

Briarwood Falls Association
Quarterly Community Meeting
July 24, 2025, at 6:30 PM
Meeting Minutes
Approved

Chair: Joe Geiger, President

Minutes Submitted by: Kathy Kazarian

Members Present: Joe Geiger, President, Karen Pontrelli, Treasurer/Director, Kathy Kazarian, Secretary/Director, Greg Dexter, Director, Joe Clune, Director, Barbara Lefevre, Director

Members Absent: Don Greene, Vice President

Community Members Attending: # Units represented in person - 33
 # Units represented on Zoom - 8

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 6:30 PM	
2. Additions to the agenda	None	
3. Board Officers Introduction & Meeting Schedule	Board Officers were elected as follows: President – Joe Geiger Vice President – Don Greene Treasurer – Kathy Kazarian Secretary – Jeff Marshall Joe Geiger extended thanks and recognition to the following; Karen Pontrelli, remaining on the board for another term but resigning from her role as Treasurer. Karen has served as Treasurer for the past 8 years and her service to the community has been much appreciated. Karen will be taking on new responsibilities for landscaping & maintenance and other areas as needed. Greg Dexter, finished a 3-year term as Director and Social Activities Liaison. Gregs detailed reports will be missed. Joe Clune, finishing up an interim 1-year term on the board as Maintenance Director. We appreciated Joe's work on the board. Dates for meetings, Executive Board meetings, 2nd Thursday of each month 10 AM. Quarterly community meetings on 4th Thursday of month 6:30 PM. See attached schedule	
4. Welcome New Residents	Robert and Mary Ruda, 24 Mockingbird Dr.	

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5. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)	None	
6. Approval of Board Minutes	Minutes of the 04/24/2025 Community meeting were presented for approval.	On a MOTION by Walter Rosinski SECONDED by Art Rickey to accept minutes of the 04/24/2025 Qtrly. Community Meeting Vote: Passed
7. Treasurer's Report	Treasurer's report 2nd Quarter was presented by Karen Pontrelli Total Income: \$91,471 Total Expenses: \$105,484 Difference: \$14,013 Total Reserves: \$284,575 Business Checking Balance: \$19,009	
8. Repairs and Maintenance Summary	Joe G. shared a maintenance spreadsheet. 26 tasks completed Apr-Jul, 47 uncompleted tasks remain. Windows are a substantial item on the list. 16 units, 26 windows in need of repair. Total of \$28,000. \$8,500 in budget to do windows. August meeting will seek approval for 4 units. Will need to budget more next year. Older units going on 20 yrs old window seals naturally fail. Even newer homes warrantied 5 yrs. They could last 5-25 yrs but eventually can fail due to effects of weather, wind, sun. Anticipate more going forward.	
9. Committee Reports	a. Social Activities Committee report was presented by Barbara Lefevre, Liaison, see attached report	
	b. Reserve Committee Presentation by Steve Rizk The Recap is that we are still substantially underfunded in reserves at only 17% of the fully funded balance needed. However, we can minimize the need for special assessments by continuing the track of increasing reserve fund contributions by 2% per year from 2022 thru 2037. Consideration has been given to the issue of removing items from the Association's responsibility. Two primary things would be decks and patios. Decks and patios have	

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	a wide range with some very small \$60 to much larger \$25,000. This needs to be explored in more detail. Joe G. thanked the Reserve Committee for providing us with a road map to the future.	
10. Old Business	a. Community Center Irrigation System We talked about this at our last community meeting and we brought up a proposal that was received for \$4,900 for an irrigation system, also roughly \$250 estimate for water costs. Considering the landscaping that has been invested and the focal point of the community center this was put out to the community for an opinion survey. 73 units responded, 47 yes votes, 26 no votes. 51% majority. We will not be proceeding this year, but would still like to consider this option. Volunteers are needed to help water during the growing season and a sign-up sheet is on the table in the back.	
11. New Business	a. Flag Waiver policy – Joe G. is in the process of preparing a policy for the display of flags. An owner had requested to display a flag. Federal and State laws state you cannot prevent someone from displaying a U.S. or CT state flag. We need a policy that allows this but also protects the Association. If you mount flag holders in the siding, trim, fascia board you must restore the elements to their original condition when you vacate a unit. <i>You cannot just plug the holes. Replacing siding can be costly as you cannot usually purchase just one piece you have to buy an entire box and there could also be an issue of color matching.</i> a. Reminder – Communication protocol to Board Please use the board email or correspondence box for all communications to the board. <u>bfexecbd@gmail.com</u>	
12. Next Community Meeting	Community Meeting, October 23, 2025 at 6:30 PM	
13. Community Member Input	Question was asked if there was any movement on the property on Mockingbird? Rumor has been heard that	

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	there has been a contract on the property. Xfinity repairs – Returning Saturday to finish repairing 6 spots. Issues tunneling under driveways was unfortunate and in hindsight would not have been allowed. Question on what the proposed capital contribution fee for a new resale owner would look like that was mentioned in the Reserve study as a way to generate income for the Association. It could range from one to two times a monthly fee and more information would be needed from the Atty. as to where that money could go and how we could do that going forward. Concerns were raised about taking down the large arborvitae hedge at the end of Starling Ct. The feeling is that it should not have been planted there, very expensive to properly prune and maintain also encroaching over adjacent properties. Uniform fee concerns – In regards to the 70% approval for a uniform fee, has anything been done this year yet? Concerns about it becoming more and more critical due to the increasing reserve contributions and rising budgets. The Board is planning to address the issue with our lawyer. Seeking to get better clarification before moving forward with this project. There is some language in the statute that needs to be clarified. Spoke with other Attys at CAI events, only person with real experience is our Atty. Other communities have been successful.	
14. Adjourn	Meeting was adjourned at 8:08 PM	On a MOTION by Joe Geiger SECONDED by Chris Norman to adjourn Vote: Passed

Attachments (4): M&R Report, Social Activity Report, 2025-2026 Meeting Schedule, 2025-2026 Board of Directors

2025 Maintenance / Repairs Tracking Report - 07/24/2025

<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
4 Grouse Ct	EAGLE	water stain on bathroom ceiling from leak	boots on vent and radon pipe leaking - repaired and Perma boots were installed	7/8/25	ROOF VENTS
80 Mockingbird	EAGLE	LEAK AT BSMT FRENCH DOOR AND AT BOTTOM OF LIVING ROOM SLIDER DOOR	Work June 2025 by Luke Walker found flashing problem under deck but again it did not fix leak at lower french door. Working with door Mfg, ALI, to find way to add weep holes to inner track on upper sliding door		WATER LEAK
3 MOCKINGBIRD	RANCH	BATHROOM WINDOW SEAL BROKEN	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
11 ORIOLE DR	RANCH	2 DINNING ROOM UPPER WINDOWS	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
3 ORIOLE DR	RANCH	DINING ROOM WINDOW SEAL BROKEN	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
9 ORIOLE DR	RANCH	SLIDER SIDE PANEL SEAL FAILURE	to Killingly Glass for quote May 1, 2025		DOOR SLIDER
14 ORIOLE DR	RANCH	2 single hung and Sun Room picture window have seal failures	to Killingly Glass for quote June 26, 2025		WINDOW UNIT
10 ORIOLE DR	RANCH	SUN ROOM FIXED PANEL OF SLIDER SEAL FAILURE	to Killingly Glass for quote May 1, 2025		DOOR SLIDER
1 OWLS NEST	RANCH	GARAGE WINDOW SEAL BROKEN/FOGGED	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
1 OWLS NEST	RANCH	SUNROOM HALFMOON TRANSOM WINDW FOGGED & SEAL STRIP LOOSE	to Killingly Glass for quote May 1, 2025. Owner requested to have window tinted. they will pay diffrence.		WINDOW UNIT

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1 OWLS NEST	RANCH	SUNROOM SIDE SCREEN KEEPS FALLING OUT	Reece has attempted repair but it may be an ongoing process. Window appears to be incorrectly supported and the frame has sagged. Attempted to straighten and support it 12/19/24 w/o success. Looked at again w/ Reece 11/20/24. A repair plan & quote received 6/22/2025.		SCREEN REPAIR
1 OWLS NEST	RANCH	SLIDING DOOR FIXED PANEL SEAL BROKEN/FOGGED	to Killingly Glass for quote May 1, 2025		DOOR SLIDER
1 OWLS NEST	RANCH	DOOR IS FALLING OUT?	Reece inspected 11/20/2024. still need repair plan		DOOR BACK
9 ORIOLE DR	RANCH	Deck needs stain and some tightening repairs	To Glenn for quote		DECK
6 SNOWBIRD DR	RANCH	WINDOW SEAL BAD, WINDOW FOGGY			WINDOW UNIT
3 ORIOLE	RANCH	REPLACE DECKING AND RAILS DUE TO WOOD ROT.	got quotes from Glenn in Jan 2025. Repairs to start in May		DECK
4 MOCKINGBIRD	RANCH	LIVING & DINNING ROOM UPPER WINDOWSFOGGED.	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
7 SNOWBIRD	RANCH	FRONT SIDEWALK SINK HOLES			WALKWAY & STEPS
7 SNOWBIRD	RANCH	DINNING ROOM WINDOWS SPOTTED BETWEEN GLASS. (SEALING ISSUE).	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
7 SNOWBIRD	RANCH	STAIN DECK			DECK
5 ORIOLE DR	RANCH	GARAGE ROOF LEAKING	Glenn looked but could not find leak source. Check again after next rain.		WATER LEAK
8 Skylark In	CARDINAL	stain deck			DECK

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20 Mockingbird	EAGLE	Chicken eagle broke through porch screen leaving tear in screen	On Glenn's list to repair		SCREEN REPAIR
10 ORIOLE Dr	RANCH	GARAGE ROOF LEAKING NEAR LEFT SIDE OF DOOR	Inside garage you can see daylight crack, source of leak, at ridge peak about 3 to 4 feet from front of ridge. Water leaking in here runs down both sides of garage separation wall for units 9 & 10 onto floor. On List to repair by Glenn or Harts Roofing		WATER LEAK
5 MOCKINGBIRD	RANCH	water leak into garage ceiling down to floor house wall side during blowing rain	plan to do water test to see if leak point along garage valley can be located		WATER LEAK
8 Grouse ct	ROBIN	water leaking around radon pipe to floor connection.	Not apparent where water is getting in. Will periodically check to see if lek continues		WATER LEAK
66 Mockingbird	EAGLE	trim 4 evergreen trees	have quote from Myles; work scheduled		LANDSCAPE
1 Snowbird	RANCH	Living rooom window seal failure	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
9 Grouse ct	CARDINAL	repair lawnm damage due to plow damage	Myles to repair		LANDSCAPE
14 Snowbird	RANCH	sunroom slider and r/sideglass looking from the inside are fogged	to Killingly Glass for quote 5/1/2025		WINDOW UNIT
68 Mockingbird	ROBIN	water leakage at deck french door is causing damage to laminate flooring	Investigating source of leakage and developing repair strategy with Luke Walker Const.		WATER LEAK
4 ORIOLE DR	RANCH	GARAGE WINDOW CRACKED	to Killingly Glass for quote May 1, 2025		WINDOW UNIT

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4 MOCKINGBIRD	RANCH	FIXED SIDE SLIDER FOGGED	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
7 MOCKINGBIRD	CAPE	pivot bar& sash balance failed on upper living room window.	Joe. G has plan to fix pivot and will install constant force sash balances.		WINDOW UNIT
7 Grouse Ct	EAGLE	Yellow spot appeared on back lawn following recent fertilizer application	Greg addressing issue with Turf Pro Lawn Care		LANDSCAPE
28 Mockingbird	EAGLE	Restore grass areas on front lawn that did not respond to lawn restoration work last fall	advised to wait until later in the season. Due to fertilizer schedule		LANDSCAPE
20 Mockingbird	EAGLE	would like 4 bare sections of lawn dethatched to prepare for planting new grass	advised to wait until later in the season. Due to fertilizer schedule		LANDSCAPE
20 Mockingbird	EAGLE	Cracking asphalt and hole in driveway where Xfinity performed boring work	Xfinity's paving repair contractor to fix		DRIVEWAY
Common Grounds	COM ELEMETS	3 diseased flowing plumb trees	getting quote to remove 7/6/2025.		LANDSCAPE
1 Owls Nest	RANCH	living rm window seal failure	need to measure window		WINDOW UNIT
6 Starling	RANCH	Seal failed on Kitchen & Dining Rm windows	to Killingly Glass for quote June 26, 2025		WINDOW UNIT
6 Snowbird Dr	RANCH	Soffit section & gutter over bump out is drooping	waiting on glenn to quote & fix		SOFFIT
5 Snowbird Dr	RANCH	Window seal bad on 3 window: 1st bdm, liv rm & Sun Rm	need to measure windows		WINDOW UNIT
5 Snowbird Dr	RANCH	Living room ceiling stain caused by roof leak needs to be painted			WATER LEAK
5 Snowbird Dr	RANCH	Steps off sunroom needs repair	already on 2025 Deck work list		DECK



July 24, 2025

Briarwood Falls Condo Association
Executive Board Meeting
Social Activities Committee Report

Good evening,

The Social Activities committee continues events for all, with weekly updates emailed to the community by Pam Provost.

Rummikub on Mondays at 1pm, Shuffleboard on Tuesdays at 6pm, and Hand and Foot card game on Fridays at 2pm continue to provide ways for all to socialize. Canasta, a rummy-type card game, is being put off until fall. Anyone interested should contact Dianne Clune.

The American Legion has reserved the community center for August 7th. Meetings start at 7pm. All veterans are encouraged to come.

Important upcoming dates to remember are:

- *Social Activities committee meeting Aug 8th at 6pm
- *Our Annual Picnic, September 13th at 12 noon
- *And a Harvest Potluck event instead of a Halloween party on October 25th.

More details to come regarding the harvest potluck after the upcoming social activities meeting.

Come on out to socialize with your neighbors and friends.

Respectfully submitted,

Barbara LeFevre
Executive Board Liaison, Social Activities Committee

BRIARWOOD FALLS CONDO ASSOCIATION

Meeting Schedule

2025 - 2026

Executive Board Meetings are held second Thursday of every month at 10:00AM in Community Center.

Quarterly Owner's Meetings are held fourth Thursday in the month of each quarter at 6:30PM in Community Center.

Executive Board Meetings	Quarterly Meetings
8/14/2025	
9/11/2025	
10/09/2025	10/23/2025
11/13/2025	
12/11/2025	*Special Budget meeting to be announced for December
1/08/2026	1/22/2026
2/12/2026	
3/12/2026	
4/09/2026	4/23/2026
5/14/2026	
6/11/2026	
7/09/2026	7/23/2026

Briarwood Falls Executive Board

President

Joe Geiger

Vice President

Don Greene

Treasurer

Jeffrey Marshall

Secretary

Kathy Kazarian

Directors

Karen Pontrelli

Barbara LeFevere