

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
July 14, 2022 10:00 AM**

(Approved August 11, 2022)

Board Members Present: Chris Burke, Pres, Pat Perna, VP (remotely) Karen Pontrelli, Treasurer/Director, Bill Cucchi, Director, Joe Geiger, Director, and John Pacheco, Director

Guests: Attendees: Don Desrosiers, Diane & Greg Dexter, Chris Norman, Ron Sabatos
Zoom Participants: Deborah Haraldson, Vern Himes, Randy Towne

Board Members Absent:

TOPICS	DISCUSSION
1) Call to Order	Meeting called to order at 10:03 AM.
2) Additions to Agenda	Karen – Board gavel Joe – Amendment of April and May 2022 approved minutes
3) Community Member Input	None
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes of March 10, 2022 Executive Board Meeting Joe made motion to approve the minutes John 2nd motion In discussion Karen stated to change Agenda Item 14 to show that Chris Norman’s question was about tracking proposed expenses to be charged to Reserve and not to Maintenance. Joe restated motion to approve the June minutes with the corrections cited. John 2nd motion All approved • Amend Approved minutes for April and May Board Meetings to correct errors. Joe made motion to correct approved April 14, 2022 minutes, Agenda Item 5, Treasurer’s Report to correct typo errors in Total Income (was shown as \$27,769 and should have been \$25,769) and YTD Income (was shown as \$10,750 and should have been \$3769). Karen 2nd motion All Approved Joe made motion to correct approved May19, 2022 minutes, Agenda Item 5, Treasurer’s Report to correct typo errors in YTD Income (was shown as \$3,898 and should have been \$8,943). Bill 2nd motion All Approved

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	<p style="text-align: center;">Amended minutes will be sent out and posted on BF website.</p>
<p>5) Treasurer's Report</p>	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, June 2022: <ul style="list-style-type: none"> ➤ Total Income: \$25,711 ➤ Total Expenses: \$28,089 ➤ Difference was -\$2378 ➤ The YTD difference income vs. expenses was a \$5905 ➤ Total Reserves at the end of quarter: \$178,097 <p style="margin-left: 40px;">(Reserve reflect \$8400 withdrawal down payment for road, driveway repairs. A second payment of \$8400 to be transferred from the reserve account in July.)</p> <ul style="list-style-type: none"> ➤ Account Balances: Business Account = \$28,268 Savings Account = \$2609 <p>Re Savings Account, Joe asked that the Board review this account at the August Board Meeting; how/when it was set up and description of what the balance is allocated for. Board should address if these funds could be used for other Association expenses. Discussions led to the decision to address this during 2023 budget planning.</p>
<p>6) Repairs and Maintenance</p>	<ul style="list-style-type: none"> • M&R Tracking Report – attached to minutes Bill summarized highlights of some recent maintenance tasks: <ul style="list-style-type: none"> ➤ Wood rot problems for windows on Ranch Units due to lack of sill drains. Fix requires drilling drain holes in window sills ➤ Siding repairs delayed due to problem having to get only one or two pieces of replacement siding from siding company ➤ Progressing door trim painting on Ranch Unit; 6-7 units completed ➤ Following up driveway crack sealing, Bill filled cracks at driveway to garage slab on several units with cold patch ➤ Unclogged and reattached gutters on several ranch units • Bill made motion to approve quoted cost \$1023 for repairs at 5 and 9 Oriole Karen 2nd motion 9 Oriole – to install basin drain system at kitchen entryway, tie garage roof gutter downspout into same drain, repair entryway step, and 5-Oriole – regrade asphalt sidewalk section at kitchen entryway to eliminate trip hazard step. All approved

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	<ul style="list-style-type: none"> • Bill made motion to approve quoted of \$650 to replace deck at 12 Mockingbird. John 2nd motion This small deck with 2 short railings and 3 steps has severe rot, broken boards and loose railings. Sub structure is good. Based on small cost difference between using treated pine vs composite materials, replacement will use TREX boards and vinyl railings. Vote: All approved • Bill made motion to approve cost of \$1050 to wash 5 Units and their decks. Joe 2nd motion Full house wash for 5 or more units \$135 each Decks -TREX & Vinyl \$25 each; Treated Pine bleach/wash \$100 each Vote: All approved • Deck Maintenance Projects. Joe's update since last Board meeting, there are 32 decks that need to be repaired and maintained. These include replacement of wood deck components at 12 Mockingbird as indicated above, and repair, clean and stain the other 31 treated pine decks. We have not yet received all quotes for these decks from three contractors we solicited bids from. However, based on several quotes we have received, Joe has estimated that the total cost could be in the range of \$19,000. Scheduling all these repairs will take a couple of years to keep within budget. We have prioritized and compiled the deck into two lists: 10 small decks and steps to be done by our handyman and 21 larger decks to be done, likely, by another contractor. The intent is to repair/clean/stain the worst decks first. However, the schedule will be adjusted to work in stain of decks that will be getting cleaned with house washings. Joe will send proposed deck work list and photos to the Board.
<p>7) Waivers</p>	<ul style="list-style-type: none"> • Bill approved 3 waivers: <ul style="list-style-type: none"> ➤ Install Mitsubishi Mini-Split AC system 1 SB ➤ Add storm door 17 Oriole ➤ Stain deck 28 MB • John approved waiver for replace decretive tree at 7 Snowbird
<p>8) Committee Reports</p>	<ul style="list-style-type: none"> • Landscape Committee – John Cited waiver for tree approval above • Social Activities Committee – Pat <ul style="list-style-type: none"> ➤ Planning meeting for Sept 10 picnic was held Monday, July 11 ➤ Tour of Briarwood Falls Unit gardens will be Friday, July 22

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9) Security Camera Status	<ul style="list-style-type: none"> • Joe stated that the security camera system is now working correctly using the motion detection feature. He will write up instruction on how to playback recorded video events.
10) Agenda Items for July 28 Community Meeting	<ul style="list-style-type: none"> • Introduce New Board Members • Short presentation by Cindy Nolan about Senior Programs at Putnam YMCA. • Recruit volunteers for Community Center Tuck-In Committee • Set date for Special Exec Board meeting to elect officers, assign duties and set meeting schedules for 2022-23. • Presentation by Ron Sabatos on Common Fees. Information sharing only on the concept; there is no vote on this at this time. • Moderator for Board Meetings •
11) Old Business	None
12) New Business	<ul style="list-style-type: none"> • Karen made motion to purchase an engraved Gavel for Board, cost \$32.25 Pat 2nd motion All approved • Karen offered to donate a BBQ grill to the Association Joe made motion to accept the grill John 2nd motion All approved <p>Pat made comments about 2 units that have decoration at front of home that are not permitted under Landscape Rules. She recommends Board send out reminder to Community to review Rules & Regulations particularly the landscape Rules. The secretary will send this out.</p>
13) Next board Meeting	<ul style="list-style-type: none"> • Community Meeting, July 28, 2022 at 6:30 PM • Exec Board Meeting, August 11, 2022 at 10 AM
14) Community Member Input	<ul style="list-style-type: none"> • Don Desrosiers asked to add agenda item to Community meeting for him to make rebuttal to Ron's Presentation about Common Fees. The Board said there will be time provided at the end of Ron's presentation for questions and comments which would include time for Don's rebuttal comments.

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	<ul style="list-style-type: none">• Greg Dexter inquired about timing to take down 6 marked dead trees along back of Units on Upper Mockingbird given that the Conservation Commission has approved the work. The plan is to remove these trees by Fall time or sooner and maybe be able to offset cost using surplus in landscape budget.
15) Adjourn	Chris asked for motion to adjourn meeting Karen made the motion Bill 2 nd motion All approved Meeting was adjourned at 11:20 AM

Attachments: Maintenance & Repair 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	12/16/2021	Slocomb replacing		WINDOW UNIT
1&2 oriole	eagle	french drain clogged	2/28/2022	05/27/22 found the french drain collapsed and clogged....going to dig down another 4-5 feet and see if Ok....if not going to tie into another drain		drain
26 mockingbird	cardinal	hole in siding	3/10/2022	delay in getting siding		siding
13 snowbird	RANCH	all 3 doors need trim painted	4/3/2022			PAINT
5 Grouse	EAGLE	replace damaged siding		delay in getting siding		SIDING VINYL
78 Mockingbird	EAGLE	wash house	4/14/2022			POWER WASH UNIT
69 Mockingbird	EAGLE	wash and seal deck	16-Apr	Dave O	6/30/2022	POWER WASH UNIT
9 Oriole	RANCH	drainage issue by kitchen stairs	4/21/2022	Estimate from Nick White		DRAINAGE
9 Oriole	RANCH	garage door steps crumbling	4/21/2022	Estimate from Nick White		WALKWAY & STEPS
9 Oriole	RANCH	sloping front stairs	4/21/2022	getting two estimates to raise steps and also 6 Oriole		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	Joe and I are meeting Killingly engineering 06/09/22 to see what they recommend		DRAINAGE
69 Mockingbird	EAGLE	clean out rear drains	5/1/2022			DRAINAGE
14 Oriole	RANCH	window seal failure	4/27/2022	Gave to Tim 05/12/22	6/28/2022	WINDOW UNIT
various	RANCH	Paint all phase 1 house door trims	5/1/2022	Dave Oleszewski submitting estimate.		PAINT
12 Snowbird	RANCH	Storm door blew open and damaged trim and soffitt	9-May	Joe made temp repairs to get storm door to latch. Home owner needs to repair door trim and soffitt.		DOOR BACK
6 starling	RANCH	dip/hole in walkway	5/26/2022	done by Pioneer Sealcoat	6/22/2022	WALKWAY & STEPS
8 oriole	RANCH	hole in rip rap wall	5/26/2022			LANDSCAPE
13 oriole	RANCH	powerwash back of house	5/30/2022			SIDING VINYL
13 oriole	RANCH	deck needs repairs and restained	5/30/2022			DECK
13 oriole	RANCH	front door lights rusted	5/30/2022		6/8/2022	MISCELLANIOUS
5 mockingbird	RANCH	window seal failure	6/2/2022	gave to Tim 06/03/22	7/1/2022	WINDOW UNIT
9 oriole	RANCH	rear faucet frozen	6/3/2022	not frozen....fixed	6/10/2022	OUTSIDE FAUCET
11 mockingbird	RANCH	window seal in 4 season room	6/8/2022	gave to Tim		WINDOW UNIT
11 mockingbird	RANCH	wash back of garage	6/8/2022			POWER WASH UNIT
1 owl's nest	RANCH	window seal aside slider	6/8/2022	gave to Tim	7/1/2022	WINDOW UNIT
5 mockingbird	RANCH	leak in garage	6/22/2022	gave to Dave O 06/22/22		ROOF SHINGLES
15 oriole	RANCH	2 drains clogged	6/19/2022		7/1/2022	DRAINAGE
8 oriole	CARDINAL	3 drains clogged	6/19/2022		7/1/2022	DRAINAGE
14 oriole	RANCH	window seal	19-Jun	gave to Tim		WINDOW UNIT
10 snowbird	RANCH	paint front door	6/22/2022			PAINT
2 mockingbird	RANCH	fill crack between garage and d/w	28-Jun	filled gap with cold patch at 1 and 2 MB	6/30/2022	DRIVEWAY
11 mockingbird	RANCH	remove plastic window well cover	6/29/2022	removed plastic cover	7/5/2022	WINDOW BASEMENT
3 mockingbird	RANCH	fill crack between garage and d/w	6/28/2022	filled gap with cold patch at 3 and 4 MB	6/30/2022	DRIVEWAY
4 owl's nest	RANCH	fill crack between garage and d/w	6/29/2022	filled gap with cold patch at 3 and 4 owl's nest	6/30/2022	DRIVEWAY
11 snowbird	RANCH	fill in around large rock in d/w	6/29/2022	filled in around large rock with cold patch	7/7/2022	DRIVEWAY
various	RANCH	reattach downspout elbows	6/29/2022	reattached downspout elbows after paving	6/29/2022	DRIVEWAY
8 snowbird	RANCH	clean out clogged gutter	7/4/2022	cleaned out gutter	7/7/2022	GUTTER & DOWNSPOUTS
2 snowbird	RANCH	check crack in front walkway	7/4/2022	should be done from Pioneer Sealcoat		WALKWAY & STEPS
2 snowbird	RANCH	water in back room basement	7/4/2022	gave to Dave O to estimate		DRAINAGE