

**Briarwood Falls Condo Association  
Executive Board Meeting Minutes  
August 11, 2022 10:00 AM**

(Approved September 8, 2022)

**Board Members Present:** Don Desrosiers - Pres, Pat Perna – VP, Karen Pontrelli - Treasurer/Director, Bill Cucchi, Director, Director, and John Pacheco, Director

**Guests:** Attendees: Chris Norman, Ron Sabatos  
Zoom Participants: There were log in issues with Zoom. Only 3 people got on before the meeting ended: Nancy Daley, Dave Musto, Carol Robbins

**Board Members Absent:** Joe Geiger - Director

| TOPICS                                      | DISCUSSION   |
|---|--|
| <b>1) Call to Order</b>                     | Meeting called to order at 10:00 AM.   |
| <b>2) Additions to Agenda</b>               | None   |
| <b>3) Community Member Input</b>            | None   |
| <b>4) Approval of Board Meeting Minutes</b> | <ul style="list-style-type: none"> <li>• Minutes of July 14, 2022 Executive Board Meeting<br/>John made motion to approve the minutes<br/>Motion was seconded<br/>All approved</li> </ul>  |
| <b>5) Treasurer's Report</b>                | <ul style="list-style-type: none"> <li>• Karen presented the financial statement for the last month, July 2022:               <ul style="list-style-type: none"> <li>➢ Total Income: \$25,812</li> <li>➢ Total Expenses: \$19,374</li> <li>➢ Difference was \$6,438</li> <li>➢ The YTD difference income vs. expenses was a \$12,399</li> <li>➢ Total Reserves at the end of quarter: \$178,097<br/>(Reserve reflect 2<sup>nd</sup> \$8400 withdrawal for road, driveway repairs.)</li> <li>➢ Account Balances: Business Account = \$23,854<br/>Savings Account = \$2,609</li> </ul> </li> </ul>   |
| <b>6) Repairs and Maintenance</b>           | <ul style="list-style-type: none"> <li>• M&amp;R Tracking Report – attached to minutes<br/>Bill summarized highlights of some recent maintenance tasks:               <ul style="list-style-type: none"> <li>➢ 1 &amp; 2 Oriole – replaced underground crushed flex pipe section blocking roof gutter drains</li> <li>➢ 26 Mockingbird – replaced piece of siding to fix hole in siding</li> <li>➢ 5 Grouse – replaced buckled siding</li> <li>➢ Bill will try to get from siding supplier at least 2 pieces of siding color used on BF units. We have inventory of unit siding colors and will see if any unit owners have siding pieces stored in basement or garage.</li> </ul> </li> </ul> |

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|------------------------------------|--|
|                                    | <ul style="list-style-type: none"> <li>➤76 Mockingbird – installed French drain to eliminate flooding problem at entrance to porch and front door.</li> <li>➤5 Mockingbird - repaired loose shingle and flashing on roof</li> <li>➤2 Snowbird – had Pioneer Sealcoat repair crack in walkway</li> <li>➤79 Mockingbird – repaired loose siding</li> <li>➤10 Oriole - added drain extension to garage roof drain alongside of garage to eliminate water collection at kitchen door entrance.</li> <li>➤1 Snowbird – continued to work on drain water overflow into garage. Had Affordable Door increase closing pressure of garage door but still have problem. Looking at adding flex strip barrier in front of door</li> <li>➤3 Snowbird – filled sink hole in drive way just in front of garage with lots of cold-patch asphalt</li> </ul>  |
| <p><b>7) Waivers</b></p>           | <ul style="list-style-type: none"> <li>• Bill had 3 waivers: <ul style="list-style-type: none"> <li>➤4 Mockingbird – sealcoat driveway</li> <li>➤79 Mockingbird – replace top panel of garage door with panel with windows</li> <li>➤3 Snowbird – resubmitted due to six-month time out to add double window in living room and window in basement</li> </ul> </li> </ul> <p>All approved</p>  |
| <p><b>8) Common Condo Fee</b></p>  | <ul style="list-style-type: none"> <li>• Don requested motion for discussion. Pat made motion and Bill 2<sup>nd</sup> to open discussion on common fee proposal. Discussion addressed importance for getting the committee established and to develop a plan to get the Common Fee presentation out to all unit Owners. The initial presentation, given by Ron Sabatos at the July Community Meeting, reached only 56 people who attended that meeting at the Community Center or on Zoom. This represented 49-unit owners. Don sent out notice to recruit volunteers for the committee. Don will select five committee members from volunteer list. Pat made motion to proceed with naming the committee whose purpose will be to educate all unit owners about the common condo fee proposal. Karen 2<sup>nd</sup> motion. Pat then revised the motion to add that the first committee meeting was to be held before end of August. Karen 2<sup>nd</sup> the revised motion</li> </ul> <p>All approved</p> |
| <p><b>9) Committee Reports</b></p> | <ul style="list-style-type: none"> <li>• Landscape Committee – John reported no activity</li> <li>• Social Activities Committee – Pat reported that plans are progressing smoothly for the September 10<sup>th</sup> picnic. A good turnout is expected.</li> </ul>  |
| <p><b>10) Old Business</b></p>     | <p>None</p>  |

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|                                   |  |
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| <b>11) New Business</b>           | None   |
| <b>12) Next board Meeting</b>     | <ul style="list-style-type: none"><li>• Exec Board Meeting, September 8, 2022 at 10 AM</li></ul>   |
| <b>13) Community Member Input</b> | <ul style="list-style-type: none"><li>• Ron Sabatos asked regarding point of order in a meeting where if a board member wants to make a personal statement on an issue being discussed he should recuse himself/herself as a board member before making the statements. The board agreed that this was the proper procedure in accordance with Roberts Rules.</li><li>• Chris Norman asked that the Board issue a memo or e-mail describing the Board Officer selections made at the July 30<sup>th</sup> Special Meeting.</li></ul> |
| <b>14) Adjourn</b>                | Don asked for motion to adjourn meeting<br>Karen made the motion<br>Bill 2 <sup>nd</sup> motion<br>All approved<br>Meeting was adjourned at 10:33 AM   |

Attachments: Maintenance & Repair Tracking Report July 31, 2022

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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           |
| 27 Mockingbird    | EAGLE       | Leak between window panes                         | 12/16/2021            | Slocomb replacing   |                       | WINDOW UNIT         |
| 1&2 oriole        | eagle       | french drain clogged                              | 2/28/2022             | 05/27/22 found the french drain collapsed and clogged....going to dig down another 4-5 feet and see if Ok....if not going to tie into another drain   |                       | drain               |
| 26 mockingbird    | cardinal    | hole in siding                                    | 3/10/2022             | delay in getting siding   |                       | siding              |
| 13 snowbird       | RANCH       | all 3 doors need trim painted                     | 4/3/2022              |   |                       | PAINT               |
| 5 Grouse          | EAGLE       | replace damaged siding                            |                       | delay in getting siding   |                       | SIDING VINYL        |
| 78 Mockingbird    | EAGLE       | wash house  | 4/14/2022             |   |                       | POWER WASH UNIT     |
| 69 Mockingbird    | EAGLE       | wash and seal deck                                | 16-Apr                | Dave O  | 6/30/2022             | POWER WASH UNIT     |
| 9 Oriole          | RANCH       | drainage issue by kitchen stairs                  | 4/21/2022             | Estimate from Nick White  |                       | DRAINAGE            |
| 9 Oriole          | RANCH       | garage door steps crumbling                       | 4/21/2022             | Estimate from Nick White  |                       | WALKWAY & STEPS     |
| 9 Oriole          | RANCH       | sloping front stairs                              | 4/21/2022             | getting two estimates to raise steps and also 6 Oriole  |                       | WALKWAY & STEPS     |
| 9 Oriole          | RANCH       | Paint shutters side of house                      | 4/21/2022             | Paint had frozen over winter....picking up new paint  |                       | PAINT               |
| 67,69 Mockingbird |             | Drainage issue in rear of homes                   | 4/25/2022             | Joe and I are meeting Killingly engineering 06/09/22 to see what they recommend   |                       | DRAINAGE            |
| 69 Mockingbird    | EAGLE       | clean out rear drains                             | 5/1/2022              |   |                       | DRAINAGE            |
| 14 Oriole         | RANCH       | window seal failure                               | 4/27/2022             | Gave to Tim 05/12/22  | 6/28/2022             | WINDOW UNIT         |
| various           | RANCH       | Paint all phase 1 house door trims                | 5/1/2022              | Dave Oleszewski submitting estimate.  |                       | PAINT               |
| 12 Snowbird       | RANCH       | Storm door blew open and damaged trim and soffitt | 9-May                 | Joe made temp repairs to get storm door to latch. Home owner needs to repair door trim and soffitt.   |                       | DOOR BACK           |
| 6 starling        | RANCH       | dip/hole in walkway                               | 5/26/2022             | done by Pioneer Sealcoat  | 6/22/2022             | WALKWAY & STEPS     |
| 8 oriole          | RANCH       | hole in rip rap wall                              | 5/26/2022             |   |                       | LANDSCAPE           |
| 13 oriole         | RANCH       | powerwash back of house                           | 5/30/2022             |   |                       | SIDING VINYL        |
| 13 oriole         | RANCH       | deck needs repairs and restained                  | 5/30/2022             |   |                       | DECK                |
| 13 oriole         | RANCH       | front door lights rusted                          | 5/30/2022             |   | 6/8/2022              | MISCELLANIOUS       |
| 5 mockingbird     | RANCH       | window seal failure                               | 6/2/2022              | gave to Tim 06/03/22  | 7/1/2022              | WINDOW UNIT         |
| 9 oriole          | RANCH       | rear faucet frozen                                | 6/3/2022              | not frozen....fixed   | 6/10/2022             | OUTSIDE FAUCET      |
| 11 mockingbird    | RANCH       | window seal in 4 season room                      | 6/8/2022              | gave to Tim   |                       | WINDOW UNIT         |
| 11 mockingbird    | RANCH       | wash back of garage                               | 6/8/2022              |   |                       | POWER WASH UNIT     |
| 1 owl's nest      | RANCH       | window seal aside slider                          | 6/8/2022              | gave to Tim   | 7/1/2022              | WINDOW UNIT         |
| 5 mockingbird     | RANCH       | leak in garage                                    | 6/22/2022             | gave to Dave O 06/22/22   |                       | ROOF SHINGLES       |
| 15 oriole         | RANCH       | 2 drains clogged                                  | 6/19/2022             |   | 7/1/2022              | DRAINAGE            |
| 8 oriole          | CARDINAL    | 3 drains clogged                                  | 6/19/2022             |   | 7/1/2022              | DRAINAGE            |
| 14 oriole         | RANCH       | window seal                                       | 19-Jun                | gave to Tim   |                       | WINDOW UNIT         |
| 10 snowbird       | RANCH       | paint front door                                  | 6/22/2022             |   |                       | PAINT               |
| 2 mockingbird     | RANCH       | fill crack between garage and d/w                 | 28-Jun                | filled gap with cold patch at 1 and 2 MB  | 6/30/2022             | DRIVEWAY            |
| 11 mockingbird    | RANCH       | remove plastic window well cover                  | 6/29/2022             | removed plastic cover   | 7/5/2022              | WINDOW BASEMENT     |
| 3 mockingbird     | RANCH       | fill crack between garage and d/w                 | 6/28/2022             | filled gap with cold patch at 3 and 4 MB  | 6/30/2022             | DRIVEWAY            |
| 4 owl's nest      | RANCH       | fill crack between garage and d/w                 | 6/29/2022             | filled gap with cold patch at 3 and 4 owl's nest  | 6/30/2022             | DRIVEWAY            |
| 11 snowbird       | RANCH       | fill in around large rock in d/w                  | 6/29/2022             | filled in around large rock with cold patch   | 7/7/2022              | DRIVEWAY            |
| various           | RANCH       | reattach downspout elbows                         | 6/29/2022             | reattached downspout elbows after paving  | 6/29/2022             | DRIVEWAY            |
| 8 snowbird        | RANCH       | clean out clogged gutter                          | 7/4/2022              | cleaned out gutter  | 7/7/2022              | GUTTER & DOWNSPOUTS |
| 2 snowbird        | RANCH       | check crack in front walkway                      | 7/4/2022              | should be done from Pioneer Sealcoat  |                       | WALKWAY & STEPS     |
| 2 snowbird        | RANCH       | water in back room basement                       | 7/4/2022              | gave to Dave O to estimate  |                       | DRAINAGE            |