

Briarwood Falls Association  
 Executive Board Meeting  
 March 12, 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

**Members Absent:** None

**Community Members Attending:** # Units represented in person - 5  
 # Units represented on Zoom - 3

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 10:03 AM	
2. Additions to the agenda	None	
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 2/12/2026 Executive Board meeting were presented for approval.	On a <b>MOTION</b> by Karen Pontrelli <b>SECONDED</b> by Jeff Marshall to accept minutes of the 02/12/2026 Executive Board meeting <b>Vote:</b> Passed
6. Treasurer's Report	<b>Treasurer's report 02/28/2026 was presented by Jeff Marshall</b> Total Income: \$27,750 Total Expenses: \$17,284 Difference: \$10,466 Total Reserves: \$113,201.80	
7. Repairs and Maintenance Summary	Joe Geiger gave summary of M&R since last meeting <ul style="list-style-type: none"> <li>• Completed 2 tasks</li> <li>• Added 7 new tasks</li> </ul> See attached M&R report <ul style="list-style-type: none"> <li>• RFP for 6 roof replacements has been sent to 5 companies</li> <li>• Attic inspections to begin on Mar 19 in preparation for upcoming roof replacements</li> <li>• End of March Danielson Glass to measure for windows</li> <li>• 3 Red Maple tree replacements are being ordered</li> </ul>	

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	and will be planted when weather conditions permit	
8. Waivers	None	
9. Committee Reports	Social Activities Committee report was presented by Linda Worchel. See attached report.	
10. Old Business	<p>LCE Surveys- 68 surveys returned (74%). This is a preliminary process examining what could be done going forward. Board is assessing the responses and will prepare a summary report to send out to owners.</p> <p>Some discussions were had on the best way to present the advantages. A look back on historical costs might be the most effective way.</p> <p>CC usage form – formerly known as Community Center Rental form has been revised, see attached form. This will be available on the website and in the Community Center</p> <p>Property Management RFP's – sent to 4 companies on Feb 17, Due by Mar 13</p>	
11. New Business	<ul style="list-style-type: none"> <li>• Snow removal- Discussion on our last storm snow removal. Most comments were favorable, some not, but overall satisfactory, considering the large amount of snow we received. Also noted that it is difficult for vendors to keep help. Currently in the 2<sup>nd</sup> year of a 3-year contract with Full Myles Grounds, LLC.</li> <li>• Atty Fee increase- Received notice from Pilcy &amp; Ryan that the hourly fee will increase from \$325 to \$350 for legal consultation, effective April 1. See attached notice</li> <li>• Community meeting agenda items – upcoming community meeting topics to include Property Management RFP's and additional discussion on LCE Surveys.</li> <li>• Ed Robinson, 32 MB to join the Board on a temporary term until July</li> </ul>	
12. Next Meeting	<p>Executive Board &gt; April 09, 2026 at 10:00 AM</p> <p>Community Meeting &gt; April 23, 2026 at 6:30 PM</p>	

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13. Community Member Input	None	
16. Adjourn	Meeting was adjourned at 10:52 AM	On a <b>MOTION</b> by Karen Pontrelli <b>SECONDED</b> by Linda Worchel to adjourn

Attachments (4): M&R Report, Social Activity Report, Pilcy & Ryan Notice, CC Usage Form

## 2025 Maintenance / Repairs Tracking Report - March 12, 2026

Date Requested	Address	Unit	Maintenance / Request	Status	Date completed	Category
2/6/2026	Mailbox Station	COM ELEMENTS	back motion sensor light is out	replaced batteries	2/8/2026	GFI - ELECTRICAL
3/10/2026	6 GROUSE CT	EAGLE	Gutter loose both sides at end	Joe fastenend gutters	3/11/2026	GUTTER & DOWNSPOUTS
3/10/2026	9 Mockingbird	RANCH	Garage Door trim pulling away	Joe fastenend trim	3/11/2026	DOOR TRIM
1/4/2026	3 Owls Nest	RANCH	back garage door jams rotted	replace in spring		DOOR TRIM
1/18/2026	3 Starling	RANCH	RH slider pane in basement window is missing. Likely missings since unit was built in 2006.	Get quote to repair		WINDOW UNIT
2/3/2026	5 Starling	RANCH	Front hose spigot leaking, cannot shut tight	Replace spigot and add inside shut off valve		HOSE SPIGOT
2/11/2026	5 Starling	RANCH	Seal failed Patio Slider door & Sunroom slider window	On window repair list		WINDOW UNIT
2/16/2026	8 Oriole	EAGLE	same piece of siding blew off again	Glenn to repair with fasteners this time		SIDING VINYL
2/23/2026	79 Mockingbird	CARDINAL	Siding piece blew off at top of garage			SIDING VINYL
2/23/2026	3 Starling	RANCH	2 pieces of Facia trim blew off top of front ridge			WATER LEAK
3/9/2026	1 Owls Nest	RANCH	Basement cracks/water leaks			DRAINAGE
3/9/2026	1 Owls Nest	EAGLE	Court yard drainage issues			
3/10/2026	7 Mockingbird	CAPE	Garage back door needs painting			PAINT
3/11/2026	2 Oriole	EAGLE	Front door decorative trim loose right side			DOOR FRONT

**Social Activities Committee Report**  
**Executive Board Meeting March 12, 2026**  
**Submitted by Linda Worchel**

**Committee Meeting March 11, 2026**

**Present:**

**Dianne Clune, committee chair**

**Diana Brennan**

**Roz Provost**

**Debbie DelSesto**

**Adele Robinson**

**Linda Worchel**

**Mark Worchel**

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**Weekly schedule:**

**Mondays at 1 pm: Rummikub**

**Tuesdays at 10 am: (Beginning March 24). Stitch, Craft and Chat with Adele Robinson. Bring your knitting, crocheting, tatting, whatever to work on. Enjoy hanging out and meeting neighbors. For additional information, contact Adele at (207) 376-5378.**

**Wednesdays: 2:00, Cribbage biweekly**

**Fridays: 2:00 Hand and Foot card game**

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**March 12: Trivia night @ 6 pm**

**April 1: Social activities meeting @5 pm**

**April 25: Dance 6 - 9 pm D.J. Will be Mike Kierney (\$350). Set up will commence at 3:00 for anyone who'd like to help. Feel free to bring a snack. Punch and water will be available but feel free to bring other beverages of choice. There will be a special jar for requests @ \$1 each.**

**May: Memorial Day celebration by our Veterans.**

**June 27: 3 pm. Ice Cream Social**

**August: to be determined. Possibly a block party but the committee is open to suggestions.**

**September: Picnic, possibly a 250th anniversary of the USA theme**

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**Bring any suggestions for activities you'd like to see to the committee. We're always looking for new ideas. Consider joining us at our next meeting. And we hope to see you at upcoming events 😊**

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### Notice of Hourly Rate Adjustment Effective April 1, 2026

Dear Executive Board:

Pilicy & Ryan P.C. is committed to providing you with the highest standard of legal services for representation of your community. Due to increasing costs associated with maintaining our practice, we are writing to inform you of an upcoming adjustment to our hourly rates.

Effective April 1, 2026, our hourly rate for existing clients will increase to \$350.00 per hour. This change is taking into account the on-going increase in costs of operating our office including employee compensation, insurance, taxes, maintenance and professional development.

We understand that these changes in legal fees can impact your financial planning, and we remain dedicated to working efficiently and transparently with you. If you have a concern with fees for a particular matter, please feel free to contact Attorney Ryan directly to discuss. Thank you for your continued trust and partnership with Pilicy & Ryan, PC. We value your business and look forward to continuing our relationship.

If you have any questions or concerns regarding this adjustment, please do not hesitate to contact our office.

Respectfully,

  
\_\_\_\_\_  
Charles A. Ryan, Esq.

## Briarwood Falls Community Center – Usage Application

Homeowner's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Email: \_\_\_\_\_

*The Briarwood Falls homeowner must be present during the entire period of usage.*

Date of Event: \_\_\_\_\_ From: \_\_\_\_\_ AM/PM To: \_\_\_\_\_ AM/PM

*Activity may not extend after 11:00 PM and must be confined to the interior of the Center after 9:00 PM.*

Type of Party/Function:

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Number of People Attending: \_\_\_\_\_

**(Maximum room capacity is 132 seated; 284 standing.)**

Food Will Be (Please Check):

Catered \_\_\_\_\_ Warmed or Prepared in the Kitchen \_\_\_\_\_

*Usage time allowed is four (4) hours. An additional hour before and after the event for preparation and cleaning will be allowed.*

My signature indicates that I have read and understand the attached Briarwood Falls Community Center Usage Rules.

Homeowner Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

Inspected by Bd. Member: \_\_\_\_\_ Date: \_\_\_\_\_

Revised: 2/26/2026

## **Briarwood Falls Community Center – Usage Rules**

- 1. The Briarwood Falls homeowner using the Community Center must be in attendance during the entirety of its use. Children must always be supervised.**
- 2. The homeowner renting the Community Center assumes full responsibility for the actions of the persons attending the party/function, and any damages and/or losses connected with the usage of the Community Center, including Community Center grounds.**
- 3. Party/function may not extend beyond 11:00 p.m. All activities must be confined to the interior of the Center after 9:00 p.m.**
- 4. The building must be left in the same condition in which it was found. Homeowner using the center shall be responsible for the cleaning of any litter and other material during and after the event. The homeowner must clear all tables of debris, pick up all trash, remove decorations, dispose of all food, and remove all trash.**
- 5. No smoking is allowed on the premises.**
- 6. Alcohol may be served (BYOB) but may not be left at the Center after the event.**
- 7. Noise or music must be held to a reasonable level and shall not be disruptive to homeowners.**
- 8. Decorations may not be affixed to any surfaces.**
- 9. Briarwood Falls will not be responsible for any personal property left, lost, or stolen at the Center. The homeowner agrees to remove all personal property and decorations immediately after the function.**
- 10. Except for service animals for disabled persons, pets are not permitted in the Community Center.**
- 11. Any summons or citation issued by the police, fire department, or civil authority regarding any event held at the Community Center will be the responsibility of the homeowner who reserved the facility. Costs for answering a summons borne by the Briarwood Falls Condominium Association, including attorney's fees, will also be the responsibility of the homeowner reserving the facility.**