

**Briarwood Falls Condo Association
Executive Board Meeting Minutes
December 10, 2020 10:00 AM**

Chair: Chris Burke

Minutes Submitted by: Karen Pontrelli

Members Present: Chris Burke, President, Pat Perna, VP, Karen Pontrelli, Treasurer, Bill Cucchi, Director, and John Pacheco, Director

Guests: Deb Haraldson, Pat O'Rourke, Joe Geiger, Ron Sabatos, and Walter Rosinski

Members Absent:

TOPICS	DISCUSSION	ACTION
1) Call to Order	<ul style="list-style-type: none"> • Chris B called the meeting to order at 10:00 AM. 	
2) Additions to Agenda	<ul style="list-style-type: none"> • There were no additions to the Agenda. 	
3) Community Member Input	<ul style="list-style-type: none"> • Deb Haraldson asked two questions: the status of the Maintenance Standards, and did the Board have any information regarding Phase III. 	The Board will revisit the Maintenance Standards. We do not have any new information regarding Phase III.
4) Approval of Board Meeting Minutes	<ul style="list-style-type: none"> • Bill C moved to approve the November 12th minutes. Pat Perna seconded the motion. All were in favor. 	
5) Repairs and Maintenance	<ul style="list-style-type: none"> • Bill C provided an update to the items on the Repairs and Maintenance spreadsheet. <ul style="list-style-type: none"> ○ 14 Oriole – repairs to the patio are completed. ○ 1 Owls Nest – several repairs have been made to the roof. ○ Bill moved to approve a new roof. We received a quote for \$6,800 (\$277 a square). The carpenter will remove the old roof, install the ice and water barrier, and remove the old debris. ○ Karen seconded the motion. Those in favor: Chris, Pat, Bill, and Karen. John abstained. The vote passed. 	
6) Committee Reports	<ul style="list-style-type: none"> • A. Landscaping Committee <ul style="list-style-type: none"> ○ One waiver received – 9 Grouse – to extend a garden on both sides of the deck. The request was approved by B Cucchi. 	

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	<ul style="list-style-type: none"> • B. Social Activities Committee <ul style="list-style-type: none"> ○ The first food drive had an overwhelming and positive response. St. Francis of Assisi Food Pantry is very grateful for all donations. There were some monetary contributions as well. ○ Holiday cards – Pat looked into a “card campaign” with a local hospital. If anyone would like to send cards to people in the hospital, they may address the envelope “to any patient.” 	<p>Pat P will send a notice to the community regarding the next two collections.</p>
<p>7) Treasurer’s Report</p>	<ul style="list-style-type: none"> • Karen P provided the Treasurer’s report. <ul style="list-style-type: none"> ○ Total income for the month of November = \$23,064. ○ Total expenses for the month of November = \$24,600. ○ Income vs. expenses = (\$1,536). ○ YTD difference between income vs. expenses = \$6,571 ○ Reserves total = \$135,354 • The Treasurer’s report will be filed as presented. • A. Karen reported on Investment Possibilities. <ul style="list-style-type: none"> ○ Looked at information from three different banks: ○ Jewett City – two-year CD at 0.50% ○ Berkshire Bank – thirteen month CD at 0.40% and a twenty-month at 0.45%. ○ Charter Oak – twenty month CD 0.50% ○ Money markets are yielding 0.35% or less. ○ At this time, the interest rates are very low. The CD that we have is close to 2% vs. 0.50% or less for what is currently paid. • B. Budget Update (insurance) <ul style="list-style-type: none"> ○ We are waiting for the 2021 insurance premiums. Jack Phelan will provide the information soon. ○ The recent insurance claim for water damage was discussed. 	<p>Rather than invest some of the reserve fund now and be locked- in at a low return, Karen recommended that we wait until the beginning of 2021 to see if the interest rates improve.</p>
<p>8) Waivers</p>	<ul style="list-style-type: none"> • A waiver was approved by Bill C for 8 Grouse to add a railing to the side of the front steps. 	
<p>9) Old Business</p>	<ul style="list-style-type: none"> • A. Follow-up From The Reserve Study Committee Meeting <ol style="list-style-type: none"> 1. Schedule Presentation to the Community. 	

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	<ul style="list-style-type: none"> ○ The Board has heard the committee’s presentation. Bill C moved to have the committee present the Reserve Study to the Community. Karen seconded the motion. In favor: Chris, Bill, John, Karen. Opposed: Pat P 	Chris will schedule a special meeting for the presentation.
10) New Business	<ul style="list-style-type: none"> ● A. Community-wide Meeting December 15, 2020. <ul style="list-style-type: none"> 1) New community members. <ul style="list-style-type: none"> ○ 4 Snowbird and 9 Mockingbird ● B. Cleaning Sprayer – Discuss for Possible Action. <p>The Board and present community members discussed the pros and cons of having the community input at the beginning of the meeting rather than at the end.</p>	<p>Karen will update the contact lists to add new members.</p> <p>Table until the Community Center reopens.</p> <p>Chris will add a line item to the Agenda to include Community input at the beginning and end of Board meetings.</p>
11) Next Board Meeting	The next Executive Board meeting will be held on January 14, 2021 at 10 AM.	
12) Adjourn	Bill C moved to adjourn the meeting. Pat P seconded the motion. All were in favor. The meeting was adjourned at 10:54 AM.	