

Briarwood Falls Association  
Executive Board Meeting  
October 09, 2025, at 10:00 AM  
Meeting Minutes  
Approved

**Chair:** Joe Geiger, President

**Minutes Submitted by:** Kathy Kazarian

**Members Present:** Joe Geiger, President, Don Greene, Vice President, Jeff Marshall, Treasurer/Director, Kathy Kazarian, Secretary/Director, Karen Pontrelli, Director, Barbara Lefevre, Director

**Members Absent:** none

**Community Members Attending:**      # Units represented in person -7  
# Units represented on Zoom - 4

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 10:02 AM	
2. Additions to the agenda	None	
3. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)	Community member would like the board to consider sending the response received from the Attorney in regard to the 80% uniform fee vote question to the entire community. This would clarify the response received to all and avoid any miscommunications.	
4. Correspondence	Board member resignation. Don Greene, Vice President has submitted his resignation. Don's 3-year term began in Jul 2024, set to expire in July 2027.	Send notice to solicit community members for board vacancy
5. Approval of Board Minutes	Minutes of the 09/11/2025 Executive Board meeting were presented for approval.	On a <b>MOTION</b> by Karen Pontrelli <b>SECONDED</b> by Barbara Lefevre to accept minutes of the 09/11/2025 Executive Board meeting <b>Vote:</b> Passed
6. Treasurer's Report	<b>Treasurer's report 9/30/2025 was presented by Jeff Marshall</b> Total Income: \$30,997 Total Expenses: \$31,581 Difference: \$584 Total Reserves: \$272,173 Business Checking Balance: \$31,686  Certificates of Deposit- CDs are set to mature 10/19/25, will look at current rates and terms offered to rollover	

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	<p>Special Assessment Update – Total assessment - \$28,998 Collected thru 9/30 - \$20,490 Still Outstanding - \$8,508* *Some unit owners opting for the 3-month contribution</p>	
7. Repairs and Maintenance Summary	<p>Joe Geiger gave summary of M&amp;R since last meeting</p> <ul style="list-style-type: none"> <li>• Completed 10 tasks</li> <li>• Added 10 new tasks</li> <li>• Still 39 tasks not completed of which 20 are window repairs.</li> <li>• 13 window replacements to be done on Oct 16<sup>th</sup>.</li> </ul> <p>See attached M&amp;R report</p>	
8. Roof Replacement Schedule	<p>3 &amp; 4 Owls Nest and 5 &amp; 6 Starling Dr. Guaranteed Roofing to begin work the week of October 13, 2025</p>	
9. Waivers	<p>a. 3 Owls Nest – Install reflectors on Owls Nest guard rail b. 80 MB – Install shade on exterior porch c. 1 Oriole Dr. – Sealcoat driveway-already done d. Generator waivers – 14 Skylark, 6 Starling, 2 Oriole, 3 Oriole – installed prior to waiver policy e. 3 Snowbird – Rooftop Solar installation f. 3 Owls Nest – flag hardware on garage g. 4 Owls Nest – approval of flag holder – installed prior to waiver policy</p>	<p>Approve waivers a. thru e.</p> <p>f. &amp; g. – Hold for flag policy</p>
10. Committee Reports	<p>a. Social Activities Committee report was presented by Barbara Lefevre, Liaison, see attached report</p> <p>b. Landscape Committee - Don Greene, Liaison, gave a summary of the last landscape meeting held. The committee met with Myles Racine, Full Myles Grounds. They discussed upcoming items for the budget, power washing, clearing brush at the bridge entrance, retention pond cleaning and cleaning gutters. Also requested from Myles were costs for cleaning up areas where trees have recently been removed. Committee will be paused during the winter months but any landscape questions or concerns contact the landscape committee.</p>	

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11. Old Business	<p>a. Community Center lock up issue- There is an issue locking the community center door that was identified by tuck-in members. If you open the CC door with a key it does not lock unless you re-lock it with the key even though it appears to be locked on the inside, it is not. Please be aware of this if you are using a key to enter the community center.</p> <p>b. Attorney reply 80% Uniform fee vote. A response was received from the Atty. Legal opinion on amending the allocation table is that <b>it may only be amended with the unanimous consent of all the unit owners.</b> See attached response letter. Attorney fee charged for his review and response is \$487.50</p> <p>c. Solar policy update &amp; installations</p> <p>Solar is currently installed on 4 units</p> <p>Solar policy has been updated to include some things we have learned since installations have started. Section 10. "Inverters and other hardware shall be installed in basement or other areas where they will not be seen from the street. Only the code regulated hardware i.e. shutoff and solar net meter shall be attached to outside of unit."</p> <p>A suggestion was made to save this and other documents electronically.</p>	<p>c. On a <b>MOTION</b> by Barbara Lefevre <b>SECONDED</b> by Don Greene to make discussed updates and accept Solar policy as presented</p> <p><b>Vote:</b> Passed</p>
12. New Business	<p>a. Proposed generator installation policy - 32 generators installed in the community at this time. One requirement that would be included in policy is liability insurance and there are questions as to how this will be covered. Not ready to approve this policy at this point.</p> <p>b. Proposed Flag Policy – U.S. and CT State flags cannot be prevented from being displayed but the Association can limit, provide guidelines and instruct how they are to be displayed. Joe G. presented an option for plugging holes created by flag mounting hardware that may be an option. More discussion needed for this policy.</p> <p>c. Solar Street light Owls Nest- Approximately \$700 total cost for light and install could be done by volunteer committee. Will consider in 2026 budget</p>	<p>a. Clarify insurance liability coverage with our Ins carrier before moving forward with generator policy</p> <p>b. More discussion needed next meeting. Also, get comments from owners.</p> <p>d. 1<sup>st</sup> draft Budget Planning Session Oct. 23, 2025 at 10 AM in CC</p>

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	<p>d. 2026 Budget planning sessions – date set for 1<sup>st</sup> session to begin discussing and preparing costs information</p> <p>e. Property management – Initial discussions on the possibility of moving forward with this. Association will contact other associations currently using property mgmt. for more information.</p>	
13. Next Meeting	<p>Quarterly Community Meeting October 23, 2025</p> <p>Executive Board Meeting, November 13, 2025 10 AM</p>	
14. Community Member Input	<ul style="list-style-type: none"> <li>Community Mailbox area has cement/asphalt settling that causes water collection/winter icing that should be considered to fix in the upcoming budget</li> <li>American Legion presented Briarwood with a generous donation of \$500 for using our community center for meetings.</li> <li>Xfinity solicitors were in the community approximately 7 pm knocking on doors. Xfinity has been contacted before about this and the association will contact Xfinity again to remind them that we have a No Solicitation Policy.</li> <li>Comment was made that there is speeding in the community</li> <li>Non community members have been walking through the property. It is private property but we don't enforce a no trespassing policy for non-residents. Comment was made that some individuals can be guests of community members.</li> <li>2 Mockingbird stated they emailed the board in regard to removing 2 shrubs, email sent Oct 2. Association will look into this and respond.</li> <li>Clarification was requested from a community member in regard to the Attorney response. Declaration states 100% to make changes, yes unanimous consent to make changes.</li> </ul>	

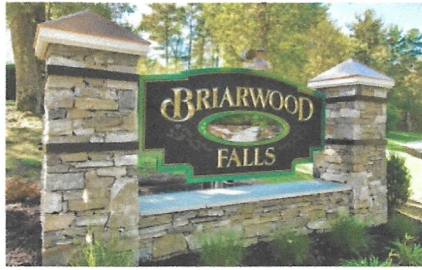
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	<ul style="list-style-type: none"><li>68 Mockingbird voiced concerns about a leaking door issue similar to the problems at 80 MB. Board is aware of this problem and is getting quotes to make required repairs.</li></ul>	
16. Adjourn	Meeting was adjourned at 11:39 AM	On a <b>MOTION</b> by Joe Geiger <b>SECONDED</b> by Karen Pontrelli to adjourn <b>Vote:</b> Passed

Attachments (3): M&R Report, Social Activity Report, Atty. Pilcy & Ryan letter dated 9/30/2025

## 2025 Maintenance / Repairs Tracking Report - 10/09/2025

<u>Date Requested</u>	<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
5/18/2024	1 OWLS NEST	RANCH	Sunroom picture window sagging causing issue opening side windows and screens to fall out	Problem found was that window had not installed correctly.	9/16/2025	WINDOW UNIT
9/18/2025	Entrance Sign	COM ELEMTS	<i>sign light is out</i>	<i>Joe replaced bulb</i>	9/24/25	MISCELLANIOUS
5/7/2025	28 Mockingbird	EAGLE	Restore grass areas on front lawn that did not respond to lawn restoration work last fall	Owner to have Ron Baribeau aererate and reseed lawn areas in mid Sept.	9/25/25	LANDSCAPE
5/7/2025	20 Mockingbird	EAGLE	would like 4 bare sections of lawn dethatched to prepare for planting new grass	Owner to have Ron Baribeau aererate and reseed lawn areas in mid Sept.	9/25/25	LANDSCAPE
9/24/2025	7 Snowbird	RANCH	<i>gutter on garage flooding over during heavy rain</i>	<i>Leaves blocking downspout hole. Joe cleaned gutters on both sides of garage</i>	9/25/25	GUTTER & DOWNSPOUTS
9/30/2025	4 Owls Nest	RANCH	<i>drooping soffit front of garage</i>	<i>Jeff was able to repair it</i>	9/30/25	SOFFIT
5/7/2025	7 Grouse Ct	EAGLE	Yellow spot appeared on back lawn following recent fertilizer application	Turf Pro inadvertently dropped excess fertilizer which burnt lawn. Grass has filled in with time.	10/1/25	LANDSCAPE
10/1/2025	Community Center	COM ELEMTS	<i>Yellow paint step markings has worm off</i>	<i>Joe repainted step riser &amp; edge Yellow</i>	10/1/25	WALKWAY & STEPS
6/10/2025	6 ORIOLE DR	RANCH	wash & Stain Deck	Glenn Completed	10/6/25	DECK
7/1/2025	3 ORIOLE	RANCH	Stain new deck, step and railing boards	Joe completed	10/9/2025	DECK



September 22, 2025

Briarwood Falls Condo Association  
Executive Board Meeting  
Social Activities Committee Report

Good morning,

Rummikub continues on Mondays at 1pm, Shuffleboard on Tuesdays this week at 6:30pm, Cribbage every other Wednesday from 2-4pm, and Hand and Foot card game on Fridays at 2pm.

**Important upcoming dates to remember are:**

Oct 7<sup>th</sup> at 5:30 is Landscape Committee Meeting. All residents are welcome to attend.

Oct 8<sup>th</sup> at 7pm is the American Legion Danielson Post meeting. All Briarwood Falls veterans are welcome to attend.

**Scarecrow Decorating Contest:**

We would like to decorate the community center with scarecrows for the fall season. You can create a scarecrow yourself, or with a group. They can be spooky, funny, and big or small! We ask that you display your scarecrow at the community center between Oct 17<sup>th</sup> and Oct 24<sup>th</sup> so that they are in place for the Harvest Party. Please make sure that your scarecrow is in a location that will not impede the lawn maintenance team. You can vote at the Harvest Party for the best scarecrow.

Oct 25<sup>th</sup> at 1pm is the Harvest Potluck. Bring any dish of choice an appetizer, main dish, or dessert. A sign-up sheet is available as the date gets closer. A time will be set up to decorate pumpkins and plans to have a frightfully fun scarecrow contest leading up to the Potluck.

Nov date to be determined is the Veterans Day Ceremony.

Dec 7<sup>th</sup> at 5pm is the Holiday Party. This gathering will be appetizers, with a few games and contests. We are looking into having a silent auction for crafts and Christmas decorations.

Feb 7<sup>th</sup> the time TBD is a Chili Cook Off!! There's a \$5.00 fee for this event. You can make your favorite chili (optional), taste them all and vote for your favorite. A trophy will be waiting to have your name etched on it and to be proudly displayed in the community center.

Mar 4<sup>th</sup> is Mardi Gras Day! More details to come.

Apr 25<sup>th</sup> will be a Doo Wop Spring Fling dance.

Respectfully submitted,  
Barbara LeFevre,  
Executive Board Liaison, Social Activities Committee

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*\*Also Admitted in MA*

September 30, 2025

SENT VIA EMAIL: [bfexecbd@gmail.com](mailto:bfexecbd@gmail.com)

Executive Board  
Briar Wood Falls Association, Inc.

Re: Briar Wood Falls Association, Inc. ("Association")  
Amendment of Allocation Table  
Request for Legal Opinion

Executive Board:

The Board of Directors has requested a legal opinion concerning the procedure to amend the Declaration and change each Unit's Allocated Interest as shown on Schedule A-2. I have reviewed the Declaration, Bylaws, and the Common Interest Ownership Act (CIOA). It is my opinion that the allocation table may only be amended with the unanimous consent of all the unit owners.

Section 47-236(d) of CIOA states (Bold added):

Except in the case of the exercise of development rights pursuant to section 47-229 or to the extent otherwise expressly permitted or required by other provisions of this chapter, with respect to a common interest community, whether created before, on or after January 1, 1984, **no amendment may create or increase special declarant rights, increase the number of units or change the boundaries of any unit or the allocated interests of a unit, in the absence of unanimous consent of the unit owners.**

This language is consistent with section 15.4 of the Declaration.

There is a section of CIOA, 47-236(j), that allows certain actions by communities whose declaration requires a vote of greater than eighty percent (80%). However, this section does *not* apply to section 47-236(d). Therefore, the allocation table can only be amended by unanimous consent.

If you have any further questions, please contact the undersigned at your convenience.

Respectfully,

PILICY & RYAN, P.C.

By /s/ Jonathan R. Chappell  
Jonathan R. Chappell, Esq.