

Briarwood Falls Association
Executive Board Meeting Minutes
December 8, 2022 10:00 AM
 (Approved January 12, 2023)

Chair: Pat Perna **Minutes Submitted by:** Joe Geiger / Secretary

Board Members Present: Pat Perna - President, Karen Pontrelli - Treasurer/Director, Bill Cucchi – Director Greg Dexter – Director, Joe Geiger - Director, Dave Musto – Director

Guests: Attendees: Ron Sabatos
 Zoom Participants: Paulette Carli, Nancy Daley, Chris Norman, Rose Ogden, Pam Provost

Board Members Absent: John Pacheco - Director

TOPICS	DISCUSSION
1) Call to Order	<ul style="list-style-type: none"> • Meeting called to order at 10:30 AM
2) Additions to Agenda	<ul style="list-style-type: none"> • Joe requested to add Common Fee Committee Report to Agenda item 12. • Joe requested to add Discussion of 12 skylark A2 error in New Business
3) Community Member Input	<ul style="list-style-type: none"> • None
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes November 10, 2022 Exec Board Meeting No changes declared Karen made the motion to approve the minutes as submitted Bill 2nd motion All approved
5) Board Approval of Budget	<ul style="list-style-type: none"> • Pat asked for motion to approve of the proposed 2023 Budget to be presented to the community. Bill made the motion to approve the proposed 2023 Budget for presentation to Community Karen 2nd motion All approved
6) Treasurer's Report	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, November 2022 <ul style="list-style-type: none"> ➤ Total Income: \$26,700 ➤ Total Expenses: \$31,445 ➤ Difference was: -\$4745 ➤ The YTD difference of income vs. expenses: \$6549 ➤ Total Reserves at the end of quarter: \$177,640

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	<ul style="list-style-type: none"> • Karen clarified that trash pickup is cancelled if Owner is away over winter but a \$15 charge is added to restart the service. Waste company had erroneously indicated these charges previously were a fuel charge. • Karen asked for approval to move \$2610 in Regular Savings Account into Business Checking Account. These funds had been tagged for repairs. Joe made motion to move Regular Savings funds to the Business Checking Account Bill 2nd motion All approved
<p>7) Repairs and Maintenance</p>	<ul style="list-style-type: none"> • Bill presented M&R Tracking Report and highlighted tasks completed over the last month. The M&R report is attached to minutes. Bill highlighted the work shown in column "Date Completed" in November and December. • Joe asked if maintenance/replacement of outside water spigots and GFI receptacles should be owner's responsibility as these are contiguous fixtures of unit utility equipment (Declaration Section 6.3 (v)). After some discussion it was agreed that the hose water spigots and GFI 's, both mounted on the outside of unit, would be maintained by the Association just like the outdoor lights at the front/back of unit.
<p>8) Waivers</p>	<ul style="list-style-type: none"> • None this period
<p>9) Waiver for Home Alarm Systems</p>	<ul style="list-style-type: none"> • Pat proposed that a waiver be issued for installation of home security system in a unit that has devices (trigger switches, cameras, etc.) attached to doors or windows. The issue is that when the unit with a security alarm is sold, the waiver would show new owner that they are responsible for the triggering device, etc. After some discussion it was decided that we would hold off on the waiver requirement at this time and poll the community to see who has a home security system and how the system/sensors are installed. Pending findings of the poll the Board will develop the policy for a waiver. Pat will send out e-mail to poll for the community for the needed information.

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<p>10) A2 Correction Info to Derek</p>	<ul style="list-style-type: none"> • A draft letter to Declarant Derek Santini was submitted addressing the question of his ability to correct errors in the Schedule A2 made by previous declarants. This was follow up to our discussion with Derek at the November 10 Board meeting. After some discussion it was decided before sending the letter to Derek that we first get an opinion on the subject from our Attorney. Pat asked for a motion to table the letter for the present time. Joe made the motion to table the letter for now until we get an opinion form our attorney. Greg 2nd motion. All approved.
<p>11) WIX website Contract Renewal</p>	<ul style="list-style-type: none"> • We had received notice from WIX that there would be an increase in our annual fee for our webpage support contract. It was to go up from \$217/year to \$281/year. When Pat O'Rourke contacted WIX on Nov. 17 to find out features we had in our Unlimited Plan and if there was a lower cost option, we found out for that day only WIX was offering special deal for multi-year contracts. We renewed our contract for 3-years at a cost of \$192/year. Our WIX Unlimited Plan gives us unlimited bandwidth (speeds up online response), 10 GB storage, Site Booster App (SBO) which gives our site higher ranking if someone is doing google search and Visitor Analytical App (VAA) which gives us a monthly report of hits and activity on our site. However, The WIX contract was renewed without approval of the Board due to having to make decision for the one day offer. Therefore, Pat asked for a motion to approve the new WIX contract. Karen made the motion to approve the new contract. Dave 2nd motion All approved
<p>11) Committee Reports</p>	<ul style="list-style-type: none"> • Landscape Committee – Nothing to report • Social Activities Committee – Pat <ul style="list-style-type: none"> ➢ Attendance at Christmas Party was low key but it those who attended had a very nice time. ➢ Pat will solicit new members for the 2023 Activities Committee ➢ Entire Community Center will be cleaned by a Service on Thursday, December 22; includes floors, windows, kitchen, etc. \$200. Service is by same woman who cleaned CC during Covid time.

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	<ul style="list-style-type: none"> • Common Fee Committee – Joe Plan as proposed by committee at the October Community meeting was to make the Common Fee presentations in January and then move to have a vote on it during February. However, the issue of asking Derek to address the A2 corrections came up and this put a hold on further committee work. Now considering that a number of community members are away for the winter months, the committee proposes to move the timing for the presentation and vote to April – May. Joe asked the board to approve this timing change and Pat asked for a motion for same. Joe made the motion to move timing for the Common Fee presentations and vote to April -May 2023. Bill 2nd motion All approved. • Joe stated that he would like to get two new committee members to replace the resigned positions. Just about all the work has been done to prepare the presentation except that some of the dollar numbers in the presentation will need to be updated after the 2023 budget is approved. Having a full committee will be helpful when it is time to promote voting on the Common Fee. Pat will send out e-mail to recruit two new committee members in January.
<p>12) Old Business</p>	<ul style="list-style-type: none"> • None
<p>13)New Business</p>	<ul style="list-style-type: none"> • Karen requested that Board members (Joe) stop deleting e-mails from Board account. • Pat asked for a motion to present proposed 2023 Budget at the Community Meeting this night at 6:30 PM. Bill made the motion to present the budget at the meeting. Joe 2nd motion. All approved. • Joe discussed the typo error just recently found on last page (73) in the 2022 Amended Declaration; 12 Skylark shows as 1177 sq. ft. instead of the correct area 1772 sq. ft. The Percent share of Common Elements and Common Expenses shows as 1.32051 % which is correct and is based on 1772 sq. ft.

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	<p>Joe stated that he has corrected the error in the signed PDF file of the Declaration and has had Pat O'Rourke post this corrected copy on the BF website. Joe has also corrected error on page 73 in all the hard copies of the 2022 Amended Declaration that are in the BFA file room.</p> <p>Now the Amended Declaration copy filed with the town needs to have the correction noted and recorded. Based on discussions with the Town Clerk and legal research for requirements to correct errors on filed Town records, Joe prepared an Amendment to the Declaration. This 3-page amendment explains the typographic error and includes page 73 from the Declaration with the error crossed out and a new page 73 with the correct square footage for 12 Skylark.</p> <p>We can either proceed and get this amendment signed and filed with the Town or we can show it to our attorney and get his approval for it, or if it is not acceptable, get his recommended document to record with the Town.</p> <p>After some discussion a decision was made to ask our Attorney for his opinion how to correct the Declaration filed with the Town. Pat will contact Chas Ryan to ask the question.</p>
14) Next Board Meeting	<ul style="list-style-type: none"> • Exec board Meeting, January 12, 2023 at 10 AM • Community Meeting January 26, 2023 at 6:30 PM
15) Community Member Input	<ul style="list-style-type: none"> • None
16) Adjourn	<ul style="list-style-type: none"> • Pat asked for a motion to adjourn the meeting. Joe made the motion to adjourn. Dave 2nd motion. All approved. Meeting was adjourned at 11:35 AM

Attachment: November M&R Report Update

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MASTER Maintenance / Repairs list

<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Date Requested</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
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. Reassigned to Dave Oleszewski 05/01. Dave found and repaired a problem....stopped most of the leak, but still another issue.		DOOR BACK
9 Oriole	RANCH	Paint shutters side of house	4/21/2022	Paint had frozen over winter....picking up new paint	11/22/2022	PAINT
69 Mockingbird	EAGLE	clean out rear drains	5/1/2022	Drains look ok for now and will look at them again next year	12/3/2022	DRAINAGE
8 oriole	RANCH	hole in rip rap wall	5/26/2022			LANDSCAPE
13 oriole	RANCH	deck needs repairs and restrained	5/30/2022	discussion required....privacy panels installed are causing some of the issues.		DECK
10 snowbird	RANCH	paint front door	6/22/2022	to Dave O	11/22/2022	PAINT
2 mockingbird	RANCH	fill in around rear steps	21-Jul	Joe took care of this by adding concrete blocks	12/3/2022	LANDSCAPE
8 snowbird	RANCH	paint front door	8/28/2022	to Dave O	11/22/2022	PAINT
3&4 oriole	RANCH	paint garage doors	8/29/2022	to Dave O	11/22/2022	PAINT
19 mockingbird	EAGLE	water in basement door	8/29/2022	I need to add hydraulic concrete under basement door threshold		BASEMENT
4 mockingbird	RANCH	stairs from garage to kitchen have sunk	9/17/2022	Nick White 09/29 to submit estimate	11/11/2022	WALKWAY & STEPS
4 mockingbird	RANCH	crack in basement wall water coming in	9/17/2022	Nick White 09/29 to submit estimate	11/11/2022	BASEMENT
5 starling	RANCH	front and back steps have sunk	9/18/2022	Nick White 09/29 to submit estimate	11/11/2022	WALKWAY & STEPS
5 starling	RANCH	bumps in driveway	9/18/2022	will re look at issues in spring when we can use cold patch again		DRIVEWAY
5 starling	RANCH	paint front and rear door	9/18/2022			PAINT
14 snowbird	RANCH	light on back of garage	9/18/2022			MISELLANIOUS
14 Oriole	RANCH	replace outside lighting	10/24/2022			MISELLANIOUS
14 Oriole	RANCH	replace 2 deck stair treads and they move when walking down	10/24/2022	to Dave O	11/22/2022	DECK
12 Skylark	EAGLE	hole in siding near peak	10/27/2022	to Dave O	11/22/2022	SIDING VINYL
5 mockinjbird	RANCH	leak in garage at roofline	12/1/2022	Dave O		MISELLANIOUS
2 owls nest	RANCH	soffit trim came off during storm	11/26/2022	Dave O	11/26/2022	SOFFIT
79 mockingbird	CARDINAL	leak in basement	11/26/2022	Nick White		
6 mockingbird	RANCH	bottom seal of garage dooe coming off	12/1/2022			GARAGE DOOR
various		install D/w and road markers	11/30/2022		11/30/2022	MISELLANIOUS
5 Oriole	RANCH	raise front stairs		Dave O	11/22/2022	MISELLANIOUS
4 owls nest	RANCH	replace front door kick plate			11/22/2022	DOOR FRONT
70 mockingbird	EAGLE	siding fell off during storm	12/1/2022	Dave O	12/2/2022	SIDING VINYL
6 grouse	EAGLE	guide pins on windows broken	11/2/2022			WINDOW UNIT
6 grouse	EAGLE	outside gfi outlet not working	11/2/2022			MISELLANIOUS
1 snowbird	RANCH	outside spigot not working	12/4/2022			OUTSIDE FAUCET
72 MB	EAGLE	powerwash	10/6/2022			POWER WASH UNIT
6 Grouse	EAGLE	powerwash	10/14/2022			POWER WASH UNIT