

**Briarwood Falls Association**  
**Executive Board Meeting Minutes**  
**March 9, 2023 10:00 AM**  
 (Approved April 13, 2023t)

**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 (zoom)

**Guests:** Attendees: Angelo & Joanne DeCarli, Don Desrosiers  
 Zoom Participants: Richard Danna, Shirley & Brad Gerrish, Deb Haraldson, Pat O'Rourke, Art Rickey, Randy Town

**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>Joe – New Business add Library chair donation</li> <li>Pat – add annual financial report to January minutes for record</li> <li>Pat – add new Agenda #8, Killingly Town Reassessment</li> </ul>
3) Community Member Input	<ul style="list-style-type: none"> <li>Don Desrosiers pointed out discrepancies he also found on his Town assessment document.</li> </ul>
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> <li>Minutes of January 12, 2022 Exec Board Meeting were presented again for approval. The Chair still had issues with the minutes as presented. Because there was no recording or other Board member notes, other than the Secretary’s notes, available from the meeting to offer corrections, the Chair stated that the January 12 minutes were to be filed as unapproved draft.</li> <li>Minutes February 9, 2023 Executive Board meeting. Chair asked for motion to approve the minutes. Karen made the motion to approve minutes. Greg 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, February 2023:               <ul style="list-style-type: none"> <li>➢ Total Income: \$27,169</li> <li>➢ Total Expenses: \$20,988</li> <li>➢ Difference was \$6181</li> <li>➢ Total Reserves at the end of quarter: \$188,052</li> <li>➢ Business Checking Balance \$25,788</li> </ul> </li> <li>Pat asked if CD rates are better now for investing Reserve funds. Karen said that she was planning to check this with Charter Oak Bank this week.</li> </ul>

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<p><b>6) Repairs and Maintenance</b></p>	<ul style="list-style-type: none"> <li>• Bill summarized new work or action taken on repairs since February 9 meeting. Tasks are shown in the M&amp;R Report attached to minutes.</li> </ul>
<p><b>7) Waivers</b></p>	<ul style="list-style-type: none"> <li>• 19 Mockingbird – install satellite dish &gt; approved</li> <li>• 5 Starling – new expanded deck. Reviewed by waiver committee. &gt; approved</li> <li>• 5 Starling – add handrails to front steps &gt; approved</li> </ul>
<p><b>8) Killingly Town Reassessment</b></p>	<ul style="list-style-type: none"> <li>• This topic was deferred to after the executive session but board forgot to address it.</li> </ul>
<p><b>9) Committee Reports</b></p>	<ul style="list-style-type: none"> <li>• Social Activities Committee <ul style="list-style-type: none"> <li>➤ Greg Dexter will be Board liaison for Social Activities Committee.</li> <li>➤ Pat recommended we consider buying a AED Heart Defibrillator for the Community Center. Joe will get costs for suitable units. Bill mentioned that the Board should also plan for training to use the device, if we get one.</li> <li>➤ Efforts by community members to have bingo have discontinued. Legislative requirements are too restrictive for our community game.</li> <li>➤ Activities Committee Garden Club has asked for permission to put plants around the mulch beds at the community center. Bill made a motion to approve Garden Club planting at the community center. Greg 2<sup>nd</sup> motion. All approved.</li> <li>➤ A spring Dance with DJ is being planned for April 29<sup>th</sup>. DJ cost is \$350 but Committee now only has \$200 to put to this event. Committee had intended to offer raffle items to raise needed money but legally this should not be done in our non-profit association. Bill made a motion to give the Activities Committee, this one time, \$150 for the dance to be used to pay DJ. Dave 2<sup>nd</sup> motion All approved</li> <li>➤ Activities committee Chairperson has asked for a key to Community Center entrance doors. There are Allen / Hex-Head keys above each door that can be used to unlock the doors from inside. No motion was made to provide a key.</li> </ul> </li> </ul>

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<p><b>10) Old Business</b></p>	<ul style="list-style-type: none"> <li>• It was agreed to use the waiver form issued by the Chair for all the activities committee that needed one.</li> <li>• Town Manager replied to our information requests made at Feb. 2 meeting: <ul style="list-style-type: none"> <li>➤ There is no town code requirement for a street light on Cook Hill Road at our entrance intersection. It was installed by the Association and it is ours to maintain.</li> <li>➤ The zoning requirements for the now undeveloped land in our Association would allow installation of a solar farm or cell tower.</li> </ul> </li> </ul>
<p><b>11) New Business</b></p>	<ul style="list-style-type: none"> <li>• Karen submitted information to tax service for 2022 taxes and should have a report showing tax claim back next week. Tax service is \$200 and is in budget.</li> <li>• Jabber Mowais, 19 MB has offered to donate a library chair for the Community Center. The Board accepted it.</li> </ul>
<p><b>12) Recess Board Meeting for Executive Session</b></p>	<ul style="list-style-type: none"> <li>• Bill made motion to recess Board meeting for executive session and to resume meeting after session is finished  Greg 2<sup>nd</sup> motion  All approved  Meeting temporarily recessed 11:05 AM.</li> </ul>
<p><b>13) Resume Board Meeting</b></p>	<ul style="list-style-type: none"> <li>• Board meeting was resumed at 12:27 PM.</li> <li>• After discussion with attorney in executive session regarding the vote for the Common Fee proposal, the Board approved action as follows: <ul style="list-style-type: none"> <li>➤ Pat asked for motion to set start date for common fee assessment if it is approved.  Joe made motion to begin Common fee assessment in January 2024.  Bill 2<sup>nd</sup> motion  All approved</li> <li>➤ Pat asked for motion to approve the 3-year phase-in of common fee as proposed by the CF committee.  Bill made the motion  Dave 2<sup>nd</sup> Motion  All approved</li> <li>➤ Pat asked for motion to accept that the Common fee for monthly assessment and special assessments is to be based on “% of</li> </ul> </li> </ul>

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	<p>Common Interest” for all units.          Karen made the motion.          Dave 2<sup>nd</sup> motion.          All approved.          For clarification, the “% of Common Interest” is defined as  <math>(1/\text{number of units}) \times 100</math>, which for the current 92 units is 1.08696%.</p>
<p><b>14) Next Board Meeting</b></p>	<ul style="list-style-type: none"> <li>• Exec Board Meeting, April 13, 2023 at 10 AM</li> <li>• Community Meeting April 27, 2023 at 6:30 PM</li> </ul>
<p><b>15) Community Member Input</b></p>	<ul style="list-style-type: none"> <li>• Don Desrosiers questioned why the Association is spending funds for legal advice on the common fee issue when he thinks it is not likely to be approved. Bill explained the obligation that the Board has to present this issue to the owners and that the legal council was necessary to be sure it was presented on the ballot with all the needed documents.</li> <li>• Richard Danna asked for clarification on the vote required to approve the common fee. Pat explained it required 100 % approval.</li> <li>• Deborah Haraldson asked if the legal counsel covered all Association documents to be changed. The board answered that only the declaration needs to be amended to address the common fee.</li> </ul>
<p><b>16) Adjourn</b></p>	<ul style="list-style-type: none"> <li>• Pat called for motion to adjourn meeting.              Joe made motion to adjourn.              Bill 2<sup>nd</sup> motion.              All approved. – Meeting was adjourned at 12:44 PM</li> </ul>

Attachments: M&R Report for February – March 2023

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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		Had another contractor look at this issue, he wants to start from scratch using a hose. We need to wait till spring to proceed.		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
13 oriole	RANCH	deck needs repairs and restained	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
14 snowbird	RANCH	light on back of garage	9/18/2022			MISELLANIOUS
14 Oriole	RANCH	replace outside lighting	10/24/2022			MISELLANIOUS
6 grouse	EAGLE	guide pins on windows broken	11/2/2022	slocomb windows to be sending me new window pins		WINDOW UNIT
6 grouse	EAGLE	outside gfi outlet not working	11/2/2022	will change in the spring		MISELLANIOUS
1 snowbird	RANCH	outside spigot not working	12/4/2022	will address in spring		OUTSIDE FAUCET
mailboxes		water puddling on back side of mailboxes	1/4/2023	will review in spring		
10 Snowbird	RANCH	drip edge came loose	1/24/2023	to Dave O		SIDING TRIM
18 mockingbird		shutter came off shed	2/3/2023	found shutter in woods....it is damaged, will need replacement in spring		SIDING VINYL
14 mockingbird	ROBIN	front porch posts became dislodged	2/9/2023	repaired two front posts	2/10/2023	PATIO
70 mockingbird	ROBIN	roof vent boot failed	2/20/2023	replaced damaged roof vent boot	2/22/2023	ROOF VENTS
70 mockingbird	ROBIN	water stain on ceiling from vent boot	2/20/2023	gave to Dave O		PAINT
8 oriole	EAGLE	found mold on trusses in attic	3/3/2023	Resident called Dave O....		
3 starling	RANCH	gutters pulling away from fascia	3/5/2023			GUTTER & DOWNSPOUTS
1 snowbird	RANCH	9 window seal failures	3/6/2023	to Tim		WINDOW UNIT
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