

Briarwood Falls Association
Executive Board Meeting
September 11, 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 - 6
 # Units represented on Zoom - 6

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 10:05 AM	
2. Additions to the agenda	Under M&R – Roof replacement Quotes Under Committee Reports – Landscape Committee Under Waivers – Remove 3 Snowbird Solar waiver	
3. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)	New community member Mary Ruda was trying to understand if people are responsible for their own lawns due to all the waivers being presented for lawn care. It was stated that it is all common ground area and the Association is responsible. Some people are choosing to do extra.	
4. Correspondence	Proposed letter to Atty. Chas Ryan re 80% vote Association is preparing a letter to get clarification on moving forward with a uniform fee. There are 9 questions being asked, 8 of which are simple, the 9 th question may take some research. Hoping that it will be an hour or less of Atty fees. Atty charges \$325 an hour	On a MOTION by Jeff Marshall SECONDED by Karen Pontrelli to approve sending proposed letter to Atty Chas Ryan Joe Geiger, Don Greene, Jeff Marshall, Karen Pontrelli, Barbara Lefevre – Yes Kathy Kazarian- No Vote: Passed
5. Approval of Board Minutes	Minutes of the 08/14/2025 Executive Board Meeting and 8/20/25 Special Executive Board Meeting were presented for approval. Correction to #7 on 08/14 meeting minutes – 1 Starling walkway cost \$2800 not \$4800	On a MOTION by Barbara Lefevre SECONDED by Kathy Kazarian to accept minutes of the 08/14/2025 Executive Board meeting &

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		8/20/2025 Special Exec. Board Meeting Vote: Passed
6. Treasurer's Report	Treasurer's report 8/30/2025 was presented by Jeff Marshall Total Income: \$30,997 Total Expenses: \$24,949 Difference: \$6,048 Total Reserves: \$296,869 Business Checking Balance: \$30,781 Jeff Marshall introduced himself as the new Treasurer and presented an updated report. Jeff noted that the report may look slightly different but all of the same information is included. Any questions or concerns please feel free to contact the Board.	
7. Repairs and Maintenance Summary	Joe Geiger discussed some of the ongoing maintenance and repairs. See attached M&R report Roof replacements – 3 & 4 Owls Nest and 5 & 6 Starling. Association solicited 4 vendors for quotation. Two were received. Guaranteed Roofing and Harts Roofing. Both are good choices. Association has agreed to go with Guaranteed Roofing for a total cost of \$48,857 for 4 roofs. Some venting will be done at unit owners' expense of \$115 per vent. CERT103 – Association is now able to receive a sales tax exemption on certain work that is done including capital improvements and trash service. Anything that is done out of Reserve Funds should be sales tax exempt.	On a MOTION by Don Greene, SECONDED by Barbara Lefevre to approve Guaranteed Roofing for \$ 48,857 Vote: Passed
8. Waivers	a. 20 MB -Aerate, provide additional top soil and overseed lawn sections. b. 23 MB-Aerate, provide additional top soil and overseed lawn sections. c. 28 MB-Aerate, provide additional top soil and overseed lawn sections. d. 30 MB-Aerate, provide additional top soil and overseed lawn sections. e. 27 MB - Remove dead Hosta plants, replace with small shrubs f. 5 Starling & 6 Starling – Replace shutters, paint exterior	On a MOTION by Karen Pontrelli, SECONDED by Barbara Lefevre to approve waivers a. thru j. Vote: Passed On a MOTION by Don Greene, SECONDED by Kathy Kazarian to approve waiver m. 4 Snowbird Solar

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	doors – Already done g. 78 MB – Apply epoxy coating on concrete patio – Already Done h. 10 Skylark– Apply epoxy coating on concrete patio- Already done i. 14 Skylark– Apply epoxy coating on concrete patio- Already done j. 14 MB – Apply epoxy coating on concrete patio k. 32 MB – Generator installation (on hold- Joe G to speak with unit owner on install location) l. 3 Snowbird – Solar Installation – waiver information submitted is not complete - hold m. 4 Snowbird – Solar Installation- Approve to go ahead with solar panel installation. Information still required is liability insurance and a mechanical lien which won't be available until project is complete. n. 25 MB – Solar Installation & battery system. Discussions on the appropriate location for battery systems. 25 MB is proposing to install Solar panels and a solar battery system on the side of their unit. Association does not approve of battery system location; it does not comply with the intent of the policy and is asking for alternative locations to be presented. Association agrees to approve if batteries are located in the rear of the unit which is the least visible location for battery placement in this particular unit. Yearly update of Certificate of Insurance should be monitored for Solar systems 1. Unit owner's waiver submission responsibility Several instances have occurred where unit owners are not submitting waivers or are submitting them after the work is done. The importance of submitting waivers prior to doing work was discussed. Possible fines going forward for unit owners who do work and do not submit waivers. Association to send waiver policy reminder to community.	Panel Installation. Vote: Passed k. Hold for install location l. Hold for more info n. Failed, withdrawn, Approved On a MOTION by Don Greene, SECONDED by Barbara Lefevre to approve waiver n. 25MB Solar & Battery System on side of unit Barbara Lefevre, Don Greene, Yes Jeff Marshall, Kathy Kazarian, Karen Pontrelli, Joe Geiger, No Vote: Failed On a MOTION by Kathy Kazarian, SECONDED by Jeff Marshall to withdraw 1st vote on waiver n. 25MB Solar & Battery System on side of unit Vote: Passed On a MOTION by Kathy Kazarian, SECONDED by Jeff Marshall to approve waiver n. 25MB Solar & Battery System in back of unit Vote: Passed

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9. Committee Reports	a. Social Activities Committee report was presented by Barbara Lefevre, Liaison, see attached report b. Landscape Committee – Newly started committee, 1st meeting Wed. 9/10. Karen Pontrelli, Chair, Don Greene, Liaison. Committee will meet monthly, all are welcome. Next meeting, Tuesday Oct. 7. Areas of possible clean up – overgrowth around bridge area and horseshoe pit area, with a possibility of moving the horseshoe pit to the side of Community Center if there is interest in that. Weeds are going to be treated in the two gravel parking areas, one by Oriole & MB and the other along Owl's Nest. Jabbar has volunteered to do that work. Jabbar has also volunteered to do tree trimming if anyone needs that done and he has recommendations for some lawn products to improve grass areas if interested. Recommendation that all homeowners read the landscaping rules and regulations before proceeding on anything you would like to do. Committee to send Briarwood Rules and Regulations, Article IX, Landscaping Rules and Regulations to community as a reminder. Suggestion that the Landscape Committee could look at Landscape waivers prior to presenting to the Board.	
10. Old Business		
11. New Business	Update Board member responsibilities- Change in Board Officers on 8/20/25 prompted a need to adjust some responsibilities going forward. See attached list Lock up issue in CC – move to 10/9	
12. Next Meeting	Executive Board Meeting October 9, 2025 10 AM Quarterly Community Meeting October 23, 2025	

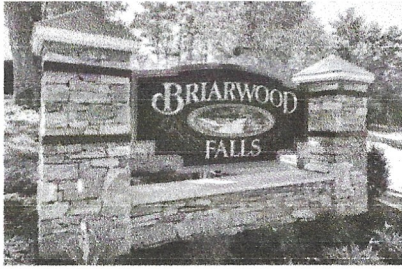
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13. Community Member Input	Zoom meeting invite was forwarded to outside vendor Venture without Board approval. Media coordinator removed uninvited guest from the meeting. This is not allowed. Going forward the Board will change the security settings on the Zoom meetings.	
16. Adjourn	Meeting was adjourned at 12:15 AM	On a MOTION by Joe Geiger SECONDED by Karen Pontrelli to adjourn Vote: Passed

Attachments (3); M&R Report, Social Activities Report, Board Responsibilities List

2025 Maintenance / Repairs Tracking Report - 09/11/2025

<u>Date Requested</u>	<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
8/5/2025	5 Starting	RANCH	Balance failed on Liv rm window	Joe replaced balace	8/6/25	WINDOW BALANCE
8/1/2025	5 Grouse ct	EAGLE	Remove dying Alberta Spruce in front bed	To Nyles 8/3/25	8/8/25	LANDSCAPE
6/10/2025	Common Grounds	COM ELEMNTS	3 deseased flowing plumb trees	Removed 4 Trees	8/10/25	LANDSCAPE
2/20/2025	65 Mockingbird	EAGLE	crack at bottom of front concrete step caused by slight settlement of walkway	Joe cleaned out broken patch concrete put by builder and filled gap with cement caulking	8/16/25	WALKWAY & STEPS
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 Feb. 2021.	Joe. G refit new pivot 8/10/25 and is ordering new dble coil sash balances.	8/15/25	WINDOW BALANCE
8/14/2025	16 Oriole	RANCH	Need new lock & keys for mailbox	Gave new lock to postman to install. Gave keys to renters	8/18/25	MISCELLANIOUS
8/19/2025	12 Skylark	EAGLE	Mailbox will not lock	Joe reset latch and tightened latch nut	8/19/25	MISCELLANIOUS
7/19/2025	Common Grounds	COM ELEMNTS	major tree removal and root grinding projects	Page's Tree service completed work	9/4/25	
3/15/2025	8 Grouse ct	ROBIN	water leaking around radon pipe to floor connection.	Bill added elbow to top of radon vent. No further leakage.	9/5/25	WATER LEAK
6/26/2025	6 Snowbird Dr	RANCH	Soffit section & gutter over bump out is drooping	waiting on glenn	9/5/25	SOFFIT
9/3/2025	26 MOCKINGBIRD	CARDINAL	Upper Living Rm window stress crack at top	Joe replaced sash with spare from shed.	9/6/25	WINDOW UNIT
3/6/2025	5 MOCKINGBIRD	RANCH	water leak into garage ceiling down to floor house wall side during blowing rain	Checking after 6 months passing leakage appears to have stopped.	9/15/25	WATER LEAK
4/12/2018	80 Mockingbird	EAGLE	LEAK AT BSMT FRENCH DOOR AND AT BOTTOM OF LIVING ROOM SLIDER DOOR	New Sliding door ordered 8/29/25. Plan to pull back deck to check flashing behind ledger board		WATER LEAK



August 18, 2025

Briarwood Falls Condo Association
Executive Board Meeting
Social Activities Committee Report

Good morning,

The Social Activities members that attended their recent meeting were Joan Miller, Roz Provost, Molly Truesdale, Shirley Gerrish, Linda Worchel, Mark Worchel, and Joanne De Cardi. They continue to meet monthly to provide special events for all, with weekly updates emailed to the community by Pam Provost. They welcome all to come and join them to brainstorm ideas for fun events and for fund raising!

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

Important upcoming dates to remember are:

*Sep 10th the Book Club meets at 2pm the book is Briar Club by Kate Quinn.

*Sep 13th at 12noon is the Annual Picnic. A BBQ is planned with catering from Black Dog Grille. The cost will be \$15.00 per person. A 50/50 raffle will be held to raise money for future social activities. A sign-up sheet is available at the community center as well as the labeled lockbox to submit your payment. Sign-up as soon as possible so we can get an accurate count for the food. You can pay later. Get your skills ready for corn hole, big jenga, badminton, croquet, chess, and cards.

*Sep 22nd at 6pm is the Social Activities committee meeting.

* Sep 25th at 6:30 is Sip & Paint the cost is \$20.00 per person. All painting supplies are included. Bring your beverage of choice. A sign-up sheet will be available at the community center and also some painting options to vote for. Pat Jenkins is the painting instructor the same as in the past painting events. Come join the fun!

*Oct 1st at 9am is an External Memory Clinic given by Lori from Butler Mental Health Center from RI. More information to follow.

*Oct 25th at 1pm is the Harvest Potluck. Bring any dish of choice an appetizer, main dish, dessert anything goes. 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. More details to follow.

*Nov 11th is the Veterans Day Ceremony. Greg Dexter will provide committee with information as time comes closer.

*Dec 7th at 5pm is the Holiday Party. Ring in the holidays with your neighbors! 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 7th 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 4th is Mardi Gras Day! More details to come.

*Apr 25th will be a Doo Wop Spring Fling dance.

As you can see the committees has come up with some exciting events. Please come on out to socialize and have fun with your neighbors and friends.

Respectfully submitted,

Barbara LeFevre
Executive Board Liaison, Social Activities Committee

Board Member & Community Volunteer Responsibilities

- Email Administrator – Karen
- Correspondence box and USPS mail – Jeff
- Repairs and Maintenance – Joe G. & Karen.
- Board contact for vendors:
 - Trash/recycling – Jeff
 - Landscaping/Plowing – Karen
 - Insurance – Jeff
 - Other vendors/bids for contracted services – All
- Waivers – Board
- Waiver Hard File Lists – Karen
- Waiver Digital File Lists – Joe G.
- Waiver Review Committee – Board Liaison - Karen
- Landscaping Committee – Don & Karen
- Communication with developer and builder – Joe G.
- Community member messaging
 - Email messages – All
 - Members without email – Joe G. (@ 12 MB, 14 SB, 2 Owls Nest)
 - Miscellaneous Facebook messages – Karen
- Social Activities Committee Board Liaison – Barbara
- Notify residents of rule violations – Joe G.
- Bereavement/donations to charities – Jeff
- Incident reports – Board
- Maintenance of Facebook Site –Karen
- New resident processing:
 - Notification of new residents/closings to the Board- Karen
 - Welcome letter – Joe G.
- Distribution of Declaration; bylaws; rules; community information – Kathy
- New Owner Orientation – Joe G. & other Board who are available
- Update community e-mail and contact list with new owners' information - Kathy
- Community Center - purchasing of supplies – Joe G.
- Community Center Security Camera, Fire Alarm Monitor & Extinguishers, AED Defibulator – Joe G.

Volunteers for Duties:

- Facebook messages for Social Activities – Dianne Clune, Pam Provost
- Website – Pat O'Rourke
- Community Center Outside Lighting Settings – Steve Rizk
- Media Operator – Chris Norman
- Social Activities Committee – Diane Clune, Pam Provost
- Community Center Tuck-In Committee – Art Ricky & Joe G.
- Volunteer Maintenance Team - Jim Costa

Rev. September 11, 2025