

Executive Board Meeting
 September 12, 2024 at 11:00 AM
 Meeting Minutes
 (Amended and Approved)

Chair: Pat Perna

Minutes Submitted by: Nancy Daley

Members Present: Pat Perna, President; Karen Pontrelli, Treasurer/Director; Nancy Daley – Secretary/Director; Greg Dexter, Director

Community Members Attending: # Units represented in person - 17
 # Units represented on Zoom - 3

Topics	Discussion	Action
1. Executive Session	Hearing was held and issues were resolved Session adjourned at 10:12	
2. Call to order Regular Session	11:00AM	
3. Additions to the agenda	Add correspondence from Vermont Mutual under new business item #11h	
4. Community Member input (Limited to items on the agenda; comments limited to 2 minutes Maximum)	a. None	
5. Correspondence	a. Regarding: <ul style="list-style-type: none"> i. Letter from attorney seeking payment. Treasurer reported attorney has been paid ii. Vermont Mutual iii. Hearing which was conducted today iv. Several repair and maintenance requests 	
6. Approval of Board Minutes	a. Minutes of the August 8, 2024 Executive Board meeting were presented for approval. b. One change to page 3 Item 10b. Remove “Greg Dexter”	On a MOTION by Karen Pontrelli SECONDED by Greg Dexter to accept Minutes of Executive Board meeting Vote: Passed

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7. Treasurer's Report	<p>Treasurer's report was presented by Karen Pontrelli Total Income (Aug): \$28054 Total Expenses (Aug): \$27838 Difference: \$216 Total Reserves through Aug: \$268810 Business Checking Balance through Aug: \$22160</p>	
8. Repairs and Maintenance Summary	<p>a. July list (see p.7) b. Landscaper is going throughout the community to trim bushes c. Deck and windows have been the most of the work d. Volunteer committee has been staining decks and painting items e. Jim Costa will send out a notice asking people to identify which days they are available to volunteer; report for how much money is being saved</p>	
9. Waivers	<p>f. 2 Starling move that we approve g. 2 Owls Nest rescind h. 1 Owls Nest approve all but the gas meter i. 13 Oriole</p>	<p>f. Approved g. Rescind h. Approve all but gas meter i. Denied but will require privacy panels be removed</p>
10. Committee Reports	<p>a. Social Activities Committee report was presented by Greg Dexter, Liaison i. Picnic 9/15 ii. As of 9/9 65 people have signed up; catered by Black Dog Grill; if neighbors have any games contact Diane Clune iii. American Legion 9/10 was their first meeting; their schedule is posted on bulletin board iv. 9/20 Book Club will reconvene and they will be reading <u>The Lost Bookshelf</u> v. 10/19 Halloween Party vi. Christmas party planning will begin soon vii. Next Meeting early Oct specific date TBA</p>	

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	<ul style="list-style-type: none"> e. Uniform Fee Committee report was presented by Karen Pontrelli, Liaison <ul style="list-style-type: none"> i. Committee has been meeting every few weeks; once board approves the presentation, it will be presented to the community 	
11. Old Business	<ul style="list-style-type: none"> a. Board Vacancy Nominations b. Number of Board Members <ul style="list-style-type: none"> i. A mistake was made and the board does not have the right to change number of board members ii. We still have 7 board seats. Currently 5 seats are filled. The term for three seats end in June 2025. c. Responsibility for securing Speakers for Community Quarterly Meeting <ul style="list-style-type: none"> i. As speakers become available or show interest, notification to the board can be made. ii. Maureen Hayes of Killingly Parks and Recreation will be invited to speak in January iii. Jack Phelan of Bouvier Insurance will speak in October d. 11/12 Snowbird driveway e. Lawn Care Issues update <ul style="list-style-type: none"> i. No motion taken to repair lawns 	<ul style="list-style-type: none"> a. On a MOTION by Nancy Daley, SECONDED by Karen Pontrelli to accept nomination of Joe Clune as new director until June 2025 Vote: Passed d. On a MOTION by Nancy Daley, SECONDED by Karen Pontrelli to send out RFP to five companies for quote on driveway Vote: Passed

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	<p>ii. Greg Dexter provided and review of lawn damage conditions and included a proposed corrective action (<u>See p.8</u>)</p> <p>f. Time change for Executive Board Meetings</p> <p>g. Zoom Subscription</p> <p>h. Vermont Mutual correspondence: The company is seeking a letter outlining Briarwood Falls plan to avoid slipping hazards.</p> <p>i. Pat Perna will draft a plan indicating that snow and ice is removed from all walkways (not sidewalks) and driveways.</p>	<p>f. On a MOTION by Karen Pontrelli, SECONDED by Greg to move Executive Board meeting time to 10:00AM Vote: Failed</p> <p>g. On a MOTION by Greg Dexter, SECONDED by Nancy Daley to renew Zoom subscription. Vote: Passed</p>
12. New Business	<p>a. Uniform Fee Committee Presentation</p> <p>i. Committee will host a presentation on Sept 26</p> <p>ii. Ron Sabatos will draft a memo to community regarding the presentation date and time.</p> <p>iii. No vote on uniform fee will be taken at presentation; there will be a Q&A period</p> <p>b. Volunteer committee protocol</p>	<p>a. On a MOTION by Karen Pontrelli, SECONDED by Nancy Daley to move forward with the presentation Vote: Passed</p> <p>b. On a MOTION by Nancy Daley, SECONDED by</p>

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	<p>i. New Maintenance and Repair Form- unit owners will need to submit the M&R form when seeking any repair or maintenance.</p> <p>c. Advertising for Part-time Repair Person</p> <p>d. Common Elements Violations</p> <p style="padding-left: 20px;">i. It has been noted that poison has been discovered on the property. Poison should not be used to eliminate wildlife.</p> <p style="padding-left: 20px;">ii. Cannot Feeding wildlife</p> <p style="padding-left: 20px;">iii. In the spring owners will be asked to remove birdfeeders.</p> <p>e. Vacuum for the community center</p> <p style="padding-left: 20px;">i. Carla Marcus will donate vacuum</p>	<p>Greg Dexter to accept and have community members use the M&R form</p> <p>Vote: Passed</p> <p>c. On a MOTION by Nancy Daley, SECONDED by Greg Dexter to place ad in Turnpike Buyer to advertise for Help Wanted PT Repair Person after discussion the MOTION was <u>amended</u> by Nancy Daley, SECONDED by Karen Pontrelli to send RFP for PT repair work to repair people found in ads.</p> <p>Vote: Passed</p>
13. Next Meeting	Executive Board October 10, 2024 at 11AM	
14. Community Member Input	a. Xfinity is starting to survey area to see what is needed	

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	b. Several community members commented regarding the lawn conditions c. Community members commented on difficulty logging on to Zoom, seeking more information about the picnic, difficulty with the keyboard for the Community Center door lock.	
	After hearing Community Input the Executive Board returned to the Old Business of Lawn Care issues item 11e	On a MOTION by Nancy Daley, SECONDED by Greg Dexter to allow Carrier to aerate and reseed with Myles Racine dethatching if it is part of Myles' contract with funds for Carrier being taken from reserves Vote: Passed
15. Adjourn	At 1:00	On a MOTION by Nancy Daley, SECONDED by Greg Dexter to adjourn Vote: Passed

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July
2nd Qtr Completed M&R Summary

Window seal failure (window or slider)	1
Siding/gutters/downspout issues	11
Repair rear garage door and threshold	1
Water issues (basement and window)	1
Garage driveway crack fill and seal	2
Hydraulic cement walkway, tripping hazard	1
Clean out window well	1
Fix front steps	1
Window and screen repair	1
Replace damaged basement window screen	1
Replaced shutter on CC shed	1
Fill in small sink hole	2
Repair outside spigot	1
Reattach roof shingle on porch	1
Stake leaning tree	1
Install ug drain pipe	1
Retention ponds cleaned	1
Repair deck board	1

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Briarwood Falls, September 12th
Review of Lawn Damage Conditions
Including Proposed Corrective Actions

- Many of the Briarwood lawns have experienced significant damages and deterioration. All lawns appeared to be in relatively good condition late Spring to early Summer. Lawn degradation was visibly evident mid to late June, with conditions worsening through July and into August.
- The first application of lawn treatment applied by Carrier was May 2nd, with the second application administered July 19th.
- The Executive Board held a meeting on August 29th with our lawn treatment vendor, Carrier Turf Pros, also attended by our landscaper, Full Myle Grounds. Carrier's representatives were the owner and his General Manager, both experienced and well versed in lawn treatment procedures.
- Both vendors toured the community and inspected the lawn damages at many locations.
- During the walk around, the technical representatives from Carrier found multiple areas with pythium blight. Pythium blight is a warm season disease that kills grass within 24 to 48 hours.
- Pythium blight lives in thatch layers in the lawn and waits for environmental conditions to be correct for infection. Evening temperatures of 68-72 degrees with high humidity like we have had this summer are the primary cause. Carrier also noticed a heavy thatch layer throughout the entire property due to lack of aeration over years. This heavy thatch layer prevents water from properly penetrating the lawn soil to nourish the grass root system.
- Over the course of 10 plus years, properties with no irrigation have lost nutrients and loam due to drying and lack of aeration, creating soil conditions that are primarily silt and clay. Using specific seed varieties that will handle these types of soil conditions will be key in re-establishing grass around the property.
- Briarwood utilized the services of Tru Green, another lawn treatment company, in late-August to inspect the community lawns and advise the likely cause(s) of the deterioration, and the steps needed to restore the health of the lawns.
- After inspecting the property, the technical representative for Tru Green provided the opinion that a combination of factors appeared to have caused the lawns to suddenly decline in some areas.
- First, the lawns exhibited evidence of Chinch Bug damage. Unfortunately, if this condition goes on untreated or treated at the incorrect time, Chinch bugs can destroy a lawn in a short window of time.
- Second, it appears there are also a few different lawn diseases happening - Dollar Spot, Red Thread, and Brown Patch. Fortunately, these diseases have pretty much run their course for this season and will likely need to be addressed next year if they become a problem.
- Third, crabgrass and nutsedge grasses have formed in many of the community lawns.

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- Most of the lawns are very dry. It is understood that watering can be difficult to do especially during the summer months, but a lack of proper watering can be detrimental to an already struggling turf.
- The damaged lawns are repairable. Work should begin as soon as possible to take advantage of the Fall growing season. The lawns should be aerated and over-seeded this Fall, followed by a normal course of fertilization in the Spring utilizing multiple applications of fertilizer, lime, weed and insect control materials.
- Carrier is also recommending that our property be aerated and over-seeded this Fall to start the process of lawn damage repair. They would first apply our scheduled third course of lawn treatment fertilization September 13th. At that time, they would come in and fertilize as well as spray all weeds and yellow nutsedge in preparation for the proposed aeration and over-seeding. After they fertilize and spray September 13th, our landscaper should come in towards the week of the 16th and dethatch / bag the lawns and cut the property grass short. Carrier would then come in the week of the 23rd for the aeration and overseeding.
- Carrier would continue to apply lawn treatment applications in the Spring with four rounds that would run from May through October of 2025.
- Carrier's proposed cost of the work involving aeration and overseeding for the community lawns is \$ 15,650.00. Assuming the cost for continued lawn treatment for the Spring, Summer and Fall of 2025 is the same as this year - \$9,800.00 - the total would be \$ 25,450.00.
- Tru Green's proposed cost of the work involving aeration and overseeding for the community lawns is \$ 13,135. Their estimated cost for continued lawn treatment for the Spring, Summer and Fall of 2025 would be \$ 33,500, for a total of \$ 46,635.
- The success for the restoration work performed by both vendors on our community lawns will also involve sufficient watering.