

Briarwood Falls Association
Executive Board Meeting
May 14, 2026, at 10:00 AM
Meeting Minutes
Approved

Chair: Joe Geiger, President

Minutes Submitted by: Kathy Kazarian

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

Members Absent: None

Community Members Attending: # Units represented in person - 8
 # Units represented on Zoom – 1

Premier Property Mgmt. Attending - David Karat & Morgan Remington

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 10:03 AM	
2. Additions to the agenda	Old Business – Board member terms R&M – Power washing	
3. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)		
4. Correspondence	The board recently sent an email to the declarant Derek Santini once again requesting removal of the concrete conduits left behind on lower Mockingbird Drive, or at least moving them to a less visible location. The email also made mention of new board members, upcoming property management and the proposed Husky/Amazon project. Email response received did not clearly answer or address any of the items outlined, but stated they are making some internal changes and will get back to us shortly.	
5. Approval of Board Minutes	Minutes of the 04/09/2026 Executive Board meeting and Special Meeting 04/28/2026 were presented for approval.	On a MOTION by Linda Worchel SECONDED by Kathy Kazarian to accept minutes of the 04/09/2026 Executive Board meeting & 04/28/2026 Special Meeting Vote: All Approved
6. Treasurer's Report	Treasurer's report 04/30/2026 was presented by Jeff Marshall Total Income: \$27,930 Total Expenses: \$32,470	

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	Difference: \$4,540 Total Reserves: \$27,752	
7. Repairs and Maintenance	Joe Geiger gave summary of M&R since last meeting - Completed 9 tasks - Added 7 new tasks - Still 35 tasks not completed 13 of the tasks still outstanding are 23 windows which are in the budget to do this year. Danielson Glass will install these windows next Thursday, May 21. Quotes for new tasks: - Replace broken window shade for Community Center. NE Kitchen & Floor quoted \$345 for new custom size window shade w/metal hardware. This will be expensed to the CC Budget. 6 & 9 Oriole – Rebuild 10-foot section fallen stone wall. Three quotes: \$1272, \$1400, \$1600. Recommending Rick Deojay for \$1272 10 Skylark - water leakage above French door. Remove siding pieces and at least 1 deck board to inspect flashing above door & reinstall same. Two quotes: \$846, \$950. Handyman Glenn Grover recommended for \$846. Tasks expensed from Reserves: 6 Oriole walkway replacement. 2 quotes \$2620, \$2970 (versus partial R&M repair 53 feet \$1485) Recommend Dave Mackin to replace entire walkway \$2620. Summary to date for M&R Expenses: ✓ Jan 1 – May 14th paid expenses \$2,886 ✓ Expenses for all pending / approved tasks \$5,010 ✓ To date projected total General R&M Expenses of \$10,014 VS Budget \$10,050. 1 & 2 Owls Nest Courtyard - Bury 3 downspout drains in courtyard to existing yard drain basin. 2 quotes: \$1,800, \$3,900. Recommend hold on this project until we see how R&M expenses go forward into the rest of this year, or, include in 2027 budget for Planned Maintenance.	On a MOTION by Karen Pontrelli SECONDED by Linda Worchel to approve purchase of window shade from NE Kitchen & Flooring \$345 Vote: All Approved On a MOTION by Joe Geiger SECONDED by Jeff Marshall to approve 6 & 9 Oriole stone wall repair with mason Rick Deojay for \$1272. Vote: All Approved On a MOTION by Karen Pontrelli SECONDED by Ed Robinson to approve 10 Skylark door contract with Glenn Grover for \$846. Vote: All Approved On a MOTION by Linda Worchel SECONDED by Ed Robinson to approve 6 Oriole walkway replacement contract with Dave Mackin for \$2620. Vote: All Approved

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	See attached M&R report Power washing – Question was asked if community member could choose to use a different vendor to power wash unit that was currently on the schedule. Discussions if this could be reimbursed or how this could proceed. It was stated that this was a set procedure using the board contracted vendor and that would not be an option unless you submit a waiver and bear the cost personally.	
8. Waivers	None	
16. Committee Reports	a. Social Activities Committee report was presented by Linda Worchel. See attached report. b. Landscape Committee report was presented by Karen Pontrelli. See attached report.	
17. Old Business	Board member terms – A few board members were seeking clarification on how terms are filled and when they expire. Board will look to explain the terms and expirations of those seats filled by interim directors vs. elected terms.	
18. New Business	- Special Assessment Approval – Initially discussed as not required as it was included as part of approved vote to go with Premier. At the end of the meeting Chris Norman pointed out that we should officially approve the special amendment amount (\$9,216.51). Motion was made to return to new business and approve this item. - Property Management transition – Documents Premier has requested have begun to be transmitted to them for their July 1 start date. Currently working to provide a list of contractors that we use for R&M. - Garden club – As Diane Dexter steps down as Chairperson of the garden club we would like to extend our thanks to her and to Greg for all of their hard work and generous donations that have made the community a more beautiful place. A notice to the community will be going out to recruit volunteers to maintain the garden club for the remainder of this year. Volunteers would select a new chairperson for the club. Board to consider funding Landscape committee and garden club projects as line item in future budgets	On a MOTION by Karen Pontrelli SECONDED by Ed Robinson to return to New Business for Special Assessment approval Vote: All Approved On a MOTION by Linda Worchel SECONDED by Karen Pontrelli to approve Special Assessment amount of \$9,216.51 Vote: All Approved On a MOTION by Joe Geiger SECONDED by Kathy Kazarian to send a notice to community for Garden Club

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	• Appoint board member to inspect CC after private events - Linda Worchel volunteered to do post event inspections. Need to review existing checklist and related paragraph in reservation form and revise it as needed for completeness and clarity. • Lawn weed/nutsedge treatments - Linda Worchel will send out pictures of nutsedge and ask residents to report it when they see it. Intent is to get a better handle on where it is to possibly change how we are doing broad base eradication of this weed. • CC watering system - Linda Worchel will recruit for donations to install CC irrigation system as quoted by PS Irrigation.	volunteers Vote: All Approved
19. Next Meeting	Executive Board > June 11, 2026 at 10:00 AM	
20. Community Member Input	John Beck – spoke about risk to youngsters riding electric scooters inside BW property. Joe to address this issue. Chris Norman – recommended board approve special assessment amount for property manager service to avoid owner challenges. Motion made to return to this item in the new business section of the agenda.	
21. Adjourn	Meeting adjourned at 12:03	On a MOTION by Ed Robinson SECONDED by Kathy Kazarian to adjourn

Attachments (3): M&R Report, Social Activity Report, Landscape Committee Report

Attendance

Diane Clune, chairperson
Debbie DelSesto
Roz Provost
Pam Provost
Adele Robinson
Mark Worchel
Linda Worchel

The DooWop dance was held on April 25 and was well attended. The DJ kept everyone hopping, the snacks were yummy and everyone seemed to have a good time whether they were dancing or visiting.

Our next event will be Memorial Day on May 24 at 9 am. Our veterans will march to the community center and will provide a short ceremony. There will be goodies and coffee afterward in the community center. Please be respectful of the ceremony and plan trips by the community Center accordingly.

The Community-wide yard sale will be held on Saturday, June 6 with rain date of June 7. The social activities committee will hold a bake sale to be located at the lower corner of Oriole as it meets Mockingbird. Anyone who wishes to donate goodies for the bake sale please package items in small or single serve quantities. Bottled water will also be available for sale.

The Ice cream social will be held on June 27 at 3:00. A sign up list will be located in the community center for ice cream, toppings, etc. The social is a make your own sundae bar.

We are looking into a 'paint your own garden or deck brick' event sometime during the summer.

The community picnic will be held on September 12 at 12:30 pm. The picnic will have a patriotic theme in honor of our country's 250th birthday. The food will be a barbecue style buffet.

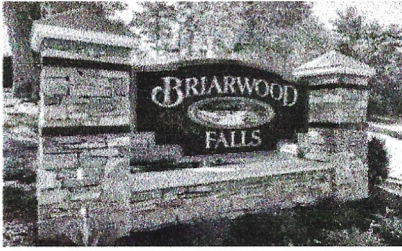
Weekly events include Rummikub, Crafts with Adele and Hand and Foot card card game.

Cribbage wrapped up for the season with Joe Kazarian as the trophy holder and a pizza party with the skunk jar earnings.

We enjoy having a diversity of events and welcome any ideas. Events can be one-time, weekly bi-weekly, or anything in between. And remember, the community room is available for private events. Contact Dianne Clune to check on availability.

The Next Social activities Meeting will be held on June 10 at 5 pm.

Social activities report
Submitted by Linda Worchel



May 5, 2026

Landscape Committee: Diana Brennan, Brad Gerrish, Shirley Gerrish, Joe Geiger, Karen Pontrelli, Ed Robinson, Ruth Simpson, and Mark Worchel

Discussion:

Plant Replacements:

2 Oriole – two boxwoods

32 Mockingbird – one small plant (type to be determined)

Plant to Monitor:

66 Mockingbird – inspected Spirea plant – starting to improve

Large Front Shrubs:

15 Mockingbird and 3 Starling – overgrown, touching unit and overlapping the lawn.

Recommend replacing shrubs with smaller ones. (Per Myles, cost to remove shrubs \$25 each.)

13 and 6 Oriole – overgrown but not interfering with the walkway or the lawn area.

Recommend cutting back away from unit.

Paint Needed:

7 Mockingbird – back garage door

13 Oriole – garage doors

Black Buggy:

Seeking volunteers for restoration.

Best Regards,

Karen Pontrelli, Chair
Landscape Committee

Next Meeting – **June 2, 2026 at 3:30 PM**

2025 Maintenance / Repairs Tracking Report - May 14, 2026						
Date Requested	Address	Unit	Maintenance / Request	Status	Date completed	Category
3/27/2026	3 Staling Ct.	RANCH	Trim at LS of garage door loose	Joe refastened trim	4/3/2026	DOOR TRIM
11/10/2025	9 Snowbird Dr.	RANCH	Front door jams rotted at bottom and need to be repaired	Glenn's crew repaired jam . Joe painted.	4/15/2026	DOOR TRIM
4/18/2026	14 ORIOLE DR	RANCH	Rotted top step on stairs to deck	Replaced step board	4/23/2026	DECK
11/20/2025	13 Oriole	RANCH	On door to deck, LS jam. rotted at the bottom	Glenn's crew repaired Jam. Needs painting in spring.	4/30/2026	DOOR TRIM
12/7/2025	13 Oriole	RANCH	Rotted face board at back right corner of deck & one rot spot on deck board	Joe repaired rot spot in deck board. Glen's crew replaced rotted face board	5/2/2026	DECK
3/13/2026	29 Mockingbird Dr.	EAGLE	paint peeling on lower RS door trim at basement walk out door	Joe repaired	5/4/2026	DOOR TRIM
10/8/2025	5 MOCKINGBIRD	RANCH	water leak into garage ceiling down to floor house wall side	No leak for several months then leak reoccurred after 10/8/25 rain storm. Glenn's may have found source of leak. Waiting for warmer weather to remove siding and fix.	5/5/2026	WATER LEAK
48/28/2026	13 Oriole	RANCH	Hose spigot leaking at vapor valve	Quality Plumbing replaced spigot	5/5/2026	HOSE SPIGOT
4/28/2026	66 Mockingbird	EAGLE	Remove dieing shrub at front odj house	Shrub was late bloomer. Looks okay now	5/6/2026	
3/9/2026	1 Owls Nest	RANCH	Basement cracks/ water leaks	Contractor pressure sealed cracks	5/9/2026	DRAINAGE
6/5/2023	3 MOCKINGBIRD	RANCH	BATHROOM WINDOW SEAL BROKEN	2026 Budget repair		WINDOW UNIT
2/8/2024	9 ORIOLE DR	RANCH	SLIDER SIDE PANEL SEAL FAILURE	2026 Budget repair		DOOR SLIDER
5/18/2024	1 OWLS NEST	RANCH	GARAGE WINDOW SEAL BROKEN/FOGGED	2026 Budget repair		WINDOW UNIT
11/4/2024	1 SNOWBIRD	RANCH	living rm window seal failure	2026 Budget repair		WINDOW UNIT
11/13/2024	7 SNOWBIRD	RANCH	DINNING ROOM WINDOWS SPOTTED BETWEEN GLASS. (SEALING ISSUE).	2026 Budget repair		WINDOW UNIT
11/13/2024	7 SNOWBIRD	RANCH	Stain deck	2026 task		DECK
1/31/2025	8 Sky/lark In	CARDINAL	stain deck	2026 task		DECK
4/25/2025	14 Snowbird	RANCH	sunroom slider and r/sideglass looking from the inside are fogged	2026 Budget repair		WINDOW UNIT
5/1/2025	4 ORIOLE DR	RANCH	GARAGE WINDOW CRACKED	2026 Budget repair		WINDOW UNIT

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5/1/2025	4 ORIOLE DR	RANCH	Seal failure patio slider fixed	2026 Budget repair		WINDOW UNIT
5/1/2025	7 MOCKINGBIRD	CAPE	Left pivot bar broke off and sash balance failed on upper living room window. This occurred long ago before current owner moved in.	problem repairing upper coil sash balances. Also, broken pivot bar cannots be repaired. Looking for replacement upper window sash. Otherwise entire dojuble window assembly will need to be replaced.		WINDOW BALANCE
6/12/2025	1 Owls Nest	RANCH	living rm upper window seal failure	2026 Budget repair		WINDOW UNIT
6/25/2025	6 Starling	RANCH	Seal failed on Kitchen & Dinning Rm windows	2026 Budget repair		WINDOW UNIT
7/2/2025	5 Snowbird Dr	RANCH	Seal failure 3 windows: Bath lower, Liv Rm upper, Sun Rm picture	2026 Budget repair		WINDOW UNIT
7/7/2025	2 Snowbird Dr	RANCH	Dirt/ Mold on siding and balcony deck. Balcony railings warped	Unit is on 2026 Wash Schedule		POWER WASH UNIT
9/25/2025	1 Owls Nest	RANCH	exposed plywood sillplate at front step rotted	Contractor Scheduled to repair in June 1 & 2		DOOR TRIM
10/4/2025	3 Mockingbird	RANCH	Seal failed on fixed side of patio sliding door.	2026 budget repair		DOOR SLIDER
11/8/2025	13 Oriole	RANCH	Window seal failed	2026 budget repair		WINDOW UNIT
11/12/2025	2 Mockingbird Dr.	RANCH	Surroom window bowing cannot lock it.	Dave Adamo to quote		WINDOW UNIT
11/20/2025	13 Oriole	RANCH	Garage Doors and front shudders need painting	In spring 2026		PAINT
11/20/2025	13 Oriole	RANCH	Overgrown Association bushes in front of house	Landscape committee & ourneer deciding shrub replacment in May		LANDSCAPE
1/4/2026	3 Owls Nest	RANCH	back garage door jam on right side rot or bug damage	Glenn to repair 5/14		DOOR TRIM
1/18/2026	3 Starling	RANCH	RH slider pane in basement window is missing. Likely missings since unit was built in 2006.	Glenn to quote window replacement		WINDOW UNIT
2/11/2026	5 Starling	RANCH	Seal failed Patio Slider door & Surroom slider window	On window 2026 repair list		WINDOW UNIT
2/23/2026	3 Starling	RANCH	2 pieces of Facia trim blew off top of front ridge	Glen to repair 5/14		WATER LEAK
3/9/2026	1 Owls Nest	EAGLE	Court yard drainage issues	Getting quotes		

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3/10/2026	7 Mockingbird	CAPE	Garage back door needs painting			PAINT
3/18/2026	9 ORIOLE DR	RANCH	Sunroom picture window side slider is difficult to close/ lock and leaks cold air	Large widow unit is sagging due to not being fastened in property. <i>Dave Adamo to quote repair</i>		WINDOW UNIT
3/23/2026	5 Oriole Dr.	RANCH	Sliding door to deck failed seal	For 2027 budget		WINDOW UNIT
4/3/2026	10 Skylark	EAGLE	Water leak above patio french door	Getting quotes		WATER LEAK
4/10/2026	Community Center	COM ELEMETS	Window shade broken			MISCELLANIOUS
4/13/2026	6 Prunus Trees	COM ELEMETS	Infected with Black Knot Fungus	Trimed fungus out of 2 trees for test 4 will have to be taken down		MISCELLANIOUS
4/14/2026	1 Snowbird	RANCH	Window balances broke and both pivot bars broke out of window	Balances can be replaced. Entire window sash may have to be replaced if pivot bars cannot be refitted		WINDOW BALANCE
5/5/2026	5 Starling	RANCH	Seal failed in sunroom Trapezoid window	For 2027 budget		WINDOW UNIT
5/6/2026	12 ORIOLE DR	RANCH	2 Windows w/ failed gas seal	For 2027 budget		WINDOW UNIT