

Briarwood Falls Association  
 Executive Board Meeting  
 August 8, 2024 at 11:00 AM  
 Meeting Minutes  
 (Amended and Approved 9/12/2024)

**Chair:** Pat Perna

**Minutes Submitted by:** Nancy Daley

**Members Present:** Pat Perna, President; Karen Pontrelli, Treasurer/Director; Nancy Daley – Secretary/Director; Greg Dexter, Director

**Community Members Attending:** # Units represented in person - 13  
 # Units represented on Zoom - 2

Topics	Discussion	Action
1. Call to order	11:01AM	
2. Additions to the agenda	NONE	
3. Community Member input (Limited to items on the agenda; comments limited to 2 minutes Maximum)	<ul style="list-style-type: none"> <li>a. Mark Aschenbach voiced concern about conditions of lawns</li> <li>b. Don Green commented on macerater issues. Some issues are serious that the Board may not be aware of. He inquired if master policy could have a rider to cover them. He stated that they should have been tied in to the sewer. Pat Perna said they are tied in.</li> </ul>	
4. Correspondence	Regarding: <ul style="list-style-type: none"> <li>a. Thank you from American Legion for allowing monthly meetings at the Community Center</li> <li>b. Speed limit</li> <li>c. Sliding door, window issue, Lifting shingles on roof</li> <li>d. Ad in Turnpike Buyer listing Briarwood Falls as a tee sponsor for American Legion Post #21 Golf Tournament</li> <li>e. Rhododendron needs trimming</li> <li>f. Dumpster placement request</li> <li>g. Macerators issues and request for assistance</li> <li>h. Deck rot</li> <li>i. Issue with one piece of exercise equipment</li> <li>j. Several correspondences regarding lawncare issues</li> <li>k. 8 Oriole maintenance remediation certificate, door painted, trim hedges and weed front bed</li> </ul>	<ul style="list-style-type: none"> <li>a. Noted</li> <li>b. Noted</li> <li>c. On repair list</li> <li>d. Noted</li> <li>e. Noted</li> <li>f. Noted</li> <li>g. Noted</li> <li>h. Noted</li> <li>i. Resolved</li> <li>j. Noted</li> <li>k. Noted</li> </ul>

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5. Approval of Board Minutes – July 15, 2024 and July 18, 2024	<p>Minutes of the July 15, 2024 Executive Board meeting were presented for approval.</p> <p>Minutes of the July 18, 2024 Executive Board meeting were presented for approval.</p>	<p>On a <b>MOTION</b> by Karen Pontrelli, <b>SECONDED</b> by Greg Dexter to accept Minutes of July 15, 2024 Executive Board meeting  <b>Vote:</b> Passed</p> <p>On a <b>MOTION</b> by Greg Dexter, <b>SECONDED</b> by Karen Pontrelli to accept Minutes of July 18, 2024 Executive Board meeting  <b>Vote:</b> Passed</p>
6. Treasurer's Report	<p><b>Treasurer's report was presented by Karen Pontrelli</b>            Total Income: \$28,055            Total Expenses: \$20,694            Difference: \$7361            Total Reserves: \$263,837            Business Checking Balance: \$20,473</p>	
7. Repairs and Maintenance Summary	Maintenance guy has not returned calls	
8. Waivers	<p>a. 5 Grouse - irrigation system</p> <p>b. 4 Mockingbird - gazebo and bolt to deck; removing awning; deck has been replaced without a waiver, owner can't reproduce a waiver</p> <p>c. 1 Owls Nest - add insulation and vents to attic</p> <p>d. 1 Owls Nest - request for privacy wall between two ranches</p>	<p>a. Approved</p> <p>b. Approved but owner takes full responsibility for deck</p> <p>c. Table</p> <p>d. Declined</p>
9. Committee Reports	<p><b>Social Activities Committee report was presented by Greg Dexter, Liaison</b></p> <p>Activities continue at Community Center. Pam Provost sends out notice weekly</p>	

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	<p>Next Social Committee Mtg is Aug 12 at 6PM</p> <p>Annual picnic/bloknic to be held Sept. 15 will be catered by Black Dog; \$15 per person; Lawn games will be available but if anyone has any other games contact Diane Clune</p>	
	<p><b>Uniform Fee Committee report was presented by Karen Pontrelli, Liaison</b></p> <p>Committee has been meeting every 2 weeks or so; should be ready for final presentation soon</p>	
10. Old Business	<p>a. Correspondence response- none</p> <p>b. Assign board member responsibility for overseeing Maintenance and Repairs to take over</p> <p style="padding-left: 20px;">i. Pat Perna and Karen Pontrelli will be point people for Repairs and Maintenance; Greg Dexter will be point person for Landscaping/Snow removal</p> <p>c. Reduction of number of Board members</p> <p style="padding-left: 20px;">i. Pat Perna stated that the Board acted properly when reducing the number of Board members by using Article 11.1 of ByLaws since Article 11.2 is regarding motion brought by unit members.</p> <p style="padding-left: 20px;">ii. Board will send out notice of vacancy to the community so that anyone has chance to apply.</p> <p style="padding-left: 20px;">iii. Pat Perna would like the Board to consider changing times of Executive Board meetings. Nancy Daley would like to survey the community regarding times.</p>	
11. New Business	<p>a. 11/12 Snowbird driveway repair/replace</p> <p style="padding-left: 20px;">i. 2 bids received - \$14K vs \$31K; Pat Perna wants to go out for third bid; Funds for repair will come from the reserve funds</p> <p style="padding-left: 20px;">ii. Pat Perna will send RFP to go to Turnpike Buyer</p> <p>b. 70 Mockingbird request for macerator assistance</p> <p style="padding-left: 20px;">i. HOA funds are not responsible for macerators</p> <p style="padding-left: 20px;">ii. Owner could get rider on insurance</p> <p>c. Invitation for Insurance Agent to speak at the next Quarterly Meeting</p>	<p>a. On a <b>MOTION</b> by Greg Dexter, <b>SECONDED</b> by Karen Pontrelli to send out RFP for repair/replacement of driveway.</p> <p style="padding-left: 20px;"><b>Vote:</b> Passed</p> <p>b. No Action</p> <p>c. No Action</p>

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	<ul style="list-style-type: none"> <li>i. Karen Pontrelli will arrange</li> <li>d. Waiver submission deadline</li>   <li>e. Budget for Annual Picnic</li> </ul>	<ul style="list-style-type: none"> <li>d. On a <b>MOTION</b> by Greg Dexter, <b>SECONDED</b> by Karen Pontrelli to require waivers to be submitted one week prior to Exec Bd meeting <b>Vote:</b> Passed</li> <li>e. On a <b>MOTION</b> by Greg Dexter, <b>SECONDED</b> by Karen Pontrelli to donate \$300 for Annual Picnic <b>Vote:</b> Approved</li> </ul>
12. Moving Forward	<ul style="list-style-type: none"> <li>a. Consider changing time of Executive Board meetings to include more community membership attendance and to allow for Board expansion; Survey to be sent out and discuss changing the time of Board meetings at Sept 12 meeting</li> <li>b. Pat Perna stated unless there is an emergency no additions will be added to the agenda Nancy Daley suggested a working skeletal agenda to be sent to Board 3 weeks prior to meeting with all feedback being accomplished 2 weeks prior to meeting so that agenda can be sent to community 10 days before meeting</li> <li>c. Pat Perna stated:           <ul style="list-style-type: none"> <li>i. No one Director will act alone. All information will be shared so all Directors are knowledgeable of it.</li> <li>ii. There will be no side meetings with unit owners outside of board that affect the community</li> <li>iii. Quarterly speaker to address issues or things of interest community</li> <li>iv. Monthly board meeting with new owners; executive board to meet with them; Karen Pontrelli will set up meeting will new owners</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>b. <b>MOTION</b> by Nancy Daley, <b>SECONDED</b> by Greg Dexter to follow stated timeline to develop agenda <b>Vote:</b> Passed</li> </ul>

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	<ul style="list-style-type: none"> <li>d. Nancy Daley stated that Secretary’s digital documents will be stored on Board’s Google Drive</li> <li>e. Zoom meetings               <ul style="list-style-type: none"> <li>i. Nancy Daley wanted to know about how long we save meetings; Pat Perna stated delete after minutes of meeting are approved.</li> <li>ii. Pat Perna asked if we should continue to subscribe since we don’t have much attendance on Zoom</li> <li>iii. Costs \$150 annually; renewal due in October</li> <li>iv. We should be deleting Zoom recordings after minutes are approved.</li> <li>v. TABLE decision until September meeting after reviewing activity over winter months and surveying community</li> </ul> </li> <li>f. Board will send out notice of Board vacancy for person to serve the remaining of the time for that position.</li> </ul>	
13. Next Community Meeting	Executive Board Sept, 12, 2024 at 11:00AM	
14. Community Member Input	<ul style="list-style-type: none"> <li>a. Chris Burke commented that community meetings on Zoom may be needed to access critical amount of votes needed on motion.</li> <li>b. Joe Geiger               <ul style="list-style-type: none"> <li>i. Sought clarification on notice going out for Board Director vacancy</li> <li>ii. Stated \$2400 was budgeted for decks and bridge has not used yet</li> <li>iii. Questioned if the Board intends to send out changes in Bylaws for change in number of directors. Pat Perna will send out amendment to Bylaws</li> <li>iv. Stated changes to Bylaws need to be updated in terms of number of directors’ and the term duration. Chris Burke clarified how vacancies work with an example of the Senate.</li> </ul> </li> <li>c. Greg Dexter stated recently resigned Vice President’s term expires in July’25; Karen Pontrelli’s and Greg Dexter’s terms end in July’25</li> <li>d. Mary Ellen Snyder sought clarification on what work is included in the bids going out for 11/12 Snowbird driveway. Pat Perna stated it was to take</li> </ul>	

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	<p>first surface out and refill; not a remodel</p> <p>e. Walter Rosinski stated concern about the lawns</p> <ul style="list-style-type: none"> <li>i. He aerated, plugged, and overseeded 4-5yrs</li> <li>ii. After first fertilization of grass this year it turned brown</li> <li>iii. Will board be fixing lawns or can we have a waiver to do ourselves.           <ul style="list-style-type: none"> <li>▪ Pat Perna responded that a waiver would be allowed.</li> </ul> </li> <li>iv. Nutsedge application would need to be done in spring and again during year           <ul style="list-style-type: none"> <li>▪ Pat Perna responded that we had a very hot June and July; even with irrigation there have been brown spots; asked landscaper to raise and sharpen blades. A separate application for nutsedge and we can get quote for that application</li> </ul> </li> <li>v. Linda Almada stated that her lawn is covered in nutsedge and not to pick it</li> <li>vi. Nancy Daley inquired if we have a clause in our contract with lawn treatment company about coming back in between treatments if there is an issue. Karen Pontrelli stated we will have to look into that.</li> </ul> <p>f. Kazarian waiver for insulation will be discussed in closed executive session</p> <p>g. David Lefevre stated there were many weeds</p> <p>h. Don Green stated that a rider can be added to their personal home owner's coverage to cover macerated for about \$200</p> <p>i. Cally Robbins stated there have been 2 fires with macerater and they had smoking; inquire with our Master policy; our Master policy has 100% replacement outside of negligence. If they have been improperly installed will insurance not cover it.       <ul style="list-style-type: none"> <li>i. Karen will ask Jack Phelan if we are covered.</li> </ul> </p> <p>j. Mark Aschenbach lawns are embarrassment to community. In 2020, he watered and put down more seed. Everything went downhill.</p> <p>k. Lynn Geiger complained about condition of lawns</p> <p>l. Joe Geiger we should bring in fertilizer guy and have him make recommendations.</p>	

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	m. Chris Norman bit surprised that there is no such thing as a 2 year position since that has been offered. Need to advertise that there is a remaining amount of time on a position.	
15. Executive Session	The Board went into closed executive session at 12:45PM  Time:1:50 Greg Karen to return to Open Session	On a <b>MOTION</b> by Greg Dexter, <b>SECONDED</b> by Karen Pontrelli to return to Open Session <b>Vote:</b> Passed
Return to Open Session	a. Response to 1Owls Nest waiver and requests will be emailed by Pat Perna. b. A letter will be sent by Pat Perna to conduct a hearing to address landscape violations on Sept. 12, 2024, in executive session at 10AM.	On a <b>MOTION</b> by Karen Pontrelli, <b>SECONDED</b> by Greg Dexter to accept actions of Executive Session. <b>Vote:</b> Passed
16. Adjourn	At 1:59PM	On a <b>MOTION</b> by Nancy Daley, <b>SECONDED</b> by Greg Dexter to adjourn <b>Vote:</b> Passed