

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

(Approved September 8, 2022)

6) **Adjourn**

Meeting was adjourned at 10:37 AM

Briarwood Falls Condo Association
Special Executive Board Meeting Minutes
July 30, 2022 10:00 AM
(Approved September 8, 2022)

Board Members Responsibilities:

- bfexecbd@gmail.com email
 - Email Administrator – Karen
 - Responding to incoming emails – All
- Correspondence box and USPS mail – Karen
- Repairs and Maintenance – Bill and Joe
- Board contact for vendors
 - Trash/recycling – Karen
 - Landscaping/Plowing – Bill
 - 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
 - Email messages – All
 - Members without email – Pat
 - 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
 - Notification of new residents/closings to the Board – Karen
 - Welcome letter – Karen
 - 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

Briarwood Falls Condo Association
Special Executive Board Meeting Minutes
July 30, 2022 10:00 AM
(Approved September 8, 2022)

BRIARWOOD FALLS



Meetings

EXECUTIVE BOARD MEETINGS

2nd Tuesday of each month

All meetings start at 10:00 AM

QUARTERLY MEETINGS

Last Thursday of July, October, January, April

Budget Meeting December*

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.