

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
November 12, 2020 10:00 AM**

Chair: Chris Burke

Minutes Submitted by: Karen Pontrelli

Members Present: Chris Burke, President; Karen Pontrelli, Treasurer, Bill Cucchi, Director; John Pacheco, Director

Guests: Ron White; Deb Haraldson

Members Absent: Pat Perna, Vice President

TOPICS	DISCUSSION	ACTION
1) Call to Order	<ul style="list-style-type: none"> • Chris B called the meeting to order at 10:00 AM. 	
2) Additions to Agenda	<ul style="list-style-type: none"> • Additions were made by Chris B under 10) New Business to discuss secretarial responsibilities. 	
3) Community Member Input	<ul style="list-style-type: none"> • There were no comments. 	
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Karen P moved to approve the October 8th minutes. Bill C seconded the motion. All were in favor. 	
5) Repairs and Maintenance	<ul style="list-style-type: none"> • Bill C provided an update to the items on the Repairs and Maintenance spreadsheet. <ul style="list-style-type: none"> ○ 14 Oriole – an estimate of \$400 to repair the patio. The work will start in three weeks. Karen P moved to approve repairs. Chris seconded the motion. All were in favor. ○ 2 Snowbird – Ricky Hart will begin work soon. ○ Dead trees: All trees have been cut with the exception of one at 65 Mockingbird. Ron Baribeau will cut the noted tree within the next few weeks. ○ 17 Mockingbird – water in driveway - Job completed. ○ 17 Mockingbird – sideway repair - job completed. ○ 4 Mockingbird – hedge repair – quote \$1200 estimate. Ron Baribeau will top the hedges after the fall cleanup. ○ 9 Oriole – screen repairs – ordered. ○ 9 Oriole – Painting of front and side doors and shutters - on hold until next 	

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	<p>spring.</p> <ul style="list-style-type: none"> ○ 9 Oriole – power wash unit – job completed. ○ 9 Oriole – rotted wood near sunroom – job completed. ○ 2 Starling – determine the cause for frequent sump pump usage. ○ 12 and 14 Skylark - possible backyard erosion. Town engineers are continuing to monitor the area. ○ 13 Snowbird – yard depression from sewer repair - on hold until next spring. ○ 12 Mockingbird – yard repair – on hold until next spring. ○ 8 Snowbird – basement window cracked – job completed. ○ 5 and 6 Oriole – driveway patch in front of garage doors – job completed. ○ 6 Skylark – front and side yard repair – job completed. ○ 8 Skylark – incident with the macerator. The electrical plugs inside the box had burned. Bill stated that all homeowners with macerators were notified of the potential hazard, and for them to check the plugs in the mounted tank box. 	<p>Bill C will meet with Killingly Engineering regarding 2 Starling. Bill C will check with Ernie and Derek regarding 12 and 14 Skylark.</p> <p>Bill C is currently waiting for additional information from Liberty Pumps.</p>
<p>6) Committee Reports</p>	<ul style="list-style-type: none"> ● A. Reserve Study Committee <ul style="list-style-type: none"> ○ A ZOOM meeting is possible for the presentation. ● B. Landscaping Committee <ul style="list-style-type: none"> ○ One waiver received - 6 Grouse – to add an additional garden on the opposite side of the deck. Request was approved by B Cucchi. ○ 2 Owls Nest – owner requested that the walkway be shoveled wider to accommodate getting by with a walker. ● C. Social Activities Committee <ul style="list-style-type: none"> ○ No updates to report. 	<p>Chris B will propose some meeting times with Steve R for the committee to present the Reserves Study.</p> <p>Bill C will relay the message to Ron B.</p>
<p>7) Treasurer’s Report</p>	<ul style="list-style-type: none"> ● Karen P provided the Treasurer’s report. <ul style="list-style-type: none"> ○ We had a positive cash flow again last month. ○ Total income for the month of October = \$23,858 ○ Two resales were recorded (9 Grouse, 9 Mockingbird). ○ Total expenses for the month of October = \$23,127 ○ YTD Difference between income and expenses = \$8,107 ○ Reserves total = \$133,044 ● The Treasurer’s Report will be filed as presented. 	

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	<ul style="list-style-type: none"> • A. Report on Investment Possibilities – Chris B and Karen P spoke with an investment advisor from Charter Oak. CD’s are yielding .4 percent. Interest rates are low at this time. Will continue to look for best investment options. • B. Budget – Karen presented the 2021 projected operating budget. <ul style="list-style-type: none"> ○ A copy will be sent to the community by December 1st. ○ We have not yet received the actual insurance premiums from Bouvier Ins. ○ The Budget was approved by the Board with provisions. 	Send proposed budget to the community on Dec. 1st.
8) Waivers	<ul style="list-style-type: none"> • Three new waivers were received and approved by Bill C. 4 Grouse – install irrigation system 69 Mockingbird – storm door 4 Skylark – 13 kw generator Bill C discussed the procedure for handling and storing waivers. Karen P will make an electronic copy; hard copies will be filed in the storage area. 	
9) Old Business	<p>A. Follow-up From Document Approval Meeting</p> <ol style="list-style-type: none"> 1) Chris B discussed comments from the community members. Karen P moved to resubmit the Bylaws to the community during the Budget meeting. Bill C seconded the motion. 2) The Board tabled a Special Exec Board meeting to discuss changes to the Declaration until after the presentation of the Reserves study. 	Bill C will tally the votes for the bylaws and the budget.
10) New Business	<p>A. Community-wide Meeting December 15, 2020.</p> <ol style="list-style-type: none"> 1) The agenda and venue for the upcoming meeting were discussed. 2) Chris B discussed the secretarial position. Responsibilities were assigned: Chris B – send notice of meetings and agenda Karen – administrator for Board email; update contact lists for Board and community; distribute documents for website. <p>B. Cleaner/Purifier for the Community Center.</p>	John P will research.
11) Next Board Meeting	The next Executive Board meeting will be held on December 10, 2020 at 10 AM.	
12) Adjourn	Bill C moved to adjourn the meeting. John P seconded the motion. All were in favor. The meeting was adjourned at 11:30 AM.	