

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
October 13, 2022 10:00 AM**

(Approved November 10, 2022)

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: Chris Norman, Ron Sabatos
Zoom Participants: Tom Gaylord, Deborah Haraldson, Rose Ogden. Pat O'Rourke, Art Rickey

Board Members Absent: John Pacheco, Director

TOPICS	DISCUSSION
1) Call to Order	Meeting called to order at 10:01 AM.
2) Additions to Agenda	<ul style="list-style-type: none"> • Joe – agenda item 5. Discussion with Declarant cancelled • Bill – to add maintenance items to agenda 7 • Pat – to arrange Board telephone discussion with Attorney Chas Ryan
3) Community Member Input	<ul style="list-style-type: none"> • None
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes of September 8, 2022 Executive Board Meeting Bill made motion to approve the minutes Greg 2nd motion All Approved. Minutes were approved
5) Treasurer's Report	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, September 2022 <ul style="list-style-type: none"> ➤ Total Income: \$25,970 ➤ Total Expenses: \$26,852 ➤ Difference was -\$882 ➤ The YTD difference of income vs. expenses \$12,736 ➤ Total Reserves at the end of month: \$ 171,342
6) Repairs and Maintenance	<ul style="list-style-type: none"> • Bill provided M&R Tracking Report for end of September – attached to minutes. Tasks completed this month: <ul style="list-style-type: none"> ➤ 27 Mockingbird - windows replaced by Slocomb under warranty ➤ 6 and 9 Oriole – raised/leveled steps at front door ➤ 1 Snowbird – resolved water seepage into garage under door seal. This took several tries but now fixed. ➤ 3 Owls Nest – removed and reset warped double hung window ➤ 3 Oriole – Reattach shutter and reset falling soffit pieces

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	<ul style="list-style-type: none"> ➤9 Oriole – replaced rollers on sliding door ➤17 Oriole – rain washed mulch across lawn. Mulch was raked back ➤4 Mockingbird - to remove trip hazard exposed arborvitae roots were covered with topsoil and reseeded. ➤5 Starling – replaced slider window, replaced siding strip to repair hole, reattached loose siding. ➤14 Snowbird – Replace double hung window ➤Washed 6 houses and 5 decks – 11, 12, & 78 MB, 4 & 13 SB, 4 Skylark. <ul style="list-style-type: none"> • Bill stated balance available for Maintenance in budget at end of September is \$12,022. Known expenses for October and new work yet being done not yet invoiced would bring available September balance to \$7967. • Bill proposed to do new work to fix steps at 5 Starling & 4 MB and crack in basement wall at 4 MB at cost of \$1320. This would leave maintenance expense balance end of September at \$6,647. Bill asked for a motion to do these repairs. Joe made motion to do stated repairs. Karen 2nd motion. All approved • Bill proposed to do install new drainage system behind 65-67 MB which would fix a longstanding problem. Quote from Ron Baribeau is \$4800. This would leave maintenance expense balance end of September at \$1847. Bill asked for a motion to do this drainage work. Joe made motion to do drainage work behind 65-67 MB. Karen 2nd motion. All approved • Bill proposed to power wash 6 more houses and decks costing \$1050. This would leave maintenance expense balance end of September at \$797. Bill asked for motion to power wash 6 houses and decks Karen made motion to do power washing. Greg 2nd motion. All approved • Pat asked if weed mitigation in stone rip-rap wall behind 68-70 MB was still being looked at. Bill said he was discussing possible action plans with Ron Baribeau and fertilizer contractor, Keven.
<p>7) Waivers</p>	<ul style="list-style-type: none"> • 25 Mockingbird – renewed waiver to do sealcoat driveway. • 5 Starling – waiver to install outdoor carpet on patio was withdrawn.

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<p>8) Committee Reports</p>	<ul style="list-style-type: none"> • Landscape Committee – John no recent activity • Social Activities Committee – Pat <ul style="list-style-type: none"> ➤ Halloween Party on October 29. Costumes optional, pot luck dinner with apple strudel ➤ In November there will be a Combination Drive to collect household items, food items and cash to be distributed to St Francis of Assisi, TEEG and Access Community Action Agency. A flyer will be sent out to the BF community highlighting items needed. ➤ The two co-chairs for Activities Committee will be stepping down after the Christmas party. Pat will get message out to the BF community to recruit new members and co-chairs for the committee. • Common Fee Committee – Joe <p>The Common Fee Committee proposes to make presentations to BF owners about the Common Fee in January 2023 and recommends that the proposal to adopt a common fee be presented to the unit owners for a vote during February 2023.</p> <p>If approved, the common fee would be implemented starting January 2024 with a phase in of the fee change being done over three years. The phase in plan still needs to be reviewed with our attorney to be sure it is allowed by the Declaration.</p> <p>Joe also said that two committee members have resigned the committee but, fortunately, the work on the presentation has been completed.</p>
<p>9) Old Business</p>	<ul style="list-style-type: none"> • None
<p>10) New Business</p>	<ul style="list-style-type: none"> • Pat asked for a motion for her to arrange a 1-hour phone call with attorney Chas Ryan and Board to resolve several current issues. Bill made motion for Pat to set up phone call with Chas Greg 2nd motion All approved Pat will contact Chas and get possible dates to schedule call • Pat proposed to set up 2 special Board meetings in November to prepare and review the 2023 Budget. She will send an e-mail to get board members input for preferred meeting dates.

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11) Next board Meeting	<ul style="list-style-type: none">• Community Meeting, October 27, 2022 at 6:30 PM• Exec board Meeting, November 10, 2022 at 10 AM
12) Community Member Input	<ul style="list-style-type: none">• Ron Sabatos requested if Board could expedite phone call with attorney to get decision on legality of proposed Common Fee phase in over 3 years before Community meeting on October 27.
13) Adjourn	<ul style="list-style-type: none">• Pat asked for motion to adjourn meeting. Karen made motion to adjourn meeting. Greg 2nd motion All approved. Meeting adjourned at 10:50 AM

Attachment: September 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		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 sloping front stairs	12/16/2021	Slocomb replacing		WINDOW UNIT
9 Oriole	RANCH	Paint shutters side of house	4/21/2022	getting two estimates to raise steps and also 6 Oriole	9/23/2022	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	Ron Baribeau submitted an estimate		DRAINAGE
69 Mockingbird	EAGLE	clean out rear drains	5/1/2022			DRAINAGE
various	RANCH	Paint all phase 1 house door trims	5/1/2022	Dave Oleszewski submitting estimate.		PAINT
8 oriole	RANCH	hole in rip rap wall	5/26/2022			LANDSCAPE
13 oriole	RANCH	deck needs repairs and restained	5/30/2022			DECK
10 snowbird	RANCH	paint front door	6/22/2022			PAINT
1 snowbird	RANCH	water coming in under garage door	19-Jul	replaced seal and had to make a filler piece to get a tight seal did not work, gave to affordable doors	9/29/2022	GARAGE DOOR
2 mockingbird	RANCH	fill in around rear steps	21-Jul			LANDSCAPE
3 owls nest	RANCH	master bedroom window defective	8/1& 09/15/22	gave to tim a second time	9/26/2022	WINDOW UNIT
3 Oriole	RANCH	screw fell off shutter and siding slipped down	8/11/2022	repaired	9/14/2022	SIDING VINYL
8 snowbird	RANCH	paint front door	8/28/2022			PAINT
3&4 oriole	RANCH	paint garage doors	8/29/2022			PAINT
19 mockingbird	EAGLE	water in basement door	8/29/2022			BASEMENT
9 oriole	RANCH	sliding window in sunroom does not close properly	8/29/2022	gave to Tim 09/02	9/26/2022	WINDOW UNIT
17 oriole	EAGLE	mulch washing down banking	9/9/2022	raked mulch back onto banking	9/9/2022	LANDSCAPE
3 oriole	RANCH	screw broke off shutter and soffit falling in a couple places	9/14/2022	put screw in shutter and reattached soffit	9/14/2022	SIDING TRIM
9 oriole	RANCH	window off track in sunroom	9/15/2022	tim replaced rollers on window	9/26/2022	WINDOW UNIT
4 mockingbird	RANCH	remove exposed roots in backyard	9/17/2022	Ron Baribeau to look at wk of 10/03		LANDSCAPE
4 mockingbird	RANCH	stairs from garage to kitchen have sunk	9/17/2022	Nick White 09/29 to submit estimate		WALKWAY & STEPS
4 mockingbird	RANCH	crack in basement wall water coming in	9/17/2022	Nick White 09/29 to submit estimate		BASEMENT
5 starling	RANCH	front and back steps have sunk	9/18/2022	Nick White 09/29 to submit estimate		WALKWAY & STEPS
5 starling	RANCH	window aside slider failed seal	9/18/2022	Tim replaced window	9/29/2022	WINDOW UNIT
5 starling	RANCH	cracked siding near kitchen door	9/18/2022	replaced section of damaged siding	9/29/2022	SIDING VINYL
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	re insulate under sunroom	9/18/2022	told that there is sufficient insulation under sunroom and the Association will not re insulate	9/29/2022	MISCELLANIOUS
5 starling	RANCH	paint front and rear door	9/18/2022			PAINT
14 snowbird	RANCH	window in mstr bedroom seal failed	9/18/2022	gave to Tim		WINDOW UNIT
14 snowbird	RANCH	light on back of garage	9/18/2022			MISCELLANIOUS
78 mockingbird	EAGLE	wash house	14-Apr	washed	9/29/2022	POWER WASH UNIT
13 oriole	RANCH	wash house	30-May	washed	9/29/2022	POWER WASH UNIT
11 mockingbird	RANCH	wash house	8-Jun	washed	9/29/2022	POWER WASH UNIT
12 mockingbird	RANCH	wash house	8-Jun	washed	9/29/2022	POWER WASH UNIT
4 skylark	CARDINAL	wash house	8-Jun	washed	9/29/2022	POWER WASH UNIT
4 snowbird	EAGLE	wash house	8-Jun	washed	9/29/2022	POWER WASH UNIT
14 mockingbird	CARDINAL	wash house	18-Jul			POWER WASH UNIT
8 oriole	RANCH	wash house	18-Jul			POWER WASH UNIT
26 mockingbird	CARDINAL	wash house	25-Jul			POWER WASH UNIT
8 skylark	CARDINAL	wash house	31-Jul			POWER WASH UNIT
2 mockingbird	RANCH	wash house	17-Aug			POWER WASH UNIT