



**Briarwood Falls Association**  
**Executive Board Meeting Minutes**  
**November 9, 2023 11:00 AM**  
(Approved December 14, 2023)

<b>5) Treasurer's Report</b>	<ul style="list-style-type: none"><li>• Karen presented the financial statement for the last month, October 2023:<ul style="list-style-type: none"><li>➤ Total Income: \$27,144</li><li>➤ Total Expenses: \$33,050</li><li>➤ Difference <b>-\$5906</b></li><li>➤ Reserves Account: Balance: \$117,920</li><li>➤ Reserves CD Balance: \$102,655</li><li>➤ Business Checking Balance \$13,595</li></ul></li></ul>
<b>6) Repairs and Maintenance</b>	<ul style="list-style-type: none"><li>• Bill presented M&amp;R Tracking report highlighting seven tasks completed since last meeting. Hopefully, 3 water leak issue were resolved with repairs that were made. M&amp;R Tracking reports are filed in folder at Community Center for Owners to review.</li><li>• Bill made motion to approve Tim St Jean to replace a selection of 3 window of the sizes/styles in order to see his costs for these repairs as compared to our alternate supplier Killingly Windows. Joe 2<sup>nd</sup> motion. All approved</li><li>• Prune Arborvitae hedge behind 4 MB After discussion it was decided preferred plan of action would be to remove this hedge as it was overgrown and would require repeated costly pruning to keep the growth in control. Bill to get cost estimate to remove hedge and it will be considered during 2024 budget prep work.</li><li>• Starling Curve Curb Drain Waiting on quote from Ron Baribeau. Proposed project would cut through curb at low point and install swale drain to route water to a lower point on grass area. Bill pointed out 4 other similar water collection issues that could need to be remediated. We will Pursue getting cost estimate for the Starling project and consider this during 2024 budget prep work.</li><li>• Street light at Owls Nest intersection Owls Nest owner had asked Board to install solar street light. We need to determine costs for the light before we can decide action. Bill made motion to table project for now. Joe 2<sup>nd</sup> motion. All approved.</li></ul>

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<p><b>7) Waivers</b></p>	<ul style="list-style-type: none"> <li>• 74 Mockingbird – install vent for new gas fireplace Bill made motion to approve Joe 2<sup>nd</sup> motion All approved</li>   <li>• 5 Starling – replace 6 outside lights. Waiver to be returned to owner to get more information. It did not identify lights to be replaced but did include garage front light on 6 Starling. 5 Starling Owner will be asked to resubmit waiver identifying his lights. 6 Starling owner will be asked to submit waiver for replacing his garage light.</li>   <li>• Unapproved outside lights There is concern that owners are not submitting waivers to replace the motion sensor lights. There are 11 ranch units that have these lights on side of garage and they were installed around the time that the units were originally built. 3 units are addressed below with waiver after lights were replaced or first installed. <ul style="list-style-type: none"> <li>➤ 1 Snowbird – install motion sensor light at side of garage. This light is not permanently attached to siding but fastened to gutter downspout with plastic ties. Technically this does not require a waiver but it will be approved for the record.</li> <li>➤ 11 Mockingbird – replace motion sensor light on garage that no longer works. Light already replaced.</li> <li>➤ 3 Starling – replace motion sensor light on garage that no longer works. Light already replaced but owner will be asked to adjust/shorten turnoff time on sensor light.</li> </ul> </li> </ul> <p>Bill made motion to approve waiver for 1 SB, 11 MB and 3 Starling. Joe 2<sup>nd</sup> motion All approved</p>
<p><b>8) Acoustic Treatment for Community Center</b></p>	<ul style="list-style-type: none"> <li>• Quotes received from two companies to install sound absorbing material to ceiling of community center exceeded what we had expected. Three Quotes ranged from \$16,615 to \$34,868. Joe made motion to table project for now. Bill 2<sup>nd</sup> motion. All approved.</li> </ul>

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<p><b>9) Limited Common Elements</b></p>	<ul style="list-style-type: none"> <li>• Karen spoke about the significant costs we had in this year for M&amp;R on Limited Common Elements (LCE) such as windows and decks; approximately \$10,000. She suggested that the Board should look again at the LCEs that the Association is responsible for to see where we could propose reverting some of the LCE expense to the owners; example stated includes decks, patios, windows and doors. Pat proposed that in new year we establish a committee to develop a proposal for reallocating responsibility for M&amp;R of LCEs. Pat stated that it would be preferable if the committee included a community member representing each of the five styles of homes in the Association. Board agreed to act on this proposal in 2024.</li> </ul>
<p><b>10) Common Fee</b></p>	<ul style="list-style-type: none"> <li>• Karen stated that a several owners who opposed moving forward with the Sch A-2 Correction proposal cited that they would prefer to see the Board again pursue approval of a common fee or develop an alternate approach to share the common expenses more appropriately. Karen proposed that in 2024 we form a new committee to develop a strategy to promote and get approval of a fairer monthly fee for all. This committee would look at alternatives to the current method, such as a "common fee" or one that will cover each owner's monthly expenses, such as a minimum fee. Also, the new committee should be selected to have good representation of all unit owners to better solicit alternatives.</li> </ul>
<p><b>11) Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• Joe read Greg's report on the Activities Committee events that took place since last meeting and told the activities that are coming up. A big thank you was extended to the Charlene LaPreay and her committee that planned the successful Halloween party The Committee Reports are available in file at community center for owners to review.</li> <li>• Pat made motion to approve the Board Chair turning over to Diane Clune to be the contact for owners to reserve the Community Center for private events.        Karen 2<sup>nd</sup> motion        All approved</li> </ul>
<p><b>12) Old Business</b></p>	<ul style="list-style-type: none"> <li>• Action on Schedule A-2 Correction Proposal.        Joe stated that only 47% of owners responded about the proposal to amend declaration to correct errors in the SchA-2: 34 were in favor and 10 opposed.        Most of those opposed favored pursuing adoption of common fee or some other way of more equitably sharing the common expenses. After considering the subdued response from the owners, it was decided to not pursue further activities to correct the Sch A-2 errors.        Bill made a motion that in 2024 we revisit our options to promote a</li> </ul>

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	<p>a uniform fee as proposed during discussion of Agenda Item 10 on Common Fee.          Karen 2nd motion.          All approved.</p> <ul style="list-style-type: none"> <li>• Approve 16 Oriole Rental.          The Resale Certificate Requires the Board to approve rental of unit.          Bill made motion to approve Owner's request to rent 16 Oriole.          Joe 2<sup>nd</sup> motion.          All approved</li> </ul>
<b>13) New Business</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>14) Next board Meeting</b>	<ul style="list-style-type: none"> <li>• Exec Board Meeting, December 14, 2023 at 11:00 AM</li> <li>• Dates were set for Special Budget Meetings in December:             <ul style="list-style-type: none"> <li>➢ Budget Preparation Meeting December 7, 2023 at 11:30 AM</li> <li>➢ Community Budget Meeting December 14, 2023 at 6:30 PM</li> </ul> </li> </ul>
<b>15) Community Member Input</b>	<ul style="list-style-type: none"> <li>• Ron Sabatos thanked Board for proposing to move ahead with a new approach to promote the Common Fee to our community. He suggested we use an approach that will bring the community together on the issue, i.e., emphasizing more communication to and listening to feedback from our community.</li> <li>• Chris Norman referred to discussion on LCEs and windows and asked Board to be wary of removing windows from Association responsibility since some repairs or replacements could require dismantling or cutting into Siding. He also suggested that any proposal to change R&amp;M responsibility for an element include the financial incentive this action would have on budgeted expenses. This would give owners a better understanding of the reasons for the proposed changes. The Board stated that the waiver policy is intended to protect the Association from damage costs resulting to common elements during window replacement.          Chris also stated that he was skeptical of the statement that a suit against the Association would result in a lien against all units in the Association and asked if this could be confirmed with our Attorney.</li> </ul> <p>Chris questioned the source of the requirement in the Resale Certificate that the Board approve rental of units. Karen stated that a Connecticut statute defines what is included in the Certificate but that our Attorney added this requirement in the draft he developed for our Association to use.</p>

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	<ul style="list-style-type: none"><li>• Diane Clune stated that a number of community members did not participate in activities at the center because of the echo problem made it difficult for them to hear what is said. She asked if using quilts on the walls would help reduce the echo. Board stated that this would not be that effective since the echo results from the design of the high cathedral ceiling.</li></ul>
<b>16) Adjourn</b>	Pat called for motion to adjourn meeting. Joe made motion to adjourn. Karen 2 <sup>nd</sup> motion All approved. Meeting was adjourned at 12:51 PM.