

**Briarwood Falls Association
Executive Board Meeting Minutes
December 14, 2023 11:00 AM**

(Approved January 11, 2024)

Chair: Pat Perna

Minutes Submitted by: Joe Geiger / Secretary

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

Guests: Attendees: Chris Norman – Videographer, Ron Sabatos
Zoom Participants: Chris Burke, Paulette Carli, Nancy Daley, Lynn Geiger

Board Members Absent: Dave Musto – Vice President attended on zoom

TOPICS	DISCUSSION
1) Call to Order	<ul style="list-style-type: none"> • Meeting called to order at 11:04 AM
2) Additions to Agenda	<ul style="list-style-type: none"> • Approval of adopted 2024 Budget • Waivers –3 Starling, 6 Starling, 29 Mockingbird • Non-resident parking at entry road • Payment for Joe’s time
3) Community Member Input	<ul style="list-style-type: none"> • None
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Minutes for November 9, 2023 Exec Board Meeting. Karen submitted wording changes for agenda Item 6, Starling Curb Drain and Item 10 Common Fee. Bill made motion to approve minutes amended as stated. Greg 2nd motion. All approved.
5) Treasurer’s Report	<ul style="list-style-type: none"> • Karen presented the financial statement for the last month, November 2023: <ul style="list-style-type: none"> ➤ Total Income: \$27,143 ➤ Total Expenses: \$25,027 ➤ Difference, Net Income: \$2116 ➤ Total Reserves Account: Balance: \$224,684 ➤ Business Checking Balance \$13,552

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6) Repairs and Maintenance	<ul style="list-style-type: none">• Bill presented M&R Tracking report highlighting ten tasks completed since last meeting. M&R Tracking reports are filed in folder at Community Center for Owners to review.• Bill stated heavy rain over Sunday night caused water leakage into basements at 2 and 4 Mockingbird, garage wall at 5 Mockingbird and slider window leak at 80 Mockingbird still persists:<ul style="list-style-type: none">➤ 2 MB - water leaked into basement through crack in foundation wall. Crack had been caulked by Ron White some time back but leak continued and owner did not bring it to boards attention until now. Bill will re-caulk crack and track results. This problem could require installation of Flex Seal Panel and sump pump.➤ 4MB – gutter downspout was blown off back corner of unit. On this unit all gutters drain to this one downspout so a lot of water was dropped along corner edge of foundation and quite a lot got into basement. Problem was sump pump could not come on because its power cord jammed float switch. Brilliant basement came out and realigned power cord so that sump pump system would work. Guttr downspout was reinstalled. Hopefully, this is a one-off problem.➤ 5 MB – another leak at garage wall and water into upstairs room garage side. This leak further to right of previous leak which we thought was fixed. Our handyman will check this new problem.➤ 80 MB – before storm Bill had mounted tarp over slider door to see if leak would cease if door was protected from impingement of rain but water still got into unit at door. Guarantee Roofing now reaching out to door manufacturer, Thermo-True, for help to resolve the problem.• Bill stated window replacement order given to Tim St. Jean for units 3, 9 and 11 Oriole. Expecting that these replacement can be done by end of December.
7) Waivers	<ul style="list-style-type: none">• 3 Starling – replace 3 exterior lights at front door and entrance garage to kitchen.• 5 Starling -replace 5 exterior lights at front door, front garage, entryway garage to kitchen.• 6 Starling – replace front garage exterior light.• 5 Mockingbird – replace original shrubs across front of unit.• 12 Mockingbird - replace motion sensor light on side garage.• 29 Mockingbird – install drain basins along side of driveway to eliminate water problem.

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	<p>No motion was presented but during discussion all Board approved the waivers as submitted. For 3 starting we do need to check loose light at garage-kitchen entry to see if this problem requires the association to fix.</p>
<p>8) Board Practice for Unit Power Washing</p>	<ul style="list-style-type: none"> • During budget workshop it was proposed that we adopt a Board practice to power wash 20 units/year to set a rotational basis to keep all units clean. More units could be done depending on M&R spending as year progressed. <p>Pat made motion to do this but then it was withdrawn and item tabled pending approval of 2024 budget which included this proposal in M&R line item budgeted expenses</p>
<p>9) Storm Door Wind Damage & Wind Chains</p>	<ul style="list-style-type: none"> • We have again had an incident on a Ranch unit where the storm door at kitchen entryway got caught in the wind, slammed full open and cut into the soffit panel. A note was sent out to ranch unit owners informing them of this problem and that any damage to soffit, and sometimes the storm door, is owners' responsibility to repair. The note also recommended that owners install a storm door wind protection chain at the top of the storm door and gave information on a preferred heavy-duty chain. <p>Board discussed whether we should a take a stronger position on this requiring that owners must install the wind chain. However, it was decided to leave it for owners' decision as they risked the costs for repairs.</p> <p>If an owner did request the Board to do soffit repair the labor and material charges would be reverted back to them.</p> <p>No further action was taken on the issue.</p>
<p>10) Committee Reports</p>	<ul style="list-style-type: none"> • Greg's presented report on the Activities Committee events that took place since last meeting and told the activities that are coming up. There was a great turnout for the Veterans Day event. A big thank you was extended to the Pan Provost and her committee for the very successful Christmas brunch event. <p>Upcoming Christmas events include December 18 Cookie Swap. This report is filed in folder at Community Center for Owners to review.</p> <p>All are invited to attend the Activities Committee meetings on Tuesday evenings to share your ideas.</p>

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	<p>We discussed if the committee had considered doing a food/clothing drive for the needy as we have done in the past. Greg will address this activity with the committee at next meeting.</p>
<p>11) Old Business</p>	<ul style="list-style-type: none"> • Non-resident parking violation at entrance to BF. After latest violation of vehicle parking between no parking signs, Pat called State Police Troop D for information how best to handle violations. Basically, police cannot address this as it is on private property. They suggested making agreement with towing company to take away vehicle and charge owners. We could put note on vehicle to notify them they cannot park there. We could send letter to neighbors to reinforce no parking on Association property. <p>Joe proposed that we take a neighborly approach to this issue and talk to offending neighbor asking them to notify the Board via e-mail when they plan to have an event with family friends, ask them to park only on one side of the road and to keep on asphalt roadway and not on lawn. We would then notify community that there would be cars parked there for an event so that they would not be surprised to see them. We could live with this neighborly approach instead of working it up into a conflict each time there is a violation.</p> <p>Some other ideas to discourage parking were discussed. Pat will solicit info from relative who operates repossession business. Decision made to table issue until it happens again.</p>
<p>12) New Business</p>	<ul style="list-style-type: none"> • Payment for Joe's time doing association work Karen made motion to pay hourly rate to joe for Association work. Greg 2nd motion. Vote Yes – Karen, Greg, Bill, Dave No: Joe • Budget approval meeting December 14 at 6:30 PM. Discussed and set procedures for getting community approval to adopt Budget and soliciting the vote from meeting attendees.
<p>13) Next board Meeting</p>	<ul style="list-style-type: none"> • Exec Board Meeting, January 11, 2024 at 11:00 AM • Community Meeting January 25, 2024 at 6:30 PM

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14) Community Member Input	<ul style="list-style-type: none">• Chris Burke suggested we contact our attorney for his opinion how to handle parking violation issues. • Chris Norman recommended at the budget meeting we be prepared to use microphone for community members to ask questions. Chris also agreed that we should consider taking a more neighborly approach to handling the entry way parking problem.
15) Adjourn	Pat called for motion to adjourn meeting. Joe made motion to adjourn. Greg 2 nd motion All approved. Meeting was adjourned at 12:20 PM.