy with community that all comment or requests about care of the community lawns be made to the Board who will then resolve any issues with the contractor. Current issues cited are grass is being cut too short for the hot summer season and mower blades need to be kept sharp to avoid tearing grass and to promote healthy grass growth. Bill made the motion to have him speak with Myles and ask to raise mower deck height and sharpen mower blades. Joe 2<sup>nd</sup> motion All approved</li> </ul> <p>Pat will also send letter to the community regarding the lawn issues with Myles with a reminder that they should not to interfere with his work but rather contact the Board with their concerns.</p>
<ul style="list-style-type: none"> <li>• <b>Next board Meeting</b></li> </ul>	<ul style="list-style-type: none"> <li>• July 18, 2024 at 11 AM, Special Exec Board Meeting to elect new directors</li> <li>• July 25, 2024 at 6:30 PM, Community Meeting</li> <li>• August 8, 2024 at 11 AM, Exec Board Meeting,</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Community Member Input</b></li> </ul>	<ul style="list-style-type: none"> <li>• Lynn Geiger asked if Board had any information on Pending land sale. Board is only aware that a sale is pending but Pat said that when she asked Derek about the project, he said he could not provide information at this time but to stay tuned in. Lynn also stated that some Wednesday evening activities would have to be changed to accommodate Legion Post 21 meetings. Greg has plans to address this issue with the Activities Committee.</li> <li>• Nancy Daley pointed out error on Agenda for the date of August Board Meeting. It is shown as August 9 but should be August 8. Nancy also</li> </ul>

**Briarwood Falls Association  
Executive Board Meeting Minutes  
July 15, 2024 at 11:00 AM**

(Approved 8/8/2024)

	<p>asked how often the Defibulator unit was being checked. Joe said he does the recommended checks on the unit each month when he inspects of the fire extinguishers.</p> <ul style="list-style-type: none"> <li>• Marion Myre stated that she was one who was concerned about the condition of the grass and had spoken to Myles about it. She also brought up the problem for the grass when it is not cut with sharp mower blades. Bill will be asking Myles to let grass grow longer during the summer time and to keep mower blades sharp.</li> <li>• Tom Gaylord thanked the Board for allowing the Legion Post 21 to use Community Center for future meetings and provided an example of their normal meeting schedule.</li> <li>• Molly Truesdale praised landscape contractor's staff for their immediate action taken to clean clogged gutters on both Her's and Ron Lefevre's unit. Bill will pass her comments on to Myles and thank him for the quick response.</li> <li>• Joe Kazarian clarified AC replacement details in his waiver request and the Board returned to agenda for Waivers and approved it.</li> </ul>
<ul style="list-style-type: none"> <li>• <b>Adjourn</b></li> </ul>	<ul style="list-style-type: none"> <li>• Pat called for motion to adjourn meeting. Joe made motion to adjourn meeting Bill 2<sup>nd</sup> motion All approved - Meeting was adjourned at 12:14 PM</li> </ul>