Briarwood Falls Condo Association Special Executive Board Meeting Minutes July 30, 2022 10:00 AM

(Approved September 8, 2022))

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

Board Members

Par Perna -VP, Karen Pontrelli - Treasurer/Director,

Present:

Bill Cucchi- Director/Maintenance, Don Desrosiers - Director,

Greg Dexter - Director, Joe Geiger, Director, and John Pacheco, Director

Guests: Attendees: Ron Sabatos

Board Members

Absent:

TOPICS	DISCUSSION	
1) Call to Order	Pat called meeting to order 10:00 AM.	
	It was noted that this was a special meeting called to set terms of office, elected officer positions and responsibilities for board members	
2) Terms of Office for Directors	We now have a full board, 7 Directors who are elected to serve 3-year terms. Two Directors terms expire each year. Terms for current Directors:	
	Pat Perna – term expires July 2023	
	John Pacheco – term expires July 2023	
	Bill Cucchi - term expires July 2024	
	Joe Geiger - term expires July 2024	
	Karen Pontrelli - term expires July 2025	
	Don Desrosiers - term expires July 2025	
	Greg Dexter - term expires July 2025	
3) Elected Positions	After nominations were made the following Board officers were elected: Don Desrosiers – President	
	Karen Pontrelli – Treasurer	
	Officers continuing service	
	Pat Perna – Vice President Joe Geiger - Secretary	
	Jue Geiger - Secretary	
4) Board Member Responsibilities	A list of responsibilities for Board members was presented, discussed and assignments were made. See attached document "Board Member Responsibilities"	
5) Meeting Dates	Dates for meetings were proposed: Executive Board Meetings on 2 nd Thursday of month Quarterly Community meetings on 4 th Thursday of Month All approved. The meeting schedule for 2022-23 is attached	

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6) Adjourn	Meeting was adjourned at 10:37 AM	

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Board Members Responsibilities:

- ➤ bfexecbd@gmail.com email
 - o Email Administrator Karen
 - o Responding to incoming emails All
- Correspondence box and USPS mail Karen
- ➤ Repairs and Maintenance Bill and Joe
- Board contact for vendors
 - o Trash/recycling Karen
 - Landscaping/Plowing Bill
 - o Insurance Karen
 - Other vendors/bids for contracted services All
- ➤ Waivers Bill
- Landscape Waivers John
 - Waiver Lists Karen
- ➤ Landscaping Committee John
- ➤ Communication with developer and builder Greg
- > Community member messaging
 - o Email messages All
 - o Members without email Pat
 - o Facebook messages for Social Activities Pat
 - Miscellaneous messages All
- ➤ Social Activities Committee Board Liaison Pat
- > Planning & Calendar for Social Activities Committee Pat
- ➤ Reserves Committee Recessed
- ➤ Declaration Committee Recessed
- Waiver Review Committee Board Liaison Greg
- ➤ Notify residents of rule violations Don
- ➤ Bereavement/donations to charities Karen
- ➤ Incident reports Joe
- ➤ New resident process
 - O Notification of new residents/closings to the Board Karen
 - Welcome letter Karen
 - o Distribution of Declaration; bylaws; rules; community information Karen
- ➤ Community Center purchasing of supplies Pat
- ➤ New Owner Orientation Joe & Don
- Community Center Security Camera, Fire Alarm Monitor & Extinguishers Joe

Volunteers for Duties:

Maintenance of Facebook site - Cheryl Hansen

Website - Pat O'Rourke

Media – cable/stream options; setup for community meetings – Activities Committee

Social Activities Committee - TBN

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BRIARWOOD FALLS Meetings

OUARTERLY MEETINGS

LALCOTTAL DOMNO MILLTINGS	QUANTENET MILLTINGS
2 nd Tuesday of each month	Last Thursday of July, October, January, April Budget Meeting December*
All meetings start at 10:00 AM	All meetings start at 6:30 PM
08/11/2022	
09/08/2022	
10/13/2022	10/27/2022
11/10-2022	
12/08/2022	*
01/12/2023	01/26/2023
02/09/2023	
03/09/2023	
04/13/2023	04/27/2023
05/11/2023	
06/08/2023	
07/13/2023	07/27/2023

All meetings are subject to change with advanced notice via emails and Briarwood Falls Facebook page.

All meetings are weather permitting.

EXECUTIVE BOARD MEETINGS