

**Briarwood Falls Association  
Executive Board Meeting Minutes  
January 12, 2023 10:00 AM  
(Unapproved Draft)**

**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: Ivy Blanchette, Chris Burke, Nancy Daley, Diane Dexter, Charlene and Tom LaPreay  
Zoom Participants: Zoom was unavailable due to technical issue with Password verification.

**Board Members Absent:** John Pacheco - Director

TOPICS	DISCUSSION
1) Call to Order	<ul style="list-style-type: none"> <li>• Meeting called to order at 10:02 AM</li> </ul>
2) Additions to Agenda	<ul style="list-style-type: none"> <li>• <b>Karen asked to include recent quotation for 2023 Fertilization in New Business.</b></li> </ul>
3) Community Member Input	<ul style="list-style-type: none"> <li>• <b>None</b></li> </ul>
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> <li>• Minutes December 8 Exec Board Meeting Bill made motion to accept minutes as submitted. Dave 2<sup>nd</sup> motion All approved</li> </ul>
5) Treasurer's Report	<ul style="list-style-type: none"> <li>• Karen presented the financial statement for the last month, December 2022               <ul style="list-style-type: none"> <li>➤ Total Income: \$ 26,095</li> <li>➤ Total Expenses: \$24,387</li> <li>➤ Difference was \$1708</li> <li>➤ The YTD difference of income vs. expenses was \$8,257</li> <li>➤ Total Reserves at end of month: \$ 180,710</li> <li>➤ Balance in Business Checking: \$30,653</li> </ul> </li> <li>Joe made the motion to approve financial statement Greg 2<sup>nd</sup> motion All approved</li> </ul>
6) Repairs and Maintenance	<ul style="list-style-type: none"> <li>• Bill covered the work completed in December on the M&amp;R Tracking Report – These items are highlighted on the Tracking sheet attached to these minutes.</li> </ul>
7) Waivers	<ul style="list-style-type: none"> <li>• 30 Mockingbird – install front storm door was approved.</li> </ul>

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<p><b>8) Master Insurance Policy</b></p>	<ul style="list-style-type: none"> <li>• Karen presented the quotation options from Bouvier for 2023 Master Policy Insurance. Policy Cost is \$42,453; we had budgeted insurance at \$39,000 for 2023. The cost is higher than expected due to two factors: <ul style="list-style-type: none"> <li>➤ <i>The Blanket building limit was increased from \$20,431,538 to \$22,066,068.</i></li> <li>➤ <i>A new Umbrella policy provider, Great American, is charging 3 ½ times more than former provider.</i></li> </ul> </li> </ul> <p>Three other insurance options offered by Bouvier were discussed but were considered not favorable to our needs. Karen made a motion to accept the insurance policy with Vermont Mutual for Property policy and Great American for Umbrella policy as presented by Bouvier at cost of \$42,453. Bill 2<sup>nd</sup> motion. All approved. \$2610 moved end of December from Savings to the Business account will be applied toward the increased insurance cost.</p>
<p><b>9) Community Poll Home Security Systems</b></p>	<ul style="list-style-type: none"> <li>• After discussion it was decided that the proposed polling e-mail would be sent after the draft is reviewed again and approved by Board members.</li> </ul> <p>Proposed email draft to be sent to Board</p>
<p><b>10) Attorney's Reply to December 12 Questions</b></p>	<ul style="list-style-type: none"> <li>• On December 12 Board sent e-mail to our Attorney asking two questions: <ol style="list-style-type: none"> <li>1. Regarding a typo error in Amended Declaration Schedule A-2 for 12 Skylark which shows as 1172 sq. ft. when it should have been 1772 sq. ft., we asked, if he is responsible to make the correction and then file this with Town Hall?</li> <li>2. Regarding having the current declarant correct previous declarant errors in Schedule A-2 (Table of Interests). We asked, can the current declarant do this and, if so, does it still require owners vote as stated in declaration? Also, who is responsible to update files at Town Hall?</li> </ol> </li> </ul> <p>We received the attorney's reply on or near December 22. He said: "... concerning Schedule A-2 (Table of interest), I am still reviewing it. My initial <u>inclination</u> is that the numbers cannot be changed even if wrong. I am trying to identify away around that, but I have not been successful yet. It may require filling a suit and asking for a court to correct the declaration. That seems extreme and I have not seen it done before."</p>

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<p><b>11)Authorize Attorney to address 1 Snowbird Assessment</b></p>	<ul style="list-style-type: none"><li>• Pat made motion to have our attorney send letter to owners at 1 Snowbird addressing the constraints in correcting the error in A-2 sq. ft. assessment for their unit. This documentation would also be a formal record memorializing the error and could be attached to a resale certificate in the future to avoid this recurring issue.</li></ul> <p>Joe stated that a letter from attorney was not needed as the owner's already knew what the constraints were that were preventing the correction of the assessment error but that they believe the Board has the authority to try to correct it by asking the Association Unit Owners to vote to fix it. It is feasible that the correction could be done for 1 SB as well as for six other units that have actual errors relative to their A-2 assessments but this would require that the Board not pursue adding the Bump Outs on the modular/ranch units to the Schedule A-2 areas. After further discussion Joe made a motion to table Pat's motion. Karen 2<sup>nd</sup> motion</p> <p>Joe made a motion that the Board prepare an amended Sch A-2 that corrects only the actual errors found by the 2019 A-2 Correction Study for seven units, 1 &amp; 12 SB, 3, 5 &amp; 6 Starling and 1 &amp; 2 Owls Nest, and submit it to the community for vote. Bill 2<sup>nd</sup> motion Vote Yes – Karen, Bill, Greg, Joe, Dave; No – Pat. Motion was approved.</p> <p>Board will act on this amendment if Common fee is not approved.</p>
<p><b>12)Committee Reports</b></p>	<ul style="list-style-type: none"><li>• Social Activities Committee – Pat Activity Planning meeting on December 10 had good attendance. Diane Clune will be Chairman of the committee. Sponsors volunteered to lead party events: Pam Provost – Christmas; Pam &amp; Steve Risk – annual picnic; Lower MB Group – Halloween; Diane Clune – St. Patrick's Crock Pot. Pat Perna will organize June Yard Sale. The Committee will also continue food collection/distribution events.</li><li>• Pat presented proposal made by the Activities Committee for Bingo at the Community Center. Pat noted that under Connecticut law Certain organizations of people over age 60 and parent teacher associations or organizations (PTO) may conduct bingo games for their members without a permit, though they must register with the municipality and keep accurate records of receipts and disbursements. (Office of Legislative Research, Bingo Regulation, 9/28/2017). Being that Briarwood Falls is a non-profit, non-stock corporation, the Association cannot accept monies/income.</li></ul>

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	<p>The Board did not want to have any responsibility for bingo. Bill made a motion to table the bingo proposal Dave 2<sup>nd</sup> motion All approved. Bingo proposal was tabled</p> <ul style="list-style-type: none"> <li>• Common Fee Committee – add 2 new members - Joe There has been no action yet to solicit 2 new members for the committee. Board discussed sending out feeler e-mail to get owners' opinion about the Common Fee Proposal. Based on attorney's response discussed in Item 10 that no corrections to A-2 scheduled can be made without a vote, the Board would like to move ahead with the Common Fee Proposal. Joe made a motion to do the Common Fee presentations end of January-early February and submit proposal to the community for vote as originally planned. Bill 2<sup>nd</sup> motion All approved.</li> </ul>
<b>13) Agenda Items for January 26 Community Meeting</b>	<ul style="list-style-type: none"> <li>• None offered but Joe asked Board to submit agenda item that they may have as soon as possible so the agenda can be sent out.</li> </ul>
<b>14) Old Business</b>	<ul style="list-style-type: none"> <li>• None</li> </ul>
<b>15) New Business</b>	<ul style="list-style-type: none"> <li>• Karen presented quote from Fertilizer contractor for 2023 that offered discount for upfront payment. However, we do not have sufficient balance in checking account to do this. Bill made motion to decline the upfront payment. Joe 2<sup>nd</sup> motion All approved</li> </ul>
<b>16) Next board Meeting</b>	<ul style="list-style-type: none"> <li>• January 26, 2023 Community Meeting at 6:30 PM</li> <li>• February 9, 2023 Exec Board Meeting at 10 AM</li> </ul>
<b>17) Community Member Input</b>	<ul style="list-style-type: none"> <li>• Ivy Blanchette addressed the Board asking them to take action to try to fix the error in the A-2 sq. ft. for their 1 Snowbird unit. Nancy Daley asked to receive an example of a Resale Certificate that Karen provides to realtor/prospective buyer. She said that the information would be helpful for her planning. Karen will send her an example.</li> </ul>

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<b>18) Return to New Business</b>	<ul style="list-style-type: none"><li>• Joe made a motion to return to New Business Bill 2<sup>nd</sup> motion</li></ul> <p>Joe stated that in a couple of casual conversations he has had with Killingly Town Manager, Mary Calorio, he mentioned that he would like to meet with her to discuss services to our Association. She told me to schedule it with her secretary. In preparation for this meeting, I obtained the Town assessments for units in our association. The total assessment for all 92 units is \$15,235,950. Given 2022-23 mil rate of \$7.36/mil, the total 2022-23 Town tax paid by BFA will be \$112,177.</p> <p>Joe asked if other Board members would have interest to attend the meeting. All said yes.</p> <p>Joe will get meeting date options from Town and get back to Board.</p>
<b>19) Adjourn</b>	<ul style="list-style-type: none"><li>• Pat made motion to adjourn the meeting Dave 2<sup>nd</sup> motion Meeting was adjourned at 10:53 AM</li></ul>

Attachment: December M&R Tracking Report

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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		Have attempted more than 8-10 times with no success.....ongoing		DOOR BACK
8 oriole	RANCH	hole in rip rap wall	5/26/2022	need to add fill to a small sink hole on top of wall		LANDSCAPE
12 mockingbird	RANCH	decking, stairs and railings need replacing		rebuilt deck	12/27/2022	DECK
10 oriole	RANCH	stain deck		stained deck	12/20/2022	DECK
13 oriole	RANCH	deck needs repairs and restrained	5/30/2022	discussion required....privacy panels installed are causing some of the issues.		DECK
19 mockingbird	EAGLE	water in basement door	8/29/2022	I need to add hydraulic concrete under basement door threshold		BASEMENT
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		12/30/22	PAINT
14 snowbird	RANCH	light on back of garage	9/18/2022			MISELLANIOUS
14 Oriole	RANCH	replace outside lighting	10/24/2022			MISELLANIOUS
5 mockinjbird	RANCH	leak in garage at roofline	12/1/2022	Dave O	12/20/2022	MISELLANIOUS
79 mockingbird	CARDINAL	leak in basement	11/26/2022	Brilliant Basements	12/27/2022	
6 mockingbird	RANCH	bottom seal of garage dooe coming off	12/1/2022	reattached bottom seal and adjusted door	12/20/2022	GARAGE DOOR
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	will address in spring		OUTSIDE FAUCET
17 mockingbird	RANCH	roof leaking	12/20/2022	sealed suspected area	12/20/2022	ROOF SHINGLES
26 mockingbird	CARDINAL	utility room ceiling stained from roof vent leak		painted utility room ceiling	12/30/2022	MISELLANIOUS
various		trees overhanging homes		cut 3 trees endangering homes	12/30/2022	MISELLANIOUS
5 oriole	RANCH	Soffit trim came off during storm		re installed trim panel on facia	12/27/2022	SOFFIT
25 mockingbird	CARDINAL	garage door gasket damaged	12/8/2022	replaced garage door trim	12/27/2022	GARAGE DOOR
mailboxes		water puddling on back side of mailboxes	1/4/2023	will review in spring		
72 MB	EAGLE	powerwash	10/6/2022			POWER WASH UNIT
6 Grouse	EAGLE	powerwash	10/14/2022			POWER WASH UNIT
11 snowbird	RANCH	powerwash	12/19/2022			POWER WASH UNIT