

Briarwood Falls Association
 Executive Board Meeting
 January 08, 2026, at 10:00 AM
 Meeting Minutes
 Approved

Chair: Joe Geiger, President

Minutes Submitted by: Kathy Kazarian

Members Present: Joe Geiger, President, Jeff Marshall, Treasurer/Director, Kathy Kazarian, Secretary/Director, Karen Pontrelli, Director, Linda Worchel, Director

Members Absent: None

Community Members Attending: # Units represented in person -4
 # Units represented on Zoom - 2

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 10:15 AM	
2. Additions to the agenda	Waivers – 70 Mockingbird New Business – CAI Training Seminars, 2026 Board Projects	
3. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)	None	
4. Correspondence	None	
5. Approval of Board Minutes	Minutes of the 12/11/2025 Executive Board meeting were presented for approval.	On a MOTION by Kathy Kazarian SECONDED by Karen Pontrelli to accept minutes of the 12/11/2025 Executive Board meeting Vote: Passed
6. Treasurer's Report	Treasurer's report 12/31/2025 was presented by Jeff Marshall Total Income: \$25,266 Total Expenses: \$20,859 Difference: \$4,407 Total Reserves: \$243,138 Business Checking Balance: \$25,646	
7. Repairs and Maintenance Summary	Joe Geiger gave summary of M&R since last meeting <ul style="list-style-type: none"> • Completed 14 tasks • Added 8 new tasks • Still 24 tasks not completed 	

Briarwood Falls Association
 Executive Board Meeting
 January 08, 2026, at 10:00 AM
 Meeting Minutes
 Approved

Topics	Discussion	Action
	<p>16 of the tasks still outstanding are windows which are in the budget to do this year.</p> <p>See attached M&R report</p> <p>R&M projects for 2026 so far will include:</p> <ul style="list-style-type: none"> • Replacement of roofs on 6 ranch units. Plan is to get RFP out by March 15th. • 1 Owls Nest front step replacement. Existing settled concrete slab step needs to be removed to get access to repair rotted wood under door sill. Still developing steps for the project and will present it to Board at February's meeting. <p>Dec. 19 Wind Storm caused some damage at 7 units.</p> <ul style="list-style-type: none"> • Siding and trim pieces blew off at 2 MB, 6 SB & 8 Oriole. • Section of shingles on 2 Oriole's sunroom blew off. Our contractor was able to quickly fix these four – cost \$1200 • Shutter blew off the shed and garage door trim at 12 MB. Joe G. was able to fix these two items. • Short section of the rubble stone retaining wall between 6 & 9 Oriole collapsed. Fix in springtime. <p>68 & 80 MB Door replacements – waiting for delivery due to paint lead time</p>	
8. Waivers	<p>70 Mockingbird – Install additional 6 solar panels to existing system</p> <p>70- Mockingbird – install portable gas generator</p>	<p>Waivers All Approved</p> <p>Vote: Passed</p>
9. Committee Reports	<p>Social Activities Committee report was presented by Linda Worchel. No news to report, next meeting scheduled for Wednesday, January 14, 2026</p>	
10. Old Business	<p>Property Management search- The board has interviewed 3 companies.</p> <ul style="list-style-type: none"> • Capital Property Group – Jewett City • Premier Property Management – Enfield • Brunet Company - Danielson <p>Looks like the initial cost estimates for a full-service contract are in the range of \$23 - \$24 per unit on average. Board will prepare a list of specific services required and policies that the service company should follow then</p>	

Briarwood Falls Association
 Executive Board Meeting
 January 08, 2026, at 10:00 AM
 Meeting Minutes
 Approved

Topics	Discussion	Action
	<p>present this to selected contractors for final quotes. The plan is to have the preferred company make a presentation to owners at the Community meeting in April.</p> <ul style="list-style-type: none"> • Generator Policy – so far, information from our insurance rep, Bovier, is that the Liability coverage amount of \$500,000 is sufficient. This is typical coverage of owners’ H-06 policy. Still waiting for final info from our insurance carrier, Vermont Mutual, if the “Additions and Improvements” in our master policy will provide coverage for solar panels and generators without incurring an increase in our premium. Recommend that we hold the Generator policy until this issue gets resolved. 	
<p>11. New Business</p>	<ul style="list-style-type: none"> • Linda Worchel has graciously provided us with a new extra-large doorstep for the Community Center doors; this allows the large doors to remain open and increases handicap access • 2026 Vermont Mutual Insurance and Solar & Generator coverage in Master Policy – still awaiting reply from Vermont Mutual • Weather Even Preparedness & Response Plan - CAI has been promoting Condo Associations to have a disaster plan. Fortunately, we don’t have the catastrophic events that are driving this CAI policy but we do get severe rain wind and snow storms that can cause problems within our association complex. The board is looking at a draft policy that Joe. G. has prepared. The policy is aimed at being prepared and responding to these severe weather events. Board will review/modify the plan, if needed, and issue it as our policy. • Winter Weather reminders - reminders were sent out to the community. This will also be on the upcoming agenda for the community meeting. • Lobby Letter to CAI Legal Action Committee – Joe G. has drafted a copy of the letter that he plans to send with the hopes that there are other associations facing similar voting approval issues who will also lobby for the legislators to investigate 	

Briarwood Falls Association
 Executive Board Meeting
 January 08, 2026, at 10:00 AM
 Meeting Minutes
 Approved

Topics	Discussion	Action
	<p>needed changes to CIOA, section 47-236 (d). A copy will be sent to Chas and our legislative district reps – Anne Dauphinais and Mae Flexer.</p> <ul style="list-style-type: none"> • Quarterly Community Meeting Agenda items – Add winter reminders to agenda • CAI is presenting a 3-part Board training seminar titled “Condo Inc.” on Saturdays, Jan 24, 31 and Feb. 7 at 9 – 11 AM. Joe G. will show these at the Community Center to all who would like to participate. The agendas will be emailed for the sessions. • 2026 Board Projects. The board will begin working on some proposed amendments to move some limited common elements from association to unit owner responsibility. Different approaches to presenting these including a “phase in” were discussed. 	
12. Next Meeting	<p>Executive Board > February 12, 2026 at 10:00 AM Community Meeting January 22, 2026 at 6:30 PM</p>	
13. Community Member Input	<p>Unit owner who was complying with the generator policy Dec. 1. effective date by putting the additional \$1M coverage on their insurance asked if this could now be removed? Yes, generator policy is on hold until hearing from Vermont Mutual and this extra coverage may not be necessary.</p> <p>When Board members change, notifications should be sent out to the community.</p> <p>A question of exactly which legislative committee within the general assembly will be hearing that specific topic of CIOA, section 47-236 (d). Joe G. to attend March CAI Conference in Plantsville and will speak with the legislative members to confirm this. A suggestion was also made to provide the community with legislative contact information.</p> <p>A question was asked on proper procedure for Briarwood to receive gifts donations, monetary contributions and if this is even allowed. Board will research and provide information.</p> <p>Discussion on the details of the property management</p>	

Briarwood Falls Association
 Executive Board Meeting
 January 08, 2026, at 10:00 AM
 Meeting Minutes
 Approved

Topics	Discussion	Action
	<p>search and if it has been looked at as providing both full serve and a la carte. The board has requested both from the companies that it has interviewed.</p>	
<p>16. Adjourn</p>	<p>Meeting was adjourned at 11:21 AM</p>	<p>On a MOTION by Kathy Kazarian SECONDED by Linda Worchel to adjourn</p>

Attachments (1): M&R Report

2025 Maintenance / Repairs Tracking Report - 01/08/2026 Meeting

<u>Date Requested</u>	<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
9/9/2025	Shed	COM ELEMETS	replace IGU in cracked window from 26 MB	To Slocum -warranty replacement	12/11/25	WINDOW UNIT
11/20/2025	13 Oriole	RANCH	Dining Rm & Kitchen window screens are torn	To Joe Clune to get repair 11/25/25	12/11/2025	SCREEN REPAIR
9/5/2025	Mailbox Station	COM ELEMETS	water drainage issue resulting in hazzardous winter icing	rerouted gutter drains to underground header and overcoated concrete slab wit asphalt to improve drainage and prevent muddling/icing.	12/17/2025	DRAINAGE
10/8/2025	14 Snowbird	RANCH	trip hazard at walkway entry to unit due to collapse of asphalt	repared walkway and dip in driveway	12/17/2025	WALKWAY & STEPS
12/20/2025	12 Mockingbird Dr,	RANCH	Trim blew off left side of garage door during storm	Joe reinstalled trim	12/21/2025	SIDING TRIM
12/20/2025	Shed	COM ELEMETS	Shutter blew off during storm	Joe - found, repaired and reinstalled shutter	12/22/2025	SHUTTER
7/14/2025	13 ORIOLE DR	RANCH	facia trim at left back corner of hosue has been pulled away and crumpled by wind blowing the far reaching upper branches of river birch tree	Glenn's crew fixed wind damage on soffit and replaced Facia trim pieces approved to repair.	12/23/25	SIDING TRIM
12/20/2025	6 Snowbird Dr.	RANCH	Facia trim at back garage top blew off during storm	Glenn's crew replaced facia trim	12/23/2025	SIDING TRIM
12/20/2025	2 Oriole	EAGLE	section of shingles blew off roof left side of sunroom	Glenn's crew replaced shingles	12/23/2025	ROOF SHINGLES
10/8/2025	5 Mockingbird	CAPE	Kitchen entry door sagging	Glenn's crew installed new firedoor	12/24/25	DOOR BACK
12/20/2025	8 Oriole	EAGLE	Pieces of siding blown off during storm	Glenn's crew replaced siding pieces	12/26/2025	SIDING VINYL
11/10/2025	9 Snowbird Dr.	RANCH	Front door right jam rotted at bottom	Glenn's crew repaired jam. Paint in spring	12/29/2025	DOOR TRIM
11/20/2025	13 Oriole	RANCH	On door to deck, both door jams have rotted at the bottom and need to be replaced.	Glenn's crew repaired jam. Paint in spring	12/30/2025	DOOR TRIM
12/29/2025	2 Mockingbird Dr.	RANCH	Siding piece fell off near bumpout	Glenn's crew replaced siding piece	12/30/2025	SIDING VINYL

2025 Maintenance / Repairs Tracking Report - 01/08/2026 Meeting

<i>Date Requested</i>	<i>Address</i>	<i>Unit</i>	<i>Maintenance / Request</i>	<i>Status</i>	<i>Date completed</i>	<i>Category</i>
05/01/25	4 MOCKINGBIRD	RANCH	FIXED SIDE SLIDER FOGGED	replaced fixed slider door under Pella Windows 20 Warranty.	1/6/2026	WINDOW UNIT