

**Briarwood Falls Association
Executive Board Meeting Minutes
August 10, 2023 10:00 AM**

(Approved September 14, 2023)

<p>5) Treasurer's Report</p>	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, July 2023: <ul style="list-style-type: none"> ➤ Total Income: \$27,269 ➤ Total Expenses: \$23,415 ➤ Difference was \$3854 ➤ Total Reserves at the end of quarter: \$106,797 ➤ CD Balance (Reserves): \$101,480 ➤ Business Checking Balance \$25,734 <p>Bill asked for Community Center expenses of \$308, what was the electricity charge? \$269. Electricity users include outside lights, refrigerator, fire alarm and security camera systems, AC, CC interior lights and exercise machines.</p>
<p>6) Repairs and Maintenance</p>	<ul style="list-style-type: none"> • Bill presented the M&R Tracking report and summarized the work completed since last meeting. This is shown in the attached report with date completed highlighted in blue in the "date completed" column. • Bill presented quotes and estimated costs for pending repairs as follows: <ul style="list-style-type: none"> 14 Oriole - asphalt sidewalk repair \$600 5 Mockingbird – remove siding and reflash garage to house valley to stop water leakage \$595 4 Mockingbird – Brilliant Basement to implement repair to basement wall crack where water leaks into basement \$1000 Window repairs on 7 units: <ul style="list-style-type: none"> ➤ 3 Oriole - sun room picture window ➤ 4 Oriole – sun room slider window ➤ 6 Oriole – sun room slider window ➤ 10 Oriole – regular window & sliding screen on slider ➤ 11 Oriole – regular window ➤ 16 Oriole – sun room slider (broken glass) ➤ 4 Owls Nest – sun room picture window and regular window <p>We have lost our window man Tim as his company no longer does windows. Killingly Window came out to look at the above windows and has given us repair estimates somewhat in line with what Tim had been charging: \$700 for picture and slider windows and \$360 for regular windows. Estimated cost to repair the windows for the 7 units is expected to be \$4000+.</p> <p>80 Mockingbird water leakage into unit at both the upper and lower back sliders is still not solved in spite of several attempts to find and fix the leak source. Leak may be associated with flashing problem around the</p>

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large transom window above the slider. Bill is working with contractor to get cost estimate to remove 2/3 of siding on back of unit up over transom window to inspect and redo flashing at transom and both sliders. Bill stated cost for the repairs, excluding 80 Mockingbird, is \$6000 - \$6500. Surplus balance in the M&R budget through August is \$9373, so we do have sufficient funds to proceed doing these repairs.

After discussions, it was proposed to proceed with the repairs on 14 Oriole, 5 Mockingbird and 4 Mockingbird and 16 Oriole slider broken glass (total \$2800).

Joe made the motion to do the repairs as proposed.

Dave 2nd motion.

All approved.

It was then decided that Bill would develop a list prioritizing the order of doing the window replacements before doing those and review this at September meeting. After we get the repair quote for 80 Mockingbird, we can then better decide how to proceed getting repairs to 80 MB and the windows done.

- 16 Oriole garage drywall mold - We received note on 7/27/2023 from owner about damage from water leakage causing mold spots on back garage wall to right of entrance door to kitchen area. Another note sent 7/30/2023 also pointing out cracked and split tape joints at the top of wall where it meets the ceiling and in wall corners.

Joe inspected the spotted mold conditions but there was no wetness anywhere on the outer surface of the wall. However, when he lifted painted drywall paper at the large mold spot with putty knife, he found that the back of the paper showed evidence it was moist. The drywall gypsum itself was completely dry. He was able to easily wash away the mold using a general-purpose detergent.

There was a water leakage problem on this unit back in 2015-16 apparently at the valley where the entrance roof and house roof singles meet. At that time, Ron White, after a couple of tries, was able to fix the cause of the leak and as part of the repairs he repainted the wall to apparently cover the water stains caused by the leak. It is my opinion; a heavy coat of paint was needed to cover the stains but the paint was applied before the wall was completely dry. As a result, some moisture likely was trapped behind the paint and this eventually led to the mold and stains now showing.

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	<p>To investigate further, Joe cut out a section of the drywall where the mold stains were and inspect behind the wall and the open area into the roofing joists for signs of water leakage. Everything was completely dry and there was no sign of a current water leakage. Joe then patched up the wall section. He also inspected the valley area where the roofs meet and everything is in place and in good condition as it should be.</p> <p>The Association is not responsible for any repairs inside the garage. The drywall taping and spackling is cracked in several locations. The crack joints were not caused by the prior water leak. A visual inspection of the finished garage reveals that the joint taping and spackling job that was done for the garage walls and ceiling when garage was finished was not good quality. The most likely cause of the failed taped joints is normal movement in the structure with seasonal temperatures and settling over time. In this case it is the owner's responsibility for repairs inside of the garage.</p> <p>After some discussion on the findings Dave made a motion that the Association is not responsible for repairs inside of the garage. Karen 2nd motion. All approved.</p>
<p>7) Waivers</p>	<ul style="list-style-type: none"> • Greg presented waiver for 2 Snowbird for owner to replace existing shrubs that are now encroaching on the walkway – Approved.
<p>8) ARC Recycle Bin for CC</p>	<ul style="list-style-type: none"> • Bill presented a proposal to have ARC steel recycle bin for soda cans/bottles and water bottles only to be placed by the Shed. The bin is approximately 6 feet tall and 4 feet wide. We partner with ARC on a great recycling project—it is FREE, ARC does all the work with scheduled pickups. We would still keep the cardboard ARC box in the CC but we would empty this one into the steel bin as is needed. All Community members can drop their collected soda cans/bottles and water bottles in the bin. Joe made the motion to get steel ARC recycle bin to be placed by shed Greg 2nd motion. Pat amended motion to say that Joe volunteered to be the ARC contact person and he will be sure to have regular pickups scheduled. Vote: all approved.

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<p>9) Review Waiver Policy</p>	<ul style="list-style-type: none">• Bill presented background on issues we have had when execution of an approved waiver project creates issues of responsibility that conflict with what is described as association responsibility in the Declaration. To avoid this situation in the future Bill proposed that either 1. we eliminate the waiver policy completely or 2. only approve waivers for project elements where Associations responsibility is not specifically stated in the declaration. <p>Dave made a motion that we do not approve waivers for any element listed in the declaration. Joe 2nd Motion Approved for discussion.</p> <p>After discussion Pat called for vote on the motion. Yes: Dave, Bill, Joe, Greg. No: Karen Approved</p>
<p>10) Board Director Vacancy</p>	<ul style="list-style-type: none">• The Board has an opportunity to vote to appoint a person to fill the vacant Board director position as per section 2.1 of the By-Laws. If this is done the position would expire in July 2024. There has been discussion about changing the time of the monthly Thursday board meeting to later in the day with the hope it would enable community members who are still working volunteer for the Board. When we solicit for a candidate for the vacant position, we will make it known that the meeting time could be changed. <p>After some discussion about setting a later start time for the board meeting, Karen made a motion to move the meeting start time to 11:00 AM. Dave 2nd motion. All approved.</p> <p>Joe will change time on the 2023-24 Meeting schedule to 11 AM.</p>
<p>11) Committee Reports</p>	<ul style="list-style-type: none">• Greg presented the Social Activities Committee report. <p>All scheduled programs to date - Game Nights, Recipe Swap, Pool & Shuffleboard, Cards & Games, Book Club and Garden Club - continue to be successful.</p> <p>The indoor / outdoor Block Party noted for August 12th will be held as planned, rain or shine. Plans for the community picnic, scheduled for September 9th under the watchful eye of Steve Rizk, are in place.</p>

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	<p>A “Make Your Own Scarecrow” event, to be coordinated by Charlene Lapreay, is in the planning stages. The scarecrows will be displayed around the Community Center as a segway into our Halloween Party scheduled for October 28th. The community will be able to vote on the scariest and funniest scarecrows on display!!</p> <p>A Veterans Day ceremony has been organized for November 11th at the community flagpole. Many thanks to Tom Gaylord and his Legion Post who will conduct the ceremony. Coffee and pastries will be served in the Community Center after this event.</p> <p>The Garden Club met on August 10th. A refurbishment project for the Gazebo was discussed, and a decision was made to further evaluate the condition of the structure before plans to power wash clean and paint are implemented. Volunteers from the community will be solicited to participate in the cleaning and painting.</p> <p>Social Activities committee meetings, chaired by Dianne Clune, are held in the Community Center at 6:30PM. Meeting dates will be announced in the e-mails sent out by Pam Provost. All interested in helping are invited to attend.</p> <p>Briarwood Falls is alive and kicking!</p>
<p>12) Community Center Activity – TOPS Groups</p>	<ul style="list-style-type: none"> • Dave presented information about the proposed TOPS Group, a weight loss program, that would be a community member only group holding meetings in the Community Center. He stated that 10 – 12 community members have expressed interest in participating in the program. Meetings would be at same/time and day of each week. If the Board approves, the group meeting, Debie Musto will send out a note to community to recruit more members and get input to set up the preferred meeting day and time. <p>There was no motion or vote by the Board on TOPS but from the discussion all were in favor of having the program.</p>
<p>13) Old Business</p>	<ul style="list-style-type: none"> • None
<p>14) New Business</p>	<ul style="list-style-type: none"> • Joe referenced note from Walter Rosinski about the prevalence of nutsedge weed in the lawns this year. He also said we have a good run of spotted surge weed and another weed. It is best to treat lawn for these weeds in late spring-/early summer and it will likely need 2 treatments.

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	<p>Joe proposed that we bring in Kevin, our fertilizer/herbicide treatment contractor, to look at the weeds and see what he would recommend as a treatment next year. I think we have only been getting a herbicide to control crab grass and clover. The Board can decide what action to take after we see the recommendation and cost.</p> <p>Bill will contact Kevin and discuss our needs.</p>
<p>15) Next board Meeting</p>	<ul style="list-style-type: none"> • September 14, 2023 Exec Board Meeting at 11:00 AM
<p>16) Community Member Input</p> <p>Amended per approval of Minutes on September 14, 2023</p>	<ul style="list-style-type: none"> • Debora Haraldson spoke about invasion of a 4-leg critter digging out area against basement wall and under lawn sprinkler manifold. She has asked Ron Baribeau to look at it thinking it was a problem with the lawn sprinkler. Ron confirmed it was a critter trying to make a new passage. Ron would close it up and pack in new fill. The Board assured Deborah that this was the correct action to be done. • Nancy Daley asked, concerning the new waiver policy relative to the declaration that was approved this meeting, would a waiver be approved to seal coat a driveway or wash a house? This was discussed and the Board eventually responded that this type of waiver would be approved. • <i>Note, at about 11:40 AM during the Community Member Input, Pat turned over the meeting Chair to Dave – VP as she had to leave.</i> • Chris Burke, Ron Sabatos and Chris Norman – all three expressed their concern about how the Board would be interpreting the change in waiver approval for elements in the declaration based on the decision made at today’s meeting. After some discussion, the Board stated that waivers submitted for owner action to clean, maintain, or improve appearance of the element, i.e., wash units and decks, stain, or seal driveways, would likely be approved. • Michael Fournier – regarding the Board decision on 16 Oriole garage repairs, he asked, if he showed actual evidence of current water damage related to a leaking roof would the Board reconsider the decision made of who is responsible for the repair. Joe started, yes, the Board would relook at the problem.
<p>17) Adjourn</p>	<ul style="list-style-type: none"> • Dave called for motion to adjourn meeting. Meeting was adjourned at 11:55 AM

MASTER Maintenance / Repairs list

<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 summer to proceed.		DOOR BACK
13 oriole	RANCH	deck needs repairs and restrained	5/30/2022	discussion required....privacy panels installed are causing some of the issues.		DECK
6 grouse	EAGLE	guide pins on windows broken shutter came off shed	11/2/2022	replaced window guide pins	8/2/2023	WINDOW UNIT
18 mockingbird			2/3/2023	found shutter in woods....it is damaged, will need replacement in spring		SIDING VINYL
3 oriole	RANCH	sunroom window seal failure	5/1/2023	to Tim o7/12		WINDOW UNIT
2 starling	EAGLE	tree, on edge of woods, fell into woods leaving hole	4/25/2023	cut up tree	8/6/2023	LANDSCAPE
5 grouse	EAGLE	screen repair	5/9/2023			WINDOW UNIT
6 oriole	RANCH	slider window seal failure	5/9/2023	to Tim o7/12		WINDOW UNIT
9 oriole	RANCH	overseed lawn	5/19/2023			LANDSCAPE
11 oriole	RANCH	window seal failure in sunroom	6/6/2023	to Tim 07/12		WINDOW UNIT
6 starling	RANCH	rear spigot leaking in cellar	6/12/2023	replaced defective spigot	7/22/2023	OUTSIDE FAUCET
4 owls nest	RANCH	2 window seal failure	7/4/2023	to Tim 07/12		WINDOW UNIT
4 owls nest	RANCH	clean gutter	7/4/2023	completed by home owner's contractor	7/22/2023	GUTTER & DOWNSPOUTS
5 snowbird	RANCH	clogged gutter	7/21/2023	unclogged gutter....dog toy	7/22/2023	GUTTER & DOWNSPOUTS
5 snowbird	RANCH	air getting by window	7/21/2023	need to call window		WINDOW UNIT
15 mockingbird	RANCH	trim around side garage door came loose	7/30/2023	re-attached trim	7/31/2023	SIDING VINYL
16 oriole	RANCH	broken glass on slider	8/4/2023			WINDOW UNIT
		DECKS THAT NEED STAINING AFTER POWERWASHING				
6 grouse		stain deck				
4 starling		stain deck		\$515.00		
6 snowbird		stain deck		\$475.00	8/4/2023	
8 snowbird		stain deck		\$500.00		
11 snowbird		stain deck		\$500.00	8/4/2023	
12 snowbird		stain deck		\$500.00	8/4/2023	

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		JOES LIST (in order)				
4 grouse	EAGLE	powerwash w 12x12 pt				POWER WASH UNIT
7 grouse	EAGLE	powerwash w 10x10 trex	Request			POWER WASH UNIT
8 grouse	ROBIN	powerwash w 12x12 pt				POWER WASH UNIT
9 grouse	CARDINAL	powerwash w 10x10 pt				POWER WASH UNIT
6 skylark		powerwash w 10x12pt	4/30/2023	request		
74mockingbird	CARDINAL	powerwash w 10x10 trex	4/30/2023	request		POWER WASH UNIT
76 mockingbird		powerwash w 10x10 trex		request		
1 oriole	CARDINAL	powerwash w 12x12 trex				POWER WASH UNIT
3 oriole		powerwash w 12x14pt				
13 oriole	RANCH	powerwash w 12x16 pt		** do not do until we discuss deck issue**		POWER WASH UNIT
2 owls nest		powerwash				
3 owls nest		powerwash				
4 owls nest		powerwash				
9 snowbird		powerwash w 10x10 pt				
10 snowbird	RANCH	powerwash w 12x12 pt				POWER WASH UNIT
14 snowbird	RANCH	powerwash w 4x4 pt				POWER WASH UNIT
19 mockingbird	EAGLE	powerwash w 12x12 trex				POWER WASH UNIT
22 mockingbird	EAGLE	powerwash w 10x13 trex				POWER WASH UNIT
24 mockingbird	CARDINAL	powerwash				POWER WASH UNIT
3 starling	RANCH	powerwash				POWER WASH UNIT
		SEPARATE REQUESTS				
1 starling	EAGLE	powerwash w trex deck	5/17/2023			POWER WASH UNIT