

Briarwood Falls Association
Executive Board Meeting Minutes
December 12, 2024
Approved January 9, 2025

Chair: Karen Pontrelli - Treasurer

Minutes Submitted by: Joe Geiger

Members Present: Karen Pontrelli, Director/Treasurer; Greg Dexter, Director; Joe Clune, Director

Community Members Attending: Susan Furmanski, Joe Geiger, Tom & Pat O'Rourke, Art Rickey, Ron Sabatos, Molly Trusdale

Zoom Members Attending: Chris Burke, Paulette Carli, Millisa Greene, Vern Himes, Chris Norman, Cally Robbins, Randy Towne, Ken Trusdale

Topics	Discussion	Action
1. Call to order	Meeting Called to order at 11:09 AM	
2. Approval of or additions to the agenda	None	
3. Community Member input	Karen noted at this time that due to two resignations from the Board, the Board does not have the quorum needed for voting approval on motion or policy. There were some questions from several members in attendance regarding this situation and what action the board could take. Further discussion on the Board staffing issue were deferred to Agenda item 14, Community Member Input.	
4. Correspondence	None cited	
5. Approval of Board Minutes – November 11, 2024 Exec. Board Meeting	Discussion deferred at this time since the Board did not have a quorum to vote approval of the minutes.	
6. Treasurer's Report	Karen Pontrelli presented the financial statement for November 2024. Total Income: \$28,054 Total Expenses: \$28,793 Difference was - \$739 Total Reserves: \$ 268,238 Business Checking Balance: \$24,331 A donation of \$500 was received from The American Legion Post 21	

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7. Repairs and Maintenance Summary	Joe Clune reported that he is addressing year- end outstanding repairs and has contacted owners who have recently submitted repair requests to access work that needs to be done.	
8. Waivers	<p>4 Starling – Repair electrical supply for outside access lights.</p> <p>78 Mockingbird – upgrade deck railing system.</p>	<p>Since this is for repair of existing electrical/lighting fixtures waiver is not required.</p> <p>Hold approval until Board has sufficient members to get a quorum vote.</p>
9. Committee Reports	a. Social Activities Committee – Greg Dexter gave report of activities for latest activities (report attached).	
	b. Uniform Fee Committee - Karen Pontrelli stated that the Uniform Fee Committee has completed its work. There is no further action planned at this time.	Board to rest the committee.
	c. Volunteer Maintenance Committee - Joe Geiger reported that the winter driveway markers were put up. Volunteers included Jim Costa, Angelo DeCarli and Joe Geiger.	

Topics	Discussion	Action
10. Old Business	<p>a. Maintenance Standards update – Joe Clune stated the review of the draft document is completed and it is ready to be sent out.to community.</p> <p>b. 11 & 12 Snowbird Driveway Replacement – requests for bid were sent out to three contractors. To date only one has been received back, from Pioneer.</p> <p>c. Corporate Transparency Act (CTA) status. At this time court decision whether Condo and HOA association have to file for the CTA is still on hold.</p>	<p>Tabled until Board can approve sending it out.</p> <p>Tabled until spring as was approved at Nov. 14 meeting.</p> <p>Karen is monitoring legal reports to keep updated if filing for CTA will be required.</p>

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	<p>d. Insurance issue status:</p> <ul style="list-style-type: none"> ➤ Final claim for 65 MB water leak damages ➤ Pending lawsuit 	Table until Board has sufficient directors to address needed action
11. Unfinished Business	Storm water basin cleaning – expect lab report to be available on Dec. 12. Plan is to review lab test results with Town Engineering to see if we could possibly dump the basin debris on our back property, and also get Derek's approval for same. Also need to clarify dumping costs if the clean out contractors have to haul it to hazardous waste disposal site.	
12. New Business	<p>a. Maintenance service for Community Center's Mitsubishi ACs and Heater/Boiler. This equipment is due to be serviced.</p> <p>b. Meeting for Community Budget Review. Date tentatively set for December 17 but this could move out pending filling vacant director positions.</p>	<p>Board to request bids to service the equipment.</p> <p>TBD</p>
13. Next Meeting	<p>a. 2025 Budget approval meeting TBD</p> <p>b. Exec. Board Meeting January 9, 2025 at 11 AM</p> <p>c. Quarterly Community Meeting January 23, 2025 at 6:30PM.</p>	
14. Community Member Input	Several members asked questions related to the issue of having insufficient Directors to do Association business. Board stated that a note will be sent out to the community ASAP explaining the situation and request volunteers to fill needed director positions.	
15. Adjourn	Meeting adjourned at 11:50 AM.	

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Briarwood Falls Condo Association
Executive Board Meeting
Social Activities Committee Report

Good morning,

The Social Activities committee continues to plan and provide our community with activities. Updates and times for all activities and events continue to be e-mailed each week to the community by Pam Provost.

A Sip n' Paint event was held November 21st. All in attendance had a great time. December 8th was our annual Holiday Brunch, which was a fantastic event enjoyed by all. The catered food was scrumptious, and all enjoyed a special dessert treat courtesy of Eileen Rosinski. Gift baskets for a fund-raising event were also raffled off.

December 15th will be a Christmas Caroling event at 3:00 PM in the Community Center. Singing is optional, and a Hot Chocolate bar will be available. Join us for some holiday cheer and socializing. A Cookie Swap is planned for December 17th at 3 PM. Participants should bring ~ two dozen cookies to share. A Yankee Swap is planned, so bring a gift if you wish (optional).

February 4th to the 18th will be our annual TEEG collection, and February 21st is targeted for our Winter Doldrums Party. More details to come.

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

Respectfully submitted,

Greg Dexter
Executive Board Liaison, Social Activities Committee