

Executive Board Meeting  
 October 10, 2024 at 11:00 AM  
 Meeting Minutes  
 (Approved)

**Chair:** Pat Perna

**Minutes Submitted by:** Nancy Daley

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

**Community Members Attending:**                   # Units represented in person - 5  
   # Units represented on Zoom – no Zoom

Topics	Discussion	Action
1. Call to order Regular Session	11AM	
2. Additions to the agenda	a. Waiver for 4 Starling 8d b. Web Domain renewal WIX 12c c. Corporate Transparency Act 12d	
3. Community Member input (Limited to items on the agenda; comments limited to 2 minutes Maximum)	a. Two members spoke about lawn restoration concerns	
4. Correspondence	a. Correspondence was received regarding the following: i. Lawns condition and restoration ii. Web domain renewal iii. Volunteer committee to help with batteries iv. Dog waste v. Inform people to maintain privacy of yards vi. Repair and Maintenance form vii. Reimbursement for paint 9/10 Oriole (deck repair done on own without waiver)	
5. Approval of Board Minutes	a. Minutes of the 9/12/2024 Executive Board meeting were presented for approval. i. Amend as follows: delete specific comments at end	a. On a <b>MOTION</b> by - Nancy Daley, <b>SECONDED</b> by Greg Dexter to accept Minutes of Executive

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	<p>b. Minutes of the 9/17/2024 Executive Board meeting were presented for approval.</p> <p>i. Amend as follows: Delete all of #2 comments; take out comments on #4</p>	<p>Board meeting  <b>Vote:</b> Passed</p> <p>b. On a <b>MOTION</b> by – Karen Pontrelli, <b>SECONDED</b> by Greg Dexter to accept Minutes of 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 (Sept): \$28239                      Total Expenses (Sept): \$28178                      Difference: <b>\$61</b>                      Total Reserves through Sept: \$258302                      Business Checking Balance through Sept: \$39913</p>	
7. Repairs and Maintenance Summary	<p>a. Assignments:</p> <p>i. Appoint maintenance and repair duties</p> <p>ii. Streamline drafted Maintenance Standards document</p> <p>iii. Window projects</p> <p>iv. Liaison between board and volunteer committee</p>	<p>a. On a <b>MOTION</b> to give Joe Clune the assignments stated by Greg Dexter, <b>SECONDED</b> by Karen Pontrelli  <b>Vote:</b> Approved</p>
8. Waivers	<p>a. 13 Oriole - repair existing deck</p> <p>b. 2 Owls Nest - raised garden bed 10'x3'</p> <p>c. 1 Owls Nest - additional attic insulation</p> <p>d. 4 Starling - install generator</p>	<p>a. Approved</p> <p>b. Approved</p> <p>c. Approved at owner's expense</p> <p>d. Approved</p>
9. Committee Reports	<p>a. Social Activities Committee report was presented by Greg Dexter, Liaison</p> <p>i. See report on pg. 6</p> <p>ii. Donation to American Legion</p>	<p>ii. On a <b>MOTION</b> to make \$50 donation to American Legion by –Greg Dexter</p>

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		<p><b>SECONDED</b> by Karen Pontrelli to accept Minutes of Executive Board meeting</p> <p><b>Vote:</b> Passed</p>
	<p>c. Uniform Fee Committee report was presented by Karen Pontrelli, Liaison</p> <p>i. Committee completed their project and has had two presentations; Committee seeks approval to send adoption out to community for vote</p> <p>d. Volunteer Committee</p> <p>i. List of projects of done items (see report on p.7)</p> <p>ii. Jim Costa wants to try to project how much would be saved by volunteers doing project; For example stain and labor for a deck saves \$1500</p> <p>iii. Joe Clune will connect with Jim Costa about advertising for help</p>	<p>c. On a <b>MOTION</b> to accept Uniform Fee Committee recommendation for adoption by –Karen Pontrelli <b>SECONDED</b> by Nancy Daley to accept Minutes of Executive Board meeting</p> <p><b>Vote:</b> Passed</p>
10. Old Business	<p>a. 11/12 Snowbird driveway update</p> <p>i. RFP was sent to 3 companies only one bid returned by Pioneer Sealcoating</p> <p>ii. Ask Pioneer for bid for driveway repair for next spring since they are booked for this year</p> <p>b. Lawn Care Issues update</p> <p>i. Dethatching done first</p> <p>ii. Myles and Carrier came back and worked on aerating and overseeding</p> <p>iii. Carrier sent guidelines as to what community should do</p> <p>iv. Number of people have done a fair amount a watering on lawns</p> <p>v. Germination is 2-3 weeks</p> <p>vi. Carrier will come back for 4<sup>th</sup> application end of oct early Nov for winterizing</p> <p>vii. Have received proposal for work for next year</p>	

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	<p>viii. Grass will be cut 3-4” high one more time and bagged</p> <p>c. Discussion of hiring Part-time Repair Person</p> <p>d. 80 Mockingbird update</p> <p style="padding-left: 20px;">i. Water issues have not been resolved. The transom window and lack of flashing is the problem.</p> <p>e. Vermont Mutual update</p> <p style="padding-left: 20px;">i. Pat Perna sent terminology from Myles contract in response to Vermont Mutual</p> <p style="padding-left: 20px;">ii. Karen Pontrelli will put a copy of response in Vermont Mutual file and in claim file</p>	<p>c. On a <b>MOTION</b> to set up appointment with the Handyman Family by –Nancy Daley <b>SECONDED</b> by Greg Dexter  <b>Vote:</b> Passed</p> <p>d. On a <b>MOTION</b> to hire Girls n Tools to fix transom window and add flashing for \$879 at 80 Mockingbird by – Karen Pontrelli <b>SECONDED</b> by Joe Clune  <b>Vote:</b> Passed</p>
11. Unfinished Business	<p>a. Windows</p> <p style="padding-left: 20px;">i. 4 Owls Nest picture window</p>	<p>a. On a <b>MOTION</b> to to have Killingly Glass install picture window at 4 Owls Nest for \$748 by –Nancy Daley <b>SECONDED</b> by Joe Clune  <b>Vote:</b> Passed</p>
12. New Business	<p>a. Carrier contract for 2025</p> <p style="padding-left: 20px;">i. 4 applications with sales tax \$10,422.30</p> <p style="padding-left: 20px;">ii. Additional applications for insects and nutsedge \$1116.68 with sales tax per application</p>	<p>a. On a <b>MOTION</b> to continue having Carrier for lawn treatment by</p>

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	<p>b. Establish Committee for Maintenance Recommendations</p> <p>c. Web Domain renewal WIX</p> <p>d. Corporate Transparency Act                      i. Pat Perna will contact attorney to see if we need to comply.</p>	<p>Greg Dexter,  <b>SECONDED</b> by Nancy Daley  <b>Vote:</b> Passed</p> <p>b. On a <b>MOTION</b> to establish a Maintenance Recommendation Committee by Joe Clune, <b>SECONDED</b> by Nancy Daley  <b>Vote:</b> Approved</p> <p>c. On a MOTION to renew the Web Domain WIX by Karen Pontrelli, <b>SECONDED</b> by Nancy Daley  <b>Vote:</b> Passed</p>
13. Next Meeting	Executive Board November 14, 2024 at 11AM Community Meeting October 24, 2024 at 6:30 PM	
14. Community Member Input	None	
15. Adjourn	At 12:59PM	On a <b>MOTION</b> by Karen Pontrelli, <b>SECONDED</b> by Joe Clune to adjourn <b>Vote:</b> Passed

Briarwood Falls Association

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Briarwood Falls Condo Association  
Executive Board Meeting  
Social Activities Committee Report

Good morning,

Our Social Activities committee continues to plan and provide our community with activities. Shuffleboard, board games and cards are weekly activities enjoyed by all. Updates and times for all activities and events continue to be e-mailed each week to the community by Pam Provost.

Pumpkin Painting was held Saturday, October 5<sup>th</sup>. These seasonal works of art are being displayed in the front of the Community Center for all to enjoy!

The Social Activities committee met on October 7<sup>th</sup>. Several events are either scheduled or in the planning stages. The book club is meeting on October 17<sup>th</sup> at 2:00PM. This month's book is "The Frozen River". Please note the meeting day has been changed from a Friday to a Thursday.

The community Halloween Party is being held October 19<sup>th</sup> starting at 6:00PM. Start thinking about your costume!!

A Puzzle-Off Contest is planned for October 27<sup>th</sup> at 2:00PM. Teams of 3-4 people will make the same puzzle. Sign up is in the Community Center.

Our annual Veterans Day observance will be November 11<sup>th</sup>, at 9:00AM, with the American Legion conducting a ceremony at our community flagpole.

Another Sip n' Paint event is being planned for November 21<sup>st</sup>. December 7<sup>th</sup> will be our community Holiday Brunch. February 4<sup>th</sup> to the 18<sup>th</sup> will be our annual TEEG collection, and February 21<sup>st</sup> is targeted for our Winter Doldrums Party. More details to come.

American Legion Post 21 held their second monthly meeting here at Briarwood on October 9<sup>th</sup>. Four of our community Veterans attended. Meetings will be held the second Wednesday of each month, starting at 7:00 PM. Meetings are scheduled through May of each year. A schedule is posted on our community center bulletin board. All veterans here at Briarwood are encouraged to attend.

The next meeting for the Social Activities committee will be early November, date to be announced. All interested in helping are invited to attend. Your ideas are always welcome.

Respectfully submitted,

Greg Dexter  
Executive Board Liaison, Social Activities Committee

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Deck & other work for Community Maintenance Team:

<b>UNIT</b>	<b>DECK</b>	<b>Work required</b>	<b>Stain Color</b>
4 Skylark	10' X 10' TP Deck, 13 steps	Lightly wash then stain deck & step boards and top of railings and balusters. Bill will do face boards and other staining that requires work on ladder	Owner has 2 gallon of stain color needed. I will get it put out on deck.
10 Snowbird	12' X 12" PTP deck, 6 Steps	Deck has never been stained but wood cleaned up very good after it was power washed. Need to stain complete deck, rails, balusters and steps	Use Thompson "Autumn Brown" transparent stain We have about 2 gallons of required stain..
25 Mockingbird	10' X 10" PTP deck, No Steps	Wash & Stain deck, rails, and balusters. Deck was previously stained (2 coats clear) about 3 years ago	Use Clear Penetrating Stain. We have about 2-gallon Cabot Clear Stain available.
3 Oriole	12' X 12' PTP Deck, 12 Steps	Lightly wash, re-stain deck & step boards and top of railings.	Need to get 1 Gallon Sherman Williams "Chesapeake - SW3051". We now have about 1 Qt. available.
Entrance Bridge	Walkway & handrails	Bill will pressure wash bridge. He has powered paint sprayer to use to apply stain to all line-of-sight surfaces then team members will touch up and blend in uncoated surfaces such as corners etc.	We will have stain required.

JTG - 6/28/2024