

Briarwood Falls Condo Association
Executive Board Meeting Minutes
December 9, 2021 10:00 AM (Approved 01/13/2022)

Chair: Chris Burke

**Minutes Submitted
by:**

Joe Geiger

Board Members Present: Chris Burke, President, Pat Perna, VP, Karen Pontrelli, Treasurer/Director, Bill Cucchi, Maintenance/Director, Joe Geiger, Secretary/Director, and John Pacheco, Director

Guests: Greg & Diane Dexter, Deborah Haraldson, Chris Norman, Rose Ogden, Ron Sabatos

Board Members Absent:

TOPICS	DISCUSSION	ACTION
1) Call to Order	<ul style="list-style-type: none"> Chris called meeting to order at 10:00 AM 	
2) Additions to Agenda	<ul style="list-style-type: none"> None 	
3) Community Member Input	<ul style="list-style-type: none"> None 	
4) Approval of Board Meeting Minutes Nov 18, 2021 and Dec. 9, 2021	<ul style="list-style-type: none"> Nov. 18th Minutes – Pat made motion to approve, Bill 2nd motion. Vote - All approved Dec. 6th Minutes – Pat made motion to approve, Joe 2nd motion. Vote - All approved 	Minutes to be posted on BWF website
5) Repairs and Maintenance	<ul style="list-style-type: none"> Bill provided M&R Tracking Report Three tasks were added since last Board meeting 23 & 25 Mockingbird – water leak from radon pipe fitting in basement. To be repaired using sealant compound 	

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	<ul style="list-style-type: none">• 26 Mockingbird – crack on inside pane of double pain window. Replacement window sash will be ordered.	
6) Waivers	<ul style="list-style-type: none">• None	
7) Treasurer's Report	<ul style="list-style-type: none">• Karen Pontrelli presented the financial statement for the last month, August 2021.<ul style="list-style-type: none">➤ Total Income: \$23,491➤ Total Expenses: \$22,514➤ Difference was positive: \$977➤ The YTD difference of income vs. expenses was a positive of \$4,089➤ Total Reserves at the end of month: \$165,113• For December there will be no charges for Insurance. Premium for the year is paid.• We have two Insurance Agencies soliciting bids for 2022. We should have quotes by end of December.	
8) Committee Reports	<ul style="list-style-type: none">• Landscaping Committee - John Pacheco Nothing to report• Social Activities Committee – Pat Perna<ul style="list-style-type: none">➤ December 10th Christmas Party at 6:00 PM will be hors d'oeuvres, punch and BYO drinks + \$5 gift. Featured will be Collection for Food Pantry and Gift Auction using Monopoly money to bid.➤ Delivery of Clothing & Food items collected at November Harvest Event will be delivered to Friends of Assisi Food Pantry on Tuesday, December 14th.	

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	<ul style="list-style-type: none">• Declaration Committee - Joe Geiger<ul style="list-style-type: none">➤ Received reply from Chas on 12/2 with his comments for review of Proposal 2 Amended Declaration. He made only four minor comments. Declaration draft will be updated accordingly.➤ Committee is waiting now for resolution of Waiver vs Declaration question when zoom session is set with Chas Ryan. Once this is in hand Committee will propose Board set date in 2022 for vote to approve Declaration. Committee plans to make Declaration presentations again before date of vote.	
9) Waivers VS Declaration discussion with Chas Ryan	<ul style="list-style-type: none">• Chris contacted Chas and gave him possible dates to hold zoom meeting at 10:00 AM. Waiting now for Chas to reply with date for meeting.	
10) Preparations for 2022 Budget Vote December 16	<ul style="list-style-type: none">• Joe asked what information and # of Copies will we need to have for attendees?<ul style="list-style-type: none">➤ Need 3 copies of Sign-in Sheets; one at each door➤ Copies of the 2022 proposed Budget➤ Intend to use Role Call from attendance lists for vote. However, ballots will be available in case a member requests that ballots be used for the vote.	

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11) 2 Snowbird Walkway Repair	<ul style="list-style-type: none">• Bill explained the problem to be trip hazard in walkway due to raised flat stone that was placed in walkway when unit was built. Repair quote from Nick White \$650 to rip out stone, fill to level and redo concrete. Karin made motion to approve repair expense Joe 2nd motion Vote: all approved	Bill will authorize repair
12) 14 Mockingbird Basement Window Well Water Leak	<ul style="list-style-type: none">• Problem is water leakage into basement through side closure seal of window well basement window. Cause is window well fills with water due to house level having been set too low on lot and a high underground water table on the lot. Need to block in window to fix problem. Quote from Nick White \$875 to block in window, tar outside area and finish drywall surface on inside. Karen made motion to approve repair expense Joe 2nd motion. Vote: all approved	Bill will authorize repair
13) 20 Mockingbird Screen Door Repair	<ul style="list-style-type: none">• Unit owner asked to be reimbursed \$150 for repairs to the screen on lower portion of the door on his screen porch. The issue with this claim is that the owner did not contact the Board about the damage before hiring contractor to make the repairs. Thus, the Association did not have the opportunity to assess the screen door damage, determine likely cause and possibility make a lower cost repair using a the local shop the Association typically uses for this kind of repair. Pat made the motion to reject the claim for reimbursement. John 2nd motion. Vote: all approved to reject claim	Chris to notify Owner of action taken

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<p>14 12 Skylark Reimbursement for Lawn Work</p>	<ul style="list-style-type: none">• Unit owner asked to be reimbursed \$1850 for lawn replacement work she had Ron Baribeau do in September 2020. Owner made the request for the Association to do the lawn repair as she was having other work done by Ron B. which included the installation of lawn sprinkler system. She was told by Bill that it her lawn repair could not be done at that time because there were two other units ahead of hers that were scheduled for lawn repair and that these were to be done first. The owner said that she was ready to have the work commissioned herself rather than wait possibly into the next year. The owner proceeded to contract the lawn repair with Ron B. <p>Issue here is that the owner did not give the Association time to make the lawn repair and contracted for the work herself without Association authorization. The Association would have tried to get this work done in part or possibly full cost coverage using funds from Landscape budget.</p> <p>Pat made motion to reject the reimbursement. Bill 2nd motion Vote: All approved to reject claim</p>	<p>Chris to notify Owner of action taken</p>
<p>15 Old Business</p>	<ul style="list-style-type: none">• Joe asked about status of Community Center Fire Hydrant Check Bill said that this has not been done yet. Plan > take fire hydrants in for inspection after the Christmas Party	<p>Joe will take responsibility to get this done.</p>

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17 Community Member Input	<ul style="list-style-type: none">• Deborah Haraldson said that the tack belt on the treadmill in exercise room was not tracking straight and was rubbing on one side• The belt track will be checked and adjusted.	Bill adjusted track belt and did a short workout to test it out
18 Adjourn	<ul style="list-style-type: none">• Chris asked for motion to adjourn meeting Joe made motion Karen 2nd motion Vote: All approved	

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MASTER Maintenance / Repairs list

<u>Address</u>	<u>Unit Style</u>	<u>Maintenance / Request</u>	<u>Date requested</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
14 Mockingbird	ROBIN	water getting into window well and weeping into basement through window. Tom asked that I prove that water was not coming from the gutter drains.....I ran water for about an hour and a half in the two downspouts and kept checking his window well.....no water build up.	10/19/2021	Nick, the concrete person looked at it 11/17/21 to give estimate to Board.		WINDOW BASEMENT
80 Mockingbird	EAGLE	leak around her cellar french doors		I tried to fix it a month ago and still having problem. Tim Brunet looked at it and is trying to find the cause of the leak		DOOR BACK
10 Skylark	EAGLE	window seal failure	10/26/2021	sent warranty info to Slocomb approx 11/09/21		WINDOW UNIT
20 Mockingbird	EAGLE	Damaged screen door	11/2/2021	Unit owner contacted Tim Brunet to repair and wants Association to pay the invoice.		SCREEN PORCH
8 Snowbird	RANCH	Window seal Ffailure	11/7/2021	Notified Tim to come up and measure window for replacement.	11/30/2021	WINDOW UNIT
2 Mockingbird	RANCH	Lost key to mailbox	11/15/2021	replaced lock set and gave unit owner new keys	11/16/2021	MISELLANIOUS
25 Mockingbird	CARDINAL	leak from pipe in basement	11/15/2021	Looked at the leak and determined it was from the wast pipe. Unit owner to contact a plumber	11/16/2021	BASEMENT
2 Snowbird	RANCH	Unit owner states walkway leading to kitchen needs some repairs	11/15/2021	looked at it on 11/16/21.....will have the concrete repairman, Nick, look at it on 11/17/21 and will give us an estimate.		WALKWAY & STEPS
8 Snowbird	RANCH	leak from gutter near entrance by kitchen	11/7/2021	put flex seal in gutter	11/8/2021	GUTTER & DOWNSPOUTS
25 Mockingbird	CARDINAL	Leak from Radon pipe in basement	11/24/2021			BASEMENT
23 Mockingbird	CARDINAL	Leak from Radon pipe in basement	11/29/2021			BASEMENT