

**Briarwood Falls  
Condo Association**

**Minutes for October 15, 2020 Community Meeting**

**Date:** Thursday – October 15, 2020

**Time:** 6:30 PM

**Location:** Online Zoom Meeting

**Board Members Present:**

Chris Burke – President

Pat Perna – Vice President

Pam Provost – Secretary

Karen Pontrelli – Treasurer

Bill Cucchi – Director

John Pacheco - Director

**Others Present:** Representation from 36 homes

**Guests:** Jack Phelan, Bouvier Insurance

**I. Welcome and Call-To-Order**

Chris Burke called the meeting to order at 6:30 PM.

a. Roll Call – The secretary called out all names and phone numbers that appeared on the Zoom meeting and documented them as present. Additional homeowners also indicated their presence.

b. Introduction of new homeowners – The names of new homeowners since our last community meeting in January were recognized on-line:

- |  |                                  |
|--|----------------------------------|
| • 9 Grouse – Joe & Sue Steiner               | 2 Owls Nest – Sandra Gagnon      |
| • 9 Mockingbird – Richard & Carolyn Urquhart | 4 Oriole – Richard & Carol Danna |
| • 21 Mockingbird – Chris & Patti Burke       | 9 Oriole – Bob & Diana Brennan   |
| • 22 Mockingbird – Rose Ogden                | 8 Snowbird – John & Brenda Tupaj |
| • 68 Mockingbird – Jim & Mary Costa          | 12 Skylark – Karen Mondino       |
| • 80 Mockingbird – Sue Johnson               |                                  |

**II. Approval of Minutes**

a. January 16, 2020 Quarterly Meeting:

- Karen Pontrelli moved to accept the minutes from the January 2020 Community Meeting. John Pacheco seconded the motion. All were in favor.

b. September 29, 2020 Special Community Meeting:

- Bill Cucchi moved to accept the minutes from the September 29, 2020 Special Community Meeting. Walter Rosinski seconded the motion. All were in favor.

### III. Insurance Policies

Chris B requested that the Insurance Policy agenda item under New Business be moved to this point on the agenda to allow our guest from Bouvier Insurance to speak. Jack Phelan, Insurance Adviser for Bouvier Insurance was introduced.

Unit-Owner policy: Jack spoke about HO-6 condo owner policies. He indicated that these policies provide personal property coverage and encouraged owners to confirm that their policy covers the \$5000 deductible for dwelling damage. Loss of use coverage can also be included which pays for an owner to live elsewhere when filing a loss of use claim.

Maintenance Standards: Jack spoke about adopting Maintenance Standards. Maintenance Standards are looked upon favorably by insurers in order to keep premiums as low as possible.

Several association members asked questions and also requested contact information for the insurance agency so that additional information could be requested. Karen Pontrelli will provide the name and contact information for Jack Phelan and Bouvier Insurance Agency.

### IV. Treasurer's Report

Karen Pontrelli presented the financial report for the period July-September 2020. 3<sup>rd</sup> Quarter Revenue & Expense Report:

- Total Income Jul-Sept: \$68,622
- Total Expense Jul-Sept: \$64,524
- Total Reserves so far this year: \$129,938 (includes the CD)

The Treasurer's Report will be filed as presented.

### V. Social Activities Committee Report

Pat Perna provided the Social Activities Committee report.

There will be a holiday food drive planned in the month of December to benefit the St. Francis of Assisi Food Bank. It will work like an Advent Calendar food drive but due to COVID-19, participants will be asked to collect each food item in a box at their home. A centralized drop-off date/and time for the boxes will be coordinated by the Committee so that the food can be collected and donated. There will be more details to follow.

### VI. Repairs and Maintenance Report

Bill Cucchi provided the Repairs and Maintenance report.

\$1250 was spent in July, \$2767 in August and \$7042 in September for repairs. The most expensive repairs were for the replacement of two walkways.

Repairs related to dead tree removal, window and screen repair and driveway repair are still pending.

### VII. Old Business

- a. **Landscaping Rules** – Pam Provost reported that the section of the rules regarding Utility Boxes has been updated. "Mulch or plants that have been placed around

the utility boxes by the developer *or the landscaper appointed by the Association is allowed.*" This will allow the landscaper to place mulch between the boxes for ease of landscaping.

**b. Declaration and Bylaws**

- i. **Vote Tally** – Pam Provost read the vote tally for both the Declaration and the Bylaws documents:

	<b>YES</b>	<b>NO</b>	<b>DID NOT VOTE</b>
<b>Declaration</b>	<b>19</b>	<b>41</b>	<b>32</b>
<b>Bylaws</b>	<b>29</b>	<b>31</b>	<b>32</b>

- ii. **Discussion** – Chris B indicated that the Board will continue to move forward with getting the amended documents passed. There are three information sessions planned (two in person and one online) to allow community members to ask additional questions and to indicate any concerns with the documents in their proposed state.

Chris also suggested that addressing each document individually may be beneficial to avoid any confusion. Both the Declaration and the Bylaws require 67% approval by the community.

All comments and questions, whether stated in a meeting, via email, on a ballot, or in an information session are being documented and collated for review.

- c. **Maintenance Standards** – The purpose of the Maintenance Standards was discussed by the insurance agent at the beginning of the meeting. Many comments have been received regarding this document, which does not require a vote. Community members will have an opportunity to discuss concerns and suggested changes with this document at the information sessions being offered. This document is not in place at this time.

**VIII. New Business**

- a. **Secretary Position** – Pam Provost has resigned from her position as Secretary for the Board at the end of October. If any community member is interested in filling that role, please contact a Board member or send an email to the Board at [bfexecbd@gmail.com](mailto:bfexecbd@gmail.com)

**IX. Open Discussion**

- Pat Perna made a motion to close the voting on the Declaration and Bylaws documents, effective immediately. Walter Rosinski seconded the motion. All were in favor.
- Jean Pelletier (12 Oriole) spoke about Declaration Article 6: Limited Common Elements. He requested clarification of these elements and also discussed options for repairs.
- Vicki Favreau (13 Snowbird) asked for confirmation that snow plowing and shoveling would remain as Association responsibility regardless of any change to driveway maintenance and repair.
- Nancy Daley (5 Grouse) inquired as to whether additional insurance would be needed by unit owners if driveways became a unit owner responsibility.
- Jean Pelletier (12 Oriole) spoke about Association dues.

- Nancy Daley (5 Grouse) asked about the status of the Reserve Study. Steve Rizk (65 Mockingbird) indicated that the study results should be presented to the Board in November.
- Walter Rosinski (6 Skylark) spoke about macerators in the Maintenance Standards and that back-up systems are not available outside of a whole house generator. The expense may be too great for a unit owner to have a generator as a backup. Ron Sabatos (66 Mockingbird) also stated that owners can control issues with macerators (by not using the water system), while sump pumps are not under the control of the unit owner when there is an outage.

**X. Next Community Meetings (locations TBD)**

The Budget Approval Meeting is scheduled for December 15, 2020 at 6 PM.

The Quarterly Community Meeting is scheduled for January 21, 2021 at 6:30 PM

**XI. Adjournment**

Steve Rizk moved to adjourn the meeting. Ron Sabatos seconded the motion. All were in favor. The meeting was adjourned at 7:51 PM

Minutes submitted by: Pam Provost