

Briarwood Falls Association
Executive Board Meeting Minutes
April 11, 2024 at 11:00 AM
 (Approved May 9, 2024)

Chair: Pat Perna **Minutes Submitted by:** Joe Geiger / Secretary

Board Members Present: Pat Perna - President, Karen Pontrelli - Treasurer, Dave Musto – Vice President, Joe Geiger – Secretary, Bill Cucchi – Director, Greg Dexter – Director

Guests: Attendees: Mark Aschenbach, Chris Burke, Jim Costa, Angelo & Joanne DeCarli, Diane Dexter, Lynn Geiger, Roland & Jan Lucier, Chris Norman, Rose Odgen, Art Rickey, Walter Rosinski, Ron Sabatos.
 Zoom Participants: Paulette Carli, Ernie Collelo, Nancy Daley, Sue Furmanski, Vern Himes, Sue Johnson, Pam Provost, Caroline Robbins, Derek Santini.

Board Members Absent:

TOPICS	DISCUSSION
1) Call to Order	<ul style="list-style-type: none"> • Meeting called to order at 11:00 AM
2) Update on BWF Project	<ul style="list-style-type: none"> • Derek Santini and Ernie Collelo gave an update for continuation of the BWF project. They plan to soon start Phase 3; includes constructing a culvert bridge - at now end of lower Mockingbird Drive - to carry drainage water down to Cat Hollow into Wetstone Brook, completion of Mockingbird Drive and construction of 18 new units. Units will likely be only Cardinal and Eagle models. Work will start within a few weeks. Construction vehicle traffic will be primarily from Deerwood Dr. and lower Mockingbird Drive. There is no plan at this time to build Phase 4 of project - another 32 units. <p>Board pointed out several items that need to be addressed in the current Public Offering Statement and for construction issues. Board will send a list of these items to Derek to be discussed at another meeting.</p> <p>Board will appoint Bill Cucchi as primary contact for communications with Derek and to oversee project activities for the Association.</p>
3) Additions to Agenda	<ul style="list-style-type: none"> • Correct date error on agenda for minutes to be approved. Should be Minutes for March 14, 2022 Board meeting. • Old Business – update on Fiber Optic Service <ul style="list-style-type: none"> - Report status revised RFQs - Update on Considerations for management Company • New Business – Donation to American Legion Post <ul style="list-style-type: none"> - Pilicy & Ryan Attorney Services Agreement - Board Director Recruitment Notice - Approve Bill as Point Contact with Derek

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<p>4) Community Member Input</p>	<ul style="list-style-type: none"> • Art Rickey – Hearing info from Derek on project work, Art expressed his concern for road damage due to heavy construction traffic on lower MB. Bill will address this issue with Derek & Ernie. • Jim Costa – suggested that we consider having a volunteer maintenance Crew comprised of community members to do light chores around units. Board will look into this suggestion. • Walter Rosinski – inquired about power washing. Report to be made during Maintenance discussions. • Chris Norman – suggested we consider having a Civil Engineering Expert available to us during Phase 3 construction in case a question or problem comes up that needs to be addressed. Board said, they would use Killingly Engineering. They have helped us with issues in the past.
<p>5) Approval of Board Meeting Minutes</p>	<ul style="list-style-type: none"> • Pat asked that page 4, New Business, statement regarding Maintenance Standards be changed to show only that she asked that the original Maintenance Standards be sent out to the community. Joe stated he would go back and review the meeting recording and revise the minutes to better reflect what was actually said that led to reason why the standards were not sent out as asked. <p>Karen made motion to approve minutes amended as discussed. Greg 2nd motion. Approved: Joe, Karen, Dave, Greg No: Pat Abstain: Bill Minutes approved with amendment</p>
<p>6)</p>	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, March 2024: <ul style="list-style-type: none"> ➤ Total Income: \$28,055 ➤ Total Expenses: \$25,678 ➤ Difference was \$2376 ➤ Total Reserves: \$244,010 ➤ Business Checking Balance \$13,887
<p>7) 2023 Federal Taxes</p>	<ul style="list-style-type: none"> • Karen stated that we had to make a 2023 Federal Tax payment of \$1021 for the interest earned on the reserve's CDs.
<p>8) Repairs and Maintenance</p>	<ul style="list-style-type: none"> • Bill presented the R&M Tracking Report showing 7 tasks completed since last meeting. A copy of this report is available in folder on bulletin board at Community Center. • There are 7 windows with failed gas seal that have to be replaced and screen doors on 2 patio slider doors. A plan will be prepared to do these window repairs considering date reported and worst condition. Plan to be submitted at May meeting. • Unit power washing will likely start during last week of April. Will send out to community the list of first 20 units to be cleaned. Units will be washed

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	<p>over May – July as planned in maintenance budget. Myles will complete all on list as best fits his schedule but will spread invoices over 3 months to accommodate our budget.</p>
<p>9) BF Trades People List</p>	<ul style="list-style-type: none"> • Discussed need to update the current Trades Peoples list on our website. Bill recommended that we review this list once a year to keep it current. Joe will do initial update for list then send it to the Board to get their input for recommended contractors.
<p>10)Waivers</p>	<ul style="list-style-type: none"> • 78 Mockingbird – paint front door and shutters - approved • 66 Mockingbird – replace 2 front shrubs/arborvitaes - approved • 1 Owls Nest – remove shrubs, border wall, replace shutters, paint front & side doors – approved • 3 Owls Nest – install safety bar at Kitchen entrance door – approved • 1 & 2 Snowbird – sealcoat driveways and walkways. – approved
<p>11) Board Liaison for Uniform Fee Committee</p>	<ul style="list-style-type: none"> • Pat stated ByLaws requirements require a board liaison rather than committee chairman should make reports to Board to ensure that committee member does not unintentionally act in any conflict with the duties of the executive board. After discussion about alternatives that could be used during board meeting to possibly let committee chairman make the report, it was decided to appoint a Board Liaison so as to not interfere with an ongoing meeting’s progress. Bill made motion to appoint Joe as the Board Liaison for the Uniform Fee Committee. Karen 2nd motion. All approved.
<p>12) Committee Reports</p>	<ul style="list-style-type: none"> • Greg presented a report for the Activities Committee covering events that took place since last meeting and the activities that are coming up. These activities are included in Pam Provost’s weekly e-mail notices. A copy of this report is available in folder on bulletin board at Community Center. <p>Notable events to put on calendar</p> <ul style="list-style-type: none"> ➤ The Kentucky Derby / Spring Fling party - May 4th at 5:00 PM. ➤ A Memorial Day remembrance ceremony - May 25th, 9:00AM, at the community center flagpole. ➤ Community yard sale - June 1st (rain date June 2nd). ➤ Ice Cream Social - June 15th, 4:00 PM.

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	<ul style="list-style-type: none"> ➤ “Blocknic”, a block party and picnic - September 15th. • Joe presented a report on Uniform Fee Committee. Committee is making progress working on outline, text draft and slides for the presentation. Target timing to make a presentation to community is in June. Bill asked about options being considered to get community feedback. Joe stated that committee is working on a couple of options and possibly will have a social meeting with community before the presentation is given to solicit comments regarding the proposal.
<p>13)Old Business</p>	<ul style="list-style-type: none"> • Recommended Maintenance Practices – Joe stated that he sent to Board, for review and comment, a revised version of the original 2020 Maintenance Standards. The draft has the same table of contents but describes the items in a way that addresses the type of units and mechanical facilities we have. Feedback on the document will be addressed at May Board meeting. • Update on Fiber Cable Services – Joe described the latest proposals for fiber cable service from both Frontier and Comcast/Xfinity: <ul style="list-style-type: none"> ➤ Frontier costs to install their technology will be \$163,000. For this they want a 7-year exclusive marking agreement to the Association’s units. They would do a non-exclusive installation only if the Association shared the installation costs; Frontier have not yet said how much that would be. ➤ Xfinity provided a plan drawing showing the routing of the fiber to the Association’s boundary and then Coax wire cable to the node boxes and units. Xfinity proposal is a non-exclusive agreement for 10-year access to our premises. <p>Both companies have offered to meet with us (Zoom) to explain their plans and address any questions we may have.</p> <p>Bill requested to ask Xfinity how they planned to bring fiber cable across the creek.</p> <p>Ater further discussion about the fiber services, Bill made a motion to table further action on this item until May Meeting.</p> <p>Dave 2nd motion.</p> <p>All approved.</p> • RFQ for Landscape Maintenance and Fertilization - Joe stated that the RFQs have been edited after getting feedback comments from Bill. They will be sent out to board for review and discussed at May meeting. • Consideration for Property Management work list – Joe stated that he got feedback and additions for the list from Bill and Karen. He will reformat compiled list on a spreadsheet so Board can review and make tentative

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	<p>selection of work likely to be farmed out to management company when that time comes. Karen made motion to table discussion on this item until May meeting. Dave 2nd motion. All approved</p>
<p>14) New Business</p>	<ul style="list-style-type: none"> • Attorney Agreement - As we requested, our attorneys, Pilicy & Ryan, have submitted and update of their agreement for services. After some discussion, it was agreed that we would hold off signing this agreement until a new Board was in place in July. Pat will notify our attorney that it will be reviewed and approved by new Board in July. • Board agreed to send out to the community a recruitment note for 3 open Board Directors positions to be filled in July. • Joe made a motion to appoint Bill as the point man for contact with Derek and Ernie and oversight for Phase 3 project. Greg, 2nd motion. All approved • Pat proposed that we make a \$50 donation to the American Legion Post in recognition of there ceremonial services to our community on Veterans Day and Memorial Day. Joe made motion to donate \$50 to American Legion Post. Karen 2nd motion. All approved.
<p>15) Next board Meeting</p>	<ul style="list-style-type: none"> • April 25, 2024 Community Meeting at 6:30 PM • May 09, 2024 Exec Board Meeting at 11:00 AM.
<p>16) Community Member Input</p>	<ul style="list-style-type: none"> • Ron Sabatos suggested that Board should contact our landscape maintenance contractor to get info about potential costs to service the new Phase 3 units. Bill agreed to follow up with Myles Racine. • Nancy Daley asked if Board would keep community updated on start of Phase 3 work. Pat said this would be discussed at April 25th Community meeting. • Chris Norman advised he would not be available to be videographer at the Community meeting.
<p>17) Adjourn</p>	<p>Pat called for motion to adjourn meeting. Joe made motion to adjourn meeting. Dave 2nd motion. All approved. – Meeting was adjourned at 12:39 PM</p>

