

Briarwood Falls Association
Executive Board Meeting Minutes
July 13, 2023
 (Approved August 10, 2023)

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| | <ul style="list-style-type: none"> • Joe inquired about starting to work on renewal of a trash contract since current multi-year contract with Casella-Willimantic Waste expires this year. Greg mentioned to check if there is an “evergreen clause” in current contract with Casella which could provide a cost advantage if contract was renewed early. Karen will check with trash service providers to our area. Also, will check if using smaller bins has any advantage in contract pricing. • Joe asked about ARC box now in Community Center for can and bottle recycling. Bill had arranged for the ARC container and will follow up with them to get the intended schedule for periodic pickups. |
| <p>6) Repairs and Maintenance</p> | <ul style="list-style-type: none"> • Bill reported work items done since May report. Details are in the M&R Tracking Report attached to minutes. Completion dates for tasks reported are highlighted in blue font. • Gutter overflow problem 4 Owls Nest was looked at but owner installed gutter guards have to be removed before cutters can be cleaned. Pat will send note to owner to have guards removed. |
| <p>7) Waivers</p> | <ul style="list-style-type: none"> • 10 Oriole – install grab rail at kitchen entrance – approved • 22 Mockingbird – add topsoil and bushes to back area behind unit – approved • 15 waivers were submitted from owners to seal coat driveway – approved |
| <p>8) Proposed Letter to Community re Maintenance</p> | <ul style="list-style-type: none"> • Pat presented update of her letter draft which she edited with feedback from Karen and Joe. Letter will be sent out to the community. |
| <p>9) Committee Reports</p> | <ul style="list-style-type: none"> • Social Activities Committee – Greg June 27 Social Activities Committee – all scheduled programs to date continue to be successful and enjoyed by attendees – Games Night, Recipe Swap, Pool & Shuffle Board, Cards & Games, Book Club and Garden Club- Ice Cream Social was held in Community Center on June 24th. Many came and enjoyed the time to socialize. The Garden Club, with the help of several community members, cleaned up the Gazebo area vegetation to approve its appearance and several new plants were added. On June 29th there was a tour of our community’s gardens. About 20 community members participated. All enjoyed the gardens and refreshments at the community center. |

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| | <p>Upcoming events being planned include: Indoor/Outdoor Block Party with DJ on August 12th Organizational meeting July 20th at 6:30 PM in Community Center for Sept 9 Community Picnic; Halloween Party October 28th; Veterans Day service with refreshments on November 11. More information to come for these events as the time approaches.</p> <p>Next meeting for the committee is July 18th at 6:30 PM in the Community Center</p> |
| <p>10) Old Business</p> | <ul style="list-style-type: none"> • Joe reported that bridge inspection has been delayed due to scheduling problems at Killingly Engineering. It was intended to have inspection done early spring before weeds and poison ivy growth progressed under the bridge. Plan now is to do inspection in late fall. |
| <p>11) New Business</p> | <ul style="list-style-type: none"> • Karen explained Garden Club's plans to do spruce up of Gazebo – wash and paint – and some supplies will be needed. Greg made motion to purchase paint, and cleaning solution needed for spruce up Karen 2nd motion All approved |
| <p>12) Next board Meeting</p> | <ul style="list-style-type: none"> • July 27, 2023 Community Meeting at 6:30 PM • August 10, 2023 Exec board Meeting at 10 AM |
| <p>13) Community Member Input</p> | <ul style="list-style-type: none"> • Ron Sabatos stated his concern regarding the waiver for seal coating driveways and the fact that the waiver makes the owner forever responsible for doing it since the Board's current maintenance policy for driveways does not include periodic seal coating. After an extended dissuasion on this subject, the Board stated that, if in the future the Board decided to make seal coating driveways a maintenance policy, past waivers approved for driveway seal coating would no longer apply going forward. • Donna Leon also stated based on research she has done; she expected the association to be seal coating driveways as a recommended maintenance practice. Again, the Board stated that at the present time the Board is not doing driveway seal coating as maintenance policy. The owner decides whether or not he wants to pay to have the driveway seal coated. • Chris Norman stated, although he recognized it was the Board's option to set maintenance policy, he supported the opinion of other owners that the Board should do driveway seal coating as a maintenance policy. • Chris Norman noted that the gutter collector drains behind 27 and 29 Mockingbird seem to be plugged because the downspouts are backing up and spilling onto the grass. Bill will check the drains. |

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| <p>14)Hearing 5 Starling Joist Repair</p> <p>Amended as stated at August 10 Board meeting</p> | <ul style="list-style-type: none"> Shirley and Bradley Gerrish requested this hearing to dispute decision of the Board on June 8, 2023 to hold them liable for payment for repairs done to fix a rotted header joist at end of the sunroom, a common element, based on the deterioration being uncovered when existing deck was removed. <p>The Gerrish's read into the record the hearing request that they had submitted along with a detailed description prepared by their contractor Tyler Hill, of how rotted joist was revealed and the specific repairs that were made.</p> <p>Joe read into the record his position supporting the Gerrish's claim. Pat read into the record the email correspondence she had with our attorney asking for his opinion how the waiver could be interpreted for the joist deterioration that was found. <i>Pat then read subsequent comments from follow up phone call with attorney where he gave his opinion and recommendation on how the waiver could be interpreted.</i></p> <p>After extensive discussion on the issue, Joe made a motion to reconsider the Boards July 8 decision and the Association accept responsibility to pay for the repairs to the header joist on 5 Stirling. Karen 2nd motion.</p> <p>Vote: Yes – Joe Karen, Bill, Greg, Dave</p> <p>Motion approved; Association will issue reimbursement check to Gerrish's for \$351.</p> <p>File with documents read into record and copy of video of hearing will be kept in Board file cabinet.</p> |
| <p>15) Adjourn</p> | <p>Pat adjourned the meeting at 12:07 PM</p> |

Attachment: June M&R Tracking Report

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 | | Had another contractor look at this issue, he wants to start from scratch using a hose. We need to wait till summer to proceed. | | DOOR BACK |
| 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 | Placed Hydraulic cement around patio area | 6/13/2023 | BASEMENT |
| 6 grouse | EAGLE | guide pins on windows broken | 11/2/2022 | slocomb teck will be here on 07/20 with the pins | | WINDOW UNIT |
| 1 snowbird | RANCH | outside spigot not working | 12/4/2022 | to Dave O | 6/30/2023 | OUTSIDE FAUCET |
| 18 mockingbird | | shutter came off shed | 2/3/2023 | found shutter in woods....it is damaged, will need replacement in spring | | SIDING VINYL |
| 3 oriole | RANCH | sunroom window seal failure | 5/1/2023 | to Tim 07/12 | | WINDOW UNIT |
| 10skylark | EAGLE | window is stuck | 4/14/2023 | waiting for Slocomb contractor | 6/30/2023 | WINDOW UNIT |
| 2 starling | EAGLE | tree, on edge of woods, fell into woods leaving hole | 4/25/2023 | | | LANDSCAPE |
| 5 grouse | EAGLE | screen repair | 5/9/2023 | | | WINDOW UNIT |
| 6 oriole | RANCH | slider window seal failure | 5/9/2023 | to Tim 07/12 | | WINDOW UNIT |
| 5 mockingbird | RANCH | couple of rotted deck boards replaced and need to be stained | 5/17/2023 | replaced boards last month and stained | 7/8/2023 | DECK |
| 3 owls nest | RANCH | piece of soffit fell off and another loose | 5/10/2023 | He removed a couple birds and filled in the two areas | 5/30/2023 | SOFFIT |
| 9 oriole | RANCH | overseed lawn | 5/19/2023 | | | LANDSCAPE |
| 11 oriole | RANCH | window seal failure in sunroom | 6/6/2023 | to Tim 07/12 | | WINDOW UNIT |
| 6 starling | RANCH | rear spigot leaking in cellar | 6/12/2023 | | | OUTSIDE FAUCET |
| 79 mockingbird | EAGLE | gutter clogged | 6/7/2023 | unclogged gutter | 6/13/2023 | GUTTER & DOWNSPOUTS |
| 6 starling | RANCH | gutter falling off garage | 6/12/2023 | reattached gutter | 6/13/2023 | GUTTER & DOWNSPOUTS |
| 11 oriole | RANCH | outside spigot leaking | 6/13/2023 | Dave O fixed the spigot | 6/23/2023 | OUTSIDE FAUCET |
| 3 owls nest | RANCH | deck posts loose | 6/22/2023 | Dave O refastened posts | 6/27/2023 | DECK |
| 2 owls nest | RANCH | water in basement from water running off bump out | 6/22/2023 | installed gutter and downspout | 7/8/2023 | GUTTER & DOWNSPOUTS |
| 13 snowbird | RANCH | slider very hard to slide | 6/22/2023 | sprayed with silicone/ also going to have Tim check it | 7/8/2023 | DOOR BACK |
| 4 owls nest | RANCH | 2 window seal failure | 7/4/2023 | to Tim 07/12 | | WINDOW UNIT |

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|----------------|-------------|--|-----------------------|--|-----------------------|---------------------|
| 4 owls nest | RANCH | clean gutter | 7/14/2023 | need to discuss.....there are gutter guards on gutters.....association installed?? | | GUTTER & DOWNSPOUTS |
| 7 mockingbird | RANCH | front outside spigot split and leaking | | Dave O replaced spigot | 7/8/2023 | OUTSIDE FAUCET |
| 1 snowbird | RANCH | front and back spigots not working | | Dave O replaced both spigots | 6/30/2023 | OUTSIDE FAUCET |
| 1 snowbird | RANCH | driveway drain clogged | 6/30/2023 | cleaned out driveway drain | 7/8/2023 | |
| community ctr | | damaged shade | 7/8/2023 | replaced damaged shade and installed one in the kitchen | 7/9/2023 | WINDOW UNIT |
| entrance | | relocate Pvt community sign and installed no parking signs | 6/8/2023 | relocated pvt community sign and installed no parking signs | 5/21/2023 | MISCELLANIOUS |
| | | | | | | |
| | | DECKS THAT NEED STAINING AFTER POWERWASHING | | | | |
| 6 grouse | | stain deck | | \$475.00 | | |
| 4 starling | | stain deck | | \$515.00 | | |
| 6 snowbird | | stain deck | | \$475.00 | | |
| 7 snowbird | | stain deck | | \$555.00 need to replace a section of handrail | 7/14/2023 | DECK |
| 8 snowbird | | stain deck | | \$500.00 | | |
| 11 snowbird | | stain deck | | \$500.00 | | |
| 12 snowbird | | stain deck | | \$500.00 | | |
| 9 oriole | RANCH | stain deck | | approved by board | 6/12/2023 | DECK |
| 12 oriole | RANCH | stain deck | | approved by board | 6/7/2023 | DECK |
| | | JOES LIST (in order) | | | | |
| | | | | | | |
| 4 grouse | EAGLE | powerwash w 12x12 pt | | | | POWER WASH UNIT |
| 7 grouse | EAGLE | powerwash w 10x10 trex | Request | | | POWER WASH UNIT |
| 8 grouse | ROBIN | powerwash w 12x12 pt | | | | POWER WASH UNIT |
| 9 grouse | CARDINAL | powerwash w 10x10 pt | | | | POWER WASH UNIT |
| 6 skylark | | powerwash w 10x12pt | 4/30/2023 | request | | |
| 74mockingbird | CARDINAL | powerwash w 10x10 trex | 4/30/2023 | request | | POWER WASH UNIT |
| 76 mockingbird | | powerwash w 10x10 trex | | request | | |

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|----------------|-------------|------------------------------|-----------------------|--|-----------------------|-----------------|
| 1 oriole | CARDINAL | powerwash w 12x12 trex | | | | POWER WASH UNIT |
| 3 oriole | | powerwash w 12x14pt | | | | |
| 13 oriole | RANCH | powerwash w 12x16 pt | | ** do not do until we discuss deck issue** | | POWER WASH UNIT |
| 2 owls nest | | | | | | |
| 3 owls nest | | | | | | |
| 4 owls nest | | | | | | |
| 9 snowbird | | powerwash w 10x10 pt | | | | |
| 10 snowbird | RANCH | powerwash w 12x12 pt | | | | POWER WASH UNIT |
| 14 snowbird | RANCH | powerwash w 4x4 pt | | | | POWER WASH UNIT |
| 19 mockingbird | EAGLE | powerwash w 12x12 trex | | | | POWER WASH UNIT |
| 22 mockingbird | EAGLE | powerwash w 10x13 trex | | | | POWER WASH UNIT |
| 24 mockingbird | CARDINAL | powerwash | | | | POWER WASH UNIT |
| 3 starling | RANCH | powerwash | | | | POWER WASH UNIT |
| | | SEPARATE REQUESTS | | | | |
| 1 starling | EAGLE | powerwash w trex deck | 5/17/2023 | | | POWER WASH UNIT |
| 4 owls nest | RANCH | powerwash | 7/4/2023 | | | POWER WASH UNIT |