



**Briarwood Falls Condo Association  
Executive Board Meeting Minutes  
March 10, 2022 at 10:00 AM**

(Approved April 14, 2022)

<p><b>6) Repairs and Maintenance</b></p>	<p>And opened at meeting</p> <ul style="list-style-type: none"> <li>• Bill provided M&amp;R Tracking Report to current time – attached to minutes</li> </ul> <hr/> <p><b>ACTION:</b></p>
<p><b>7) Recognize Waiver Review Committee</b></p>	<ul style="list-style-type: none"> <li>• The Committee members recognized included the following community members:             <ul style="list-style-type: none"> <li>• Angelo DeCarli</li> <li>• Joe Geiger – Board Liaison</li> <li>• Greg Dexter</li> <li>• Dave Musto – Chairman</li> </ul> </li> </ul> <p>Committee met on Feb.18 to organize, select chairman and review waiver request for 22 MB adding to add a transom window over sliding door to patio. The committee recommended to approve it. However, Bill did not yet bring this waiver forward to the Board because he was waiting for the expected Waiver Form update from Chas Ryan. He would ask 22 MB to re-submit the waiver on the new form.</p>
<p><b>8) Waivers</b></p>	<p>None</p>
<p><b>9) Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• Landscaping Committee - John Pacheco Nothing to report</li> <li>• Social Activities Committee – Pat Perna No report. Pat was not present at this point of meeting</li> <li>• Declaration Committee - Joe Geiger Will file and distribute the Approved Amended Declaration as required by statute and Association.</li> </ul>

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<p><b>10) Issue 2022 Amended Declaration</b></p>	<ul style="list-style-type: none"> <li>• President’s &amp; Notaries Signatures completed</li> <li>• File with Killingly Town Clerk – Land Records. Joe will get charge for this filling from Town Clerk and deliver original document to be copied into records</li> <li>• Prepare copies and send to Declarant &amp; Attorney’s Office</li> <li>• Post Amended Declaration on BWF Website and copy on Community Center Bulletin Board</li> </ul>
<p><b>11) Discussions with Attorney</b></p>	<ul style="list-style-type: none"> <li>• Chris had contacted our Attorney with two requests: <ul style="list-style-type: none"> <li>➢ Update of our Waiver Request Policy with added line to reinforce owners’ responsibility as suggested by Attorney in December 21st tele-meeting.</li> <li>➢ Options to make Schedule A-2 revision for an added sun room other than having to get super-majority community vote.</li> </ul> </li> <li>• Chris reported that Chas has not yet replied to his request.</li> </ul> <p>-----</p> <p><b>ACTION:</b> Chris to contact Chas to get his reply to the requests.</p>
<p><b>12) Revision to Rules and Regulations</b></p>	<ul style="list-style-type: none"> <li>• Joe made a motion to review proposed revisions to Rules and Regulations and if the board finds them to be acceptable to submit the document to the Community for their review and comment.</li> <li>• Bill 2<sup>nd</sup> motion. Discussion</li> <li>• Discussion centered primarily on the added statement 4.3 (a) restricting 10 viscous dog breeds which were also large sized breeds. It was cited that other small dog breeds could also be vicious. Both Pat and Karen cited previous recommendation from our attorney to ban the larger dog breeds considered vicious. It was thought that a previous BW R&amp;R restricted dogs to a weight less 50 pounds but I could not find a reference to this weight limit. However, I did find in a pre-2016 R&amp;R document this statement related to acceptable pets: <p style="margin-left: 40px;"><i>“...except that no more than one dog of less than 20 inches in height at the shoulder at maturity and of gentle disposition, no more than 2 cats, or other household pets, approved and licensed by the Executive Board or manager as to compatibility with the Common Interest Community may be kept.”</i></p> </li> </ul> <p>After further discussion it was decided to remove the statement restricting the 10 dog breeds considered vicious. We would keep the current wording of the R&amp;R relative to pets. Existing Section 4.3 (f) gives the Executive Board authority to remove a nuisance or aggressive pet from the community, if needed.</p>

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	<p>Joe made new motion to accept the proposed draft 4 of revised R&amp;R with Section 4.3 (a) removed and then send document out to the Community members for their review and comment. Bill 2<sup>nd</sup> motion Vote: 5 Yes; 1 No – Karen Motion approved.</p>
<p><b>13)</b> Approve Single Condo Fee Presentation April 21 Community Meeting</p>	<ul style="list-style-type: none"> <li>• Ron Sabatos requested time at the April 21<sup>st</sup> Community Meeting to make a presentation about a Single Condo Fee Option.</li> </ul> <p>It was cited that it was not necessary to get Board approval to add community member presentations to the agenda.</p> <p>Presentation will be included on the agenda.</p>
<p><b>14) Old Business</b></p>	<p>None</p>
<p><b>15) New Business</b></p>	<ul style="list-style-type: none"> <li>• Joe addressed the problem that we do not have the proper video and audio facilities to do the Zoom sessions well. Also, we are still in the learning period to find the best set up for zooming meetings using what we have.</li> </ul> <p>The mics we have are intended for karaoke or one person speaking and do not pick up voices not directly in front of the mics. We need to upgrade to a boundary style mic and also get a wireless video camera that, if mounted in the front of the CC in ceiling, would better cover the Board and attending community members at a meeting.</p> <p>Joe will research the equipment needed and bring a proposal to the Board at April 14<sup>th</sup> meeting</p> <ul style="list-style-type: none"> <li>• Joe presented summary of his discussion with Norm Thibault, Killingly Engineering Assoc. about inspection and maintenance of our entrance bridge. It is recommended to do a least a Routine Inspection of the bridge every 2 years. Inspection cost would be about \$250 or \$350 if a report was required based on inspection findings. A copy of the summary is attached to these minutes.</li> </ul>

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	<ul style="list-style-type: none"> <li>Pat presented a marked up a copy of the BWF Committee sheet showing the current committee members. List will be updated and posted on the BWF website.</li> </ul>
16) <b>Next board Meeting</b>	<ul style="list-style-type: none"> <li>Exec board Meeting, April 14, 2022 at 10 AM</li> <li>Community Meeting, April 21, 2022 at 6:30 PM</li> </ul>
17) <b>Community Member Input</b>	<ul style="list-style-type: none"> <li>Chris Norman made a request for the Amended Declaration to be posted on the BF website use a PDF format that is searchable.</li> <li>Pat Perna emphasized that all e-mail communications between Board Members should be done using the bfexecbd g-mail account.</li> </ul>
18) <b>Adjourn</b>	<p>Chris called for a motion to adjourn meeting. Bill made the motion; Karen 2nd motion. Meeting adjourned at 10:45 AM.</p>

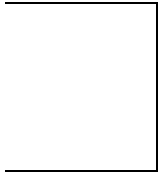
**Attachments:**

## 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 srtilll having problem. Tim Brunet looked at it and is trying to find the cause of the leak		DOOR BACK
10 Skylark	EAGLE	window seal failure	10/26/2021	sent warranty info to Slocomb approx 11/09/21		WINDOW UNIT
26 Mockingbird	CARDINAL	Crack on inside pane of double hung window	12/3/2021			WINDOW UNIT
27 Mockingbird	EAGLE	Leak between window panes	12/16/2021	Slocomb coming 01/13/22		WINDOW UNIT
8 Oriole	EAGLE	Water getting in through bottom of garage door	1/6/2022	need to replace garage door seal, approx 6" short	3/7/2022	GARAGE DOOR
24 Mockingbird	EAGLE	crack in utility room flooring extending into kitchen	1/7/2022	determined natural settling, not Association responsibility	2/16/2022	floor
8 snowbird	RANCH	leak from gutter near entrance to kitchen	1/7/2022	original patch did not work waiting for wrm weather		GUTTER & DOWNSPOUTS
2 Owl's Nest	RANCH	Vinyl piece of soffet fell off above sun room	1/10/2022	replaced 2 sections of soffet	2/17/2022	SIDING TRIM
4 owl's Nest	RANCH	roof shingles loose on sonroom	27-Jan	installed 3 new shingles	2/17/2022	ROOF SHINGLES
25 Mockingbird	CARDINAL	water getting into garage by door	4-Feb	had contractor come and he cut concrete and asphalt because of crade	2/23/2022	GARAGE DOOR
79 mockingbird	CARDINAL	leaking in basement from a patch presently sealed and from form pins	2/4/2022	patched 10 form pins and crack	1/22 and 12/2	WATER LEAK
8 Oriole	EAGLE	water seeping from form pins	2/6/2022	sealed concrete pins	12/16/2022	WATER LEAK
11 Snowbird	RANCH	Paint garage door lower panel	2/16/2022			PAINT
10 Mockingbird	RANCH	Downspout loose from front of garage	12-Feb	reattached downspout	2/12/2022	GUTTER & DOWNSPOUTS
12 Mockingbird	RANCH	Downspout loose from front of garage	2/12/2022	reattached downspout	2/12/2022	GUTTER & DOWNSPOUTS
3 Oriole	RANCH	Downspout loose from front of garage	2/12/2022	reattached downspout	2/12/2022	GUTTER & DOWNSPOUTS
11 Mockingbird	RANCH	trim around garage came loose	2/16/2022	reattached trim around garage door	2/17/2022	GARAGE DOOR

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1 Snowbird	RANCH	gutter hanging in front of house	2/28/2022	reattached gutter	3/1/2022	GUTTER & DOWNSPO
2 Oriole	EAGLE	gutter or french drain clogged	2/28/2022			
11 snowbird	RANCH	large stone was hit by car or truck at edge of driveway	3/7/2022			DRIVEWAY
various	STREET	fuel spill from Waste company from 9 mockingbird to 3 staling and between 1 mockingbird and bridge	3/7/2022			STREET



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**Entrance Bridge Maintenance Summary**

**BWF Entrance Bridge Maintenance**

On March 3<sup>rd</sup> I had a meeting with Killingly Engineering's, Norm Thibeault in Danielson to discuss inspection and maintenance of our entrance bridge.

**York Bridge Concepts (YBC)**

Our wooden entrance bridge designed by York Bridge Concepts (YBC), Lutz, Florida, was built in 2007 and is now been in service 14 years. The structural design life of the bridge is 50 years with the wooden deck planking typically 12 -15 years. The actual life of structure, planking, railings etc. could be longer if it is properly maintained. Presently the bridge appears to be in good shape relative to the visible structural members and the road deck and pedestrian deck should be serviceable for several more years.

**Bridge Load Limit 72,000 LBS**

The bridge is designed to the US DOT AASHTO HS 20-44 Standard and is rated for a gross load of 72,000 pounds, which is the required load rating for all 2-lane highway/street bridges across the United States. As such, we do not have to post load signage. However, if the bridge were to deteriorate over time and its load rating had to be lowered, then signs would have to be posted at the bridge for the lower load rating.

**Bridge Inspection**

U.S. Govt. DOT requires inspection of general public used highway bridges every 2-years. Although this frequency is not a requirement for a privately owned bridge such as ours given it is used as a public bridge it is recommended that we inspect the bridge every 2 years. Norm Thibault, PE at Killingly Engineering Associates has been doing a Routine Inspection of our bridge every 2 years starting in 2019 and again in 2021. A Routine Inspection consists of an arm's length visual inspection of all portions of the structure with the use of simple tools such as a wrench to check bolt tightness, measuring devices, and recording methods. Norm was the construction engineer on a similar YBC wood bridge in our neighboring town of Brooklyn so he has good knowledge of this type bridge construction and problems to look for.

The 2019 inspection was requested by Derek Santini and cost were paid by Derek. He did the 2021 inspection as a favor to Ron White. There were no problems found so no report was issued. In the future there will be an hourly rate charge for this routine inspection; 1 to 2 hours at \$110/hour (2022 costs). Inspection including a report would be about \$350. Norm will send a written report to the BWFA Maintenance Director with copy to the Declarant. Norm only checks a few fasteners for tightness and if he finds them loose, he would report that bolt tightening needs to be done.

**Recommended Bridge Inspection**

It is recommended that the routine inspection be done again on the bridge in Spring 2023 and to include this task in the 2023 budget.

The 2021 Reserve Study included funds for full bridge inspection every 5 years starting in 2024 (\$2,700), for roadway deck board replacement in 2027 (\$16,000) and for pedestrian deck replacement in 2030 (\$4700).



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**Recommended Bridge Routine Maintenance**

Routine maintenance is related to maintaining good cosmetic appearance of the bridge, i.e., periodic washing/staining, addressing obvious deterioration/rotting/loosening of timber members and road edge deterioration at ends of bridge and periodic torquing/snugging-up bolts. Specifically, pavement breakdown and pot holes at ends of bridge results in repeated impact loading on the leading decking boards as cars approach the bridge which led to screw damage and loose boards.

J. Geiger  
Rev. 0, 03/03/2022