

**Briarwood Falls Condo Association
Executive Board Meeting Minutes**

October 14, 2021 10:00 AM (approved with corrections 11/18/21)

Chair: Chris Burke

Minutes Submitted by: Joe Geiger

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

Guests: Chris Norman, Ron Sabatos, Paulette Carli, Sue Furmanski, Carl Olausen

Board Members Absent: John Pacheco had to leave meeting after the Repair & Maintenance agenda session.

TOPICS	DISCUSSION	ACTION
1) Call to Order	<ul style="list-style-type: none"> Chris called meeting to order at 10 AM 	
2) Additions to Agenda	<ul style="list-style-type: none"> No additions 	
3) Community Member Input	<ul style="list-style-type: none"> Chris Norman (27 MB) spoke regarding the agenda discussion on the Amended Declaration. He urged the Board to take action to accept the proposal and work with the committee to set a strategy for getting it out to the Community. Paulette Carli (25 MB) inquired about when a halt would be put on waivers. Carl Olausen (14 Skylark) said that during a recent emergency response for his wife Liz, the K-B Ambulance Service could not find his address. Dayville Fire Co EMS first responded to the house and after assessing problem called for the ambulance. He would like to see a street map installed at the two entrances to our community Steve Rizk (65 MB) suggested to set up a committee to determine signage 	<p>To discuss this topic during agenda on Waivers</p> <p>Board had already designed a Street Map sign as part of signage project in 2020 but had not pursued installing them at that time. Karen will get bid to make/install signs and bring this to Board at Nov 18 meeting.</p>

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<p>4) Approval of Board Meeting Minutes</p>	<ul style="list-style-type: none"> Minutes for the September 9th Executive board meeting were Approved 	
<p>5) Repairs and Maintenance</p>	<p>Bill presented maintenance he and Ron White worked on since last meeting:</p> <ul style="list-style-type: none"> 5 Grouse – melted/Buckled siding – Contacted CertainTeed as warranty issue but they declined stating damage was due to solar heat from adjacent window and not a material quality issue. 9 Mockingbird – Touch up paint at dented panel on Garage door 11 Mockingbird – Replaced outside lights at back and garage doors; repaired garage door lock/latch striker to allow door to lock 12 Mockingbird – Replaced boot on roof vent to fix leak 26 Mockingbird – Rototilled lawn, spread loom, and hydroseeded 28 Mockingbird – replaced boot on radon pipe roof vent 29 Mockingbird – Replaced boots (2) on booth roof vents 32 Mockingbird - Replaced boots (2) on booth roof vents 65 Mockingbird – Power washed 4 Oriole – Painted AC line where it crossed shutter; 9 Oriole - Fixed window seal; fixed leak at water main line in Basement 11 Oriole - Replaced boots (2) on booth roof vents; fixed leak at garage door 12 Oriole - Fixed leak at garage door 14 Oriole – Fixed window seal at 2 windows 12 Skylark – Cut driveway asphalt to access water main shutoff. 	<p>Bill will arrange with contractor to get materials and replace buckled siding pieces</p>

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	<p>Raised S/O valve and patched driveway</p> <ul style="list-style-type: none">• 15 Snowbird - Fixed window seal• Bill surveyed/inspected Unit roof vents using binoculars. He found failed boots on 12 Units; 4 were fixed (listed above) and there are 8 more units that need fixing:<ul style="list-style-type: none">➤ 4, 6, 7, 8 and 9 Grouse Ct➤ 8 Skylark➤ 12 & 32 Snowbird• Bill discussed progress finding a licensed contractor for routine maintenance. No good prospects yet. <p>Discussion continued around using different advertising media for help wanted.</p> <p>Bill made a motion to have the Association fund advertisement for maintenance help. Karen seconded motion</p> <p>Vote – all approved >>> motion passed</p> <ul style="list-style-type: none">• Maintenance Budget Summary: 3rd Quarter -\$97 >>>> YTD +\$5969	<p>Bill has notified unit owners about the problem. Contractor Tim Brunet is set up to make repair as soon as material/boots available</p> <p>Karen to set up advert for maintenance help.</p>
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6) Committee Reports

Landscape - John Pacheco

- John said all is well with landscape. There were three waivers submitted for landscape projects. These are listed below in Waiver agenda

Social Activities – Pat Perna

- There was a good turnout for July Picnic. A lot of good community mingling.
- Flyer sent out to promote Halloween Pot-Luck Party
- Plan to have clothing collection/donation at Thanksgiving & Food drive at Christmas time. There will not be 50/50 Raffle at community gathering for these types of events.

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Reserve Committee – Steve Risk

- Steve presented Progress Report 2 on the Reserve Study. Progress Report 1 was presented at the January 2021 Community Meeting. Report 2 addressed the additions of four Limited Common Elements to the study, i.e., Garage doors, driveways, Decks and Patios, that the Existing 2006 Declaration designates the Association is responsible for Maintenance, Repair & Replacement (MR&R). The presentation is summarized as follows:
 - The projected 30-year cost for the Association community for MR&R of the included common and Limited Common elements is about 5.8M\$.
 - The current Reserve of \$157, 745 is only 17.5 % of the funds that should be available today to cover the future costs
 - To make up the Shortfall, reduce risk of High Special Assessment or Condo Fees, the Reserve Committee recommends that the Board sets a strategy to increase the reserve portion of the annual budget by at least 2 % a year for the next 15 years.
 - The Reserve Committee recommends that the Board update the Reserve Study at least every 5 years to reflect current cost, element condition and inflation forecasts.

The Reserve Study is now complete and the report will be presented to the Board at Nov. 18 Board meeting. The Committee will present the Reserve Study Report to the Community after the Board has it.

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Declaration Committee – Joe Geiger

- Joe summarized the content of Proposal 2 Amended Declaration which had been presented to the Board at the Sept. meeting: Amended Declaration incorporates all changes that were in the base Proposal 1 Amended Declaration relative to current State Statutes (Ct. Statute 828 CIOA), and recommendations of Pilicy & Ryan but keeps Association and Unit Owners responsibilities for maintenance, repair & replacement of Limited Common Elements the same as in our existing 2006 Declaration.

He stated that the Summary of Changes also sent along with the Declaration does indicate that changes or additions were made in several sections. However, these changes were made only for clarity or to remove ambiguity of content in paragraphs related to limited common elements, actions to be taken or to correct errors in the original document. None of this changes or addition changes the intent of the original statements.

He also pointed out that one new Section and two new Articles were added:

- New Section 19.3 – references BWFA Collections & Foreclosure policy to indicate that this policy exists
- New Article 28 – Reserve Study
- New Article 29 - Financial Audit

Joe made a motion to have the Board accept the Proposal 2 Amended declaration as proposed or with revisions as agreed during discussions. Chris tabled the motion but discussion did follow.

It was decided to remove the two added Articles, Reserve Study and Financial Audit. These Articles will be brought up at another time to

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	<p>be added in the By-Laws. There they can be approved by vote of the Board.</p> <p>The Committee will send copy to our attorney, Chas Ryan, to check that the document changes still meet all legal requirements. The Proposal 2 Amended Declaration will be submitted to the Community after the Attorney's review.</p> <p>The Committee will make a Presentation on condo governance, our existing Declaration and the Amended Declaration at the Oct. 21 Community meeting. It is not intended to make any new change to the proposed 2 Amended Declaration. The document includes full compliance to State Statute and keeps the responsibilities for the Association and Unit Owners the same as in the existing 2006 Declaration.</p> <p>The Board will present this Amended Declaration to the community after it is reviewed by our attorney.</p>	
<p>7) Treasurer's Report</p>	<ul style="list-style-type: none">• Karen Pontrelli presented the financial statement for the last month, September 2021.<ul style="list-style-type: none">➤ Total Income: \$23,421➤ Total Expenses: \$25,221➤ Difference; -\$1800➤ The YTD difference income vs. expenses: \$2936➤ Total Reserves at the end of quarter: \$159,984.	

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<p>8) Waivers</p>	<ul style="list-style-type: none"> • 25 Mockingbird – Install Solar Tunnel skylights • 5 Grouse - Install lawn sprinkler system • 8 Oriole - Install lawn sprinkler system • 13 Oriole – Add Sunroom in place of elevated deck <ul style="list-style-type: none"> - Landscape to bring up ground level to match adjacent Unit - Enclose entry way from unit to garage • 14 Skylark – add decorative tree <p>Pat made a motion that a moratorium be put on waivers. Karen seconded the motion.</p> <p>Topic was discussed with reference to comments from attorney Chas Ryan that waivers did not remove Association responsibility for MR&R of additions/improvements if the Declaration stated otherwise for specific limited common elements. There were different understandings amongst the Board on what Chas meant by his comments.</p> <p>Vote to approve motion: Pat – Yes, Others – No >> motion not approved</p> <p>Decision was made to contact Chas to get clarification of responsibility for waivers vs Declaration.</p>	<p>Approved</p> <p>Approved</p> <p>Approved</p> <p>On hold pending review of more detail plans for construction and assess impact of grounds elevation/grading on area drainage</p> <p>Approved</p> <p>Chris will contact Chas to resolve question.</p>

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9) Review Agenda for Community Meeting 10/21/2021	No comments or additions	
10) Possible Action for Amending Declaration to address living area added to a Unit.	<ul style="list-style-type: none"> Discussion was initiated on possibility of Amending the Declaration to account for Unit Owners adding living area by increasing Allocation of Interest. This is being addressed relative to the recent waiver submitted to add a Sunroom to a unit. Issue is that under our current Declaration any changes to Allocation of Interest for added unit living area would have to be approved by unanimous vote of Unit Owners. <p>It was agreed that the Board will have to explore how we could best incorporate this additional square footage addition into the A-2 Schedule.</p>	Board to explore alternatives to change Unit 's Allocation of Interest if living space were to be added to Unit under waiver policy.
11) Old Business	<ul style="list-style-type: none"> No discussion 	
12) New Business	<ul style="list-style-type: none"> None 	
13) Next Board Meeting	<ul style="list-style-type: none"> November 18, 2021 at 10 AM 	
14) Community Member Input	<ul style="list-style-type: none"> Sue Furmanski (26 MB) suggested to consider using Ellis Tech Student for maintenance help 	Karen will contact Ellis Tech

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15)Adjourn

- Meeting adjourned at 12:13 PM