

Briarwood Falls Association
Executive Board Meeting
June 12, 2025, at 10:00 AM
Meeting Minutes
Approved

Chair: Don Greene, Vice President

Minutes Submitted by: Kathy Kazarian

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

Members Absent: Joe Geiger, President, attended via Zoom/phone

Community Members Attending: # Units represented in person -4
Units represented on Zoom - 6

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 10:02 AM	
2. Additions to the agenda	Road Maintenance	
3. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)	Concerns about the Community Center door keypad. Many feel the keypad code should be changed to a new passcode number since it frequently does not operate properly. Also, residents who no longer reside here still have the existing code. Questions about the lawn fertilization treatments of weeds and nutsedge, providing spot treatments and Xfinity driveway/roadway repairs.	
4. Correspondence	None cited	
5. Approval of Board Minutes	Minutes of the 05/08/2025 Executive Board meeting were presented for approval.	On a MOTION by Kathy Kazarian SECONDED by Karen Pontrelli to accept minutes of the 05/08/2025 Executive Board meeting Vote: Passed
6. Treasurer's Report	Treasurer's report 5/31/2025 was presented by Karen Pontrelli Total Income: \$30,411 Total Expenses: \$36,312 Difference: \$5,901 Total Reserves: \$278,356 Business Checking Balance: \$27,261	
7. Repairs and Maintenance Summary	Joe Clune, Director, discussed some of the maintenance and repairs. See attached M&R report	

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	a. Roof repairs 25 units - Harts Roofing, LLC did a walk thru inspection as a part of the Reserve study. They identified 25 roofs that needed repairs. Many of these were missing shingles, roof vent caps, had exposed wood. They had an immediate opening to do this work and the Board felt it was important to act on this right away to prevent any potential damages. b. Roof replacements 2025 – Four roofs were identified as needing total replacement. 3 & 4 Owls Nest Ct. and 5 & 6 Starling Ct. An RFQ for the replacement project will be presented at the July meeting for approval. c. Issues with flowering plum trees. 11 trees have been identified with issues. 4 have been identified with Black fungus that must be removed before spreading to other trees; 5 Oriole, which the unit owner planted and is taking responsibility, 7 & 9 Oriole and 78 Mockingbird. Board needs to decide if the 2 front yard trees at 7 Oriole and 78 MB will be replaced. Total cost to remove, pull stumps and install new maple type tree would be about \$400. d. Tree removal quote – 3 quotes were requested to drop 13 marked hazardous trees in the Conservation area behind upper Mockingbird, and remove 2 compromised trees outside of the conservation area behind 23 & 25 Mockingbird. Full Myles Grounds, declined as he is not able to do this work, Rons Tree service only provided an estimate of approx. \$2,400, and Paige's Tree Service provided a written quote of \$2,233.35 e. Road maintenance repairs -Road crack filling may have an additional 600 ft needing repair, waiting to receive quote and would like to move ahead with pre-approval of this item not to exceed \$5000 so that the work can commence. \$2850 has already been approved at the 05/08 meeting	a. On a MOTION by Don Greene, SECONDED by Kathy Kazarian to approve \$1875 to Hart's Roofing LLC for repairs to 25 roofs c. On a MOTION by Joe C., SECONDED by Greg Dexter to have 3 diseased trees removed. Get quote from Myles. d. On a MOTION by Greg Dexter, SECONDED by Barbara Lefevre to approve \$2,233.35 to Paige's Tree Service e. On a MOTION by Greg Dexter, SECONDED by Joe C. to approve road repairs not to exceed \$5,000 Vote: All Passed
8. Waivers	28 Mockingbird – storm door 67 Mockingbird – replace 2 front shrubs 69 Mockingbird – stain deck	a. On a MOTION by Kathy Kazarian SECONDED by Karen Pontrelli to approve 5 waivers

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	11 Oriole – install flower bed Garden Club – install a garden bed at corner of Starling & Mockingbird	Vote: All Passed
9. July Election of Board Directors	There will be elections in July for the Executive Board. 3 positions will have terms expire in July 2025. Request for nominations were sent out to the community. There has been no response as of yet. The Board will send another reminder out to the community.	
10. Committee Reports	a. Social Activities Committee report was presented by Greg Dexter, Liaison, see attached report b. Reserve Committee report was presented by Steve Rizk. Reserve Committee is making great progress and still plans to be completed and present to the Board at the next Executive Board meeting in July and then presenting to the community at the July Community meeting or at a separate meeting if the Board decides.	
11. Old Business	None	
12. New Business	Tradespeople list – Some complaints have been expressed with Sunshine window cleaning. Another vendor that can provide this service will be looked for. Board members have been exploring different software packages to purchase for cost accounting. QuickBooks is one possibility and more detailed information will be presented at the next meeting. Don Greene expressed interest in exploring some options that allow for Solar to be installed on single family dwellings within condos. This could be discussed at an upcoming meeting.	
13. Next Meeting	Executive Board July 10, 2025, at 10:00 AM Quarterly Community Meeting July 24, 2025 at 6:30 PM	
14. Community Member Input	Question on the power washing schedule and how that works. Joe G. has a spreadsheet list that he will send out to the community. Status of the Community Center irrigation system proposal? Joe G. has a survey worked up that he intends	

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	to share possibly at the next Community meeting. Question regarding the financial review. Board is working with the contractor to schedule this, a call was made last week and they haven't heard back yet.	
16. Adjourn	Meeting was adjourned at 11:12 AM	On a MOTION by Karen Pontrelli SECONDED by Kathy Kazarian to adjourn Vote: Passed

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Briarwood Falls Condo Association
Executive Board Meeting
Social Activities Committee Report

Good morning,

The Social Activities committee continues planning events for all. Weekly updates and times are emailed to the community by Pam Provost.

Rummikub, (Mondays, 1PM), Shuffleboard (Tuesdays, 6PM), Cribbage (Wednesdays, 2PM), Hand and Foot card game (Fridays, 2 PM) continue to provide ways for all to socialize. Canasta, a rummy-type card game, is being considered. Anyone interested should contact Dianne Clune. Please let us know the day and time of the week preferred. The Book Club's next meeting is Thursday, June 26th at 2PM. This month's book is "Broken Country", written by Clare Leslie Hall. All are welcome!

The Garden Club met Wednesday, June 11th, for a planning session. More to come as we enter the planting season! All are encouraged to attend and participate.

The American Legion also met Wednesday, June 11th, at 7PM. These meetings are held each month in the Community Center. All of our Veterans are encouraged to attend. Meeting starts at 7PM.

The Memorial Day ceremony held at the community center May 25th was well attended. My personal thanks to all who came out for this important remembrance of those that served and made the supreme sacrifice for our country.

The Yard Sale held June 7th and 8th was a resounding success! Thank you, Mother Nature!
Important upcoming dates to remember are Social Activities committee meeting, June 16th (Monday) at 6PM, an Ice Cream Social (June 28th, Saturday) at 3PM, Trivia Night, July 18th, Friday, 6:30PM (details to come), and our Annual Picnic, September 13th (Saturday), more details coming.

Come on out to socialize with your neighbors and friends.

Respectfully submitted,

Greg Dexter
Executive Board Liaison, Social Activities Committee

2025 Maintenance / Repairs Tracking Report - 06/12/2025

<u>Date Requested</u>	<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
5/1/2023	3 ORIOLE DR	RANCH	SUNROOM SLIDER NOT WORKING AFTER REPAIR	Killingly Glass fixed	11/6/2024	DOOR SLIDER
9/3/2024	1 OWLS NEST	RANCH	SOFFIT VENT OVER FRONT DOOR IS FALLING OUT	Glen repaired	12/19/2024	SOFFIT
11/1/2024	4 MOCKINGBIRD	RANCH	BATHROOM VENT COVERS MISSING OR DAMAGED GRILLS	GRILLS COVERED WITH SCREEN	12/19/2024	GUTTER & DOWNSPOUTS
11/13/2024	7 SNOWBIRD	RANCH	DECK RAILING TOP ROTTED, BALLISTER LOOSE, STEP CRACKED AND LOOSE.	Repaired	12/19/2024	DECK
11/13/2024	7 SNOWBIRD	RANCH	OUTSIDE GFI NOT WORKING	Repaired	12/19/2024	GFI - ELECTRICAL
11/20/2024	6 GROUSE CT	EAGLE	GARAGE SIDE SPIGOT BENT & LEAKING	REPIRED BY INNOVATIVE K&B	12/19/2024	OUTSIDE FAUCET
12/26/2024	17 MOCKINGBIRD	RANCH	GARAGE DOOR CRACKED AT AUTO DOOR OPENER MOUNT	REPAIRED BY AFFORDABLE GARAGE DOOR.	12/27/2024	GARAGE DOOR
5/10/2025	1 Starling ct	EAGLE	front walkway has settled some and could present tripping hazard where it meets driveway	Investigated issue and found no defects at walkway or step that requires action at this time.	2/14/25	WALKWAY & STEPS
1/10/2025	32 MOCKINGBIRD	EAGLE	SPOTS ON SEVERAL WINDOWS IN SUNROOM	Slocum provided new windows, owner installed same	2/25/2025	WINDOW UNIT
3/13/2025	1 Starling ct	EAGLE	2 bedroom windows and a bathroom window condensation	Not window seal problem. Condensation is on inside bottom surface of glass not between panes. This is likely caused by too high humidity level inside home during winter months.	3/18/2025	WINDOW UNIT
10/2/2024	6 ORIOLE DR	RANCH	SLIDER SCREEN TORN	Repaired	4/5/2025	SCREEN REPAIR
10/21/2024	10 ORIOLE DR	RANCH	SLIDER SCREEN TORN	repaired	4/5/2025	SCREEN REPAIR
11/1/2024	68 MOCKINGBIRD	ROBIN	PAINT WATER STAINED CEILING IN LIVING ROOM CAUSED BY ROOF VENT BOOT LEAK.	Completed	4/5/2025	WATER LEAK
3/12/2025	15 Oriole dr	RANCH	replace shutter blown off exterior	Glenn reinstated shutter	4/7/2025	SHUTTER
3/25/2025	9 Mockingbird	RANCH	garage fascia trim has blown off. lose	Glenn crew repaired	4/10/25	SIDING TRIM
4/6/2025	3 Starling	RANCH	slider screen torn at bottom	repaired	4/11/25	SCREEN REPAIR
3/19/2025	14 Snowbird	RANCH	sunroom corner gutter downspout pulled away from underground pcv	Joe reset downspout	4/21/25	GUTTER & DOWNSPOUTS
3/19/2025	14 Snowbird	RANCH	lattice screen at bottom front of sunroom broken	Joe installed new lattice	4/23/25	SIDING TRIM
5/18/2024	1 OWLS NEST	RANCH	GARAGE TRIM DAMAGED LEFT AND RIGHT SIDE	Dave O. replaced trim; owner primed & painted	4/25/2025	GARAGE DOOR
2/25/2025	28 Mockingbird	EAGLE	front windows seal failures	Slocum provided new windows	4/25/25	WINDOW UNIT

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4/6/2025	19 Mockingbird	EAGLE	siding popped out above sunroom 3rd time	re nailed adjacent siding panels then snapped it back together	4/29/25	SIDING VINYL
4/29/2025	14 Snowbird dr	RANCH	various screens torn or damaged	Joe G. repaired spline fit on slider and Joe C. had two window screens repaired	5/1/25	SCREEN REPAIR
4/10/2025	4 Grouse ct	EAGLE	Left side garage weather strip seal torn	Joe G. installed new strip	5/7/25	DOOR TRIM
4/10/2025	4 Grouse ct	EAGLE	Garage left side weatherstrip trim peeled away	Joe G. replaced weatherstrip trim	5/7/25	DOOR TRIM
4/24/2025	5 Grouse ct	EAGLE	outside faucet leaking. l/s of house from street	Joe C. Replaced vacuum break element	5/7/25	OUTSIDE FAUCET
4/24/2025	74 Mockingbird dr	CARDINAL	exterior faucet leaking. utility side	Joe C. Replaced vacuum break element	5/7/25	OUTSIDE FAUCET
4/28/2025	5 Mockingbird	RANCH	tread board on deck stairs rotting. unsafe step	Repaired	5/8/25	DECK
5/2/2025	12 Snowbird	RANCH	Garage right side weatherstrip trim peeled away	Joe G. replaced weatherstrip trim	5/9/25	DOOR TRIM
11/24/2024	5 Grouse Ct	EAGLE	various screens cut - slider and 2 windows	Repairs progressing - 1 fixed 2 coming from slocumb 3/23/25	5/12/2025	SCREEN REPAIR
4/10/2025	1 Snowbird	RANCH	J-strip at top of siding on back left side popped out	Glenn's crew repaired	5/14/25	SIDING TRIM
5/23/2025	7 Oriole dr	EAGLE	water leak at a/c plumbing entry into house	Joe G sealed pipe where it goes through the siding	5/23/25	WATER LEAK
2/10/2025	20 Mockingbird	EAGLE	Chicken eagle broke through porch screen leaving tear in screen	Repaired	5/26/25	SCREEN REPAIR
5/18/2024	5 STARLING	RANCH	Window sash balance failed	Joe. G installed new block & tackle sash balances	5/29/2025	WINDOW UNIT
4/10/2025	1 Snowbird	RANCH	Sash balance failed on 2 windows	Joe. G replaced block & tackle sash balances.	5/29/25	WINDOW UNIT
9/18/2024	9 ORIOLE DR	RANCH	SHINGLES LIFTING POSSIBLE LEAK	found the sheathing is damaged lifting shingles Glen repaired 1/23/25. May need attention at a later date. Inspected 5/14/2025 by Joe C. & Joe G. and confirmed repair done appears to have fixed leakage problem. Harts roofing did further work to secure sheathing and reset hinges.	5/30/2025	WATER LEAK
12/15/2024	5 ORIOLE DR	RANCH	GARAGE ROOF LEAKING	Leak seems to have stopped.	5/30/2025	WATER LEAK

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2/25/2025	10 ORIOLE Dr	RANCH	GARAGE ROOF LEAKING NEAR LEFT SIDE OF DOOR	Water leaking in from cracked ridge vshingle runs down both sides of garage separation wall for units 9 & 10 onto floor. Repaired by Harts Roofing	5/30/25	WATER LEAK
10/8/2024	3 ORIOLE	RANCH	REPLACE DECKING AND RAILS DUE TO WOOD ROT.	got quotes from Glenn in Jan 2025. Repairs started June 6	6/10/2025	DECK
4/12/2018	80 Mockingbird	EAGLE	LEAK AT BSMT FRENCH DOOR AND AT BOTTOM OF LIVING ROOM SLIDER DOOR	multiple attempts over last 6 yrs to solve leakage with no success. Met w/ Luke walker 4/6/2025 to put together a plan for board to discuss		WATER LEAK
1/1/2023	10 ORIOLE DR	RANCH	SINGLE HUNG BEDROOM WINDOW SASH BALANCE FAILED?	Joe G. to measure balance length and order replacement		WINDOW UNIT
6/5/2023	3 MOCKINGBIRD	RANCH	BATHROOM WINDOW SEAL BROKEN	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
6/6/2023	11 ORIOLE DR	RANCH	2 DINNING ROOM UPPER WINDOWS	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
10/9/2023	3 ORIOLE DR	RANCH	DINING ROOM WINDOW SEAL BROKEN	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
2/8/2024	9 ORIOLE DR	RANCH	SLIDER SIDE PANEL SEAL FAILURE	to Killingly Glass for quote May 1, 2025		DOOR SLIDER
3/24/2024	14 ORIOLE DR	RANCH	3 SINGLE HUNG WINDOWS HAVE SEAL FAILURE	to Killingly Glass for quote May 1, 2026		WINDOW UNIT
3/28/2024	9 ORIOLE DR	RANCH	SLIDER DOOR LEAKING	SPOKE WITH DIANA. NO PROGRESS 1/10/25		UTILITIES
4/21/2024	10 ORIOLE DR	RANCH	SUN ROOM FIXED PANEL OF SLIDER SEAL FAILURE	to Killingly Glass for quote May 1, 2025		DOOR SLIDER
5/18/2024	1 OWLS NEST	RANCH	GARAGE WINDOW SEAL BROKEN/FOGGED	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
5/18/2024	1 OWLS NEST	RANCH	SUNROOM HALFMOON TRANSOM WINDW FOGGED & SEAL STRIP LOOSE	to Killingly Glass for quote May 1, 2025. Owner requestd to have window tinted. they will pay difference. 3/25		WINDOW UNIT

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5/18/2024	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. He will get back to us with a plan.		SCREEN REPAIR
9/3/2024	1 OWLS NEST	RANCH	SLIDING DOOR FIXED PANEL SEAL BROKEN/FOGGED	to Killingly Glass for quote May 1, 2025		DOOR SLIDER
9/4/2024	1 OWLS NEST	RANCH	DOOR IS FALLING OUT?	Reece inspected 11/20/2024 and will quote a repair		DOOR BACK
9/18/2024	9 ORIOLE DR	RANCH	DECK NEEDS STAINING			DECK
9/18/2024	9 ORIOLE DR	RANCH	FAR LEFT SUNROOM SLIDING WINDOW DOESN'T OPEN			WINDOW UNIT
10/2/2024	6 SNOWBIRD DR	RANCH	WINDOW SEAL BAD, WINDOW FOGGY	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
11/1/2024	4 MOCKINGBIRD	RANCH	LIVING & DINNING ROOM UPPER WINDOWSFOGGED.	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
11/3/2024	7 SNOWBIRD	RANCH	FRONT SIDEWALK SINK HOLES			WALKWAY & STEPS
11/13/2024	7 SNOWBIRD	RANCH	DINNING ROOM WINDOWS SPOTTED BETWEEN GLASS. (SEALING ISSUE).	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
11/13/2024	7 SNOWBIRD	RANCH	STAIN DECK			DECK
1/31/2025	8 Skylark ln	CARDINAL	stain deck			DECK
3/6/2025	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
3/15/2025	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 leak continues		WATER LEAK
3/19/2025	66 Mockingbird	EAGLE	trim 4 evergreen trees	have quote from Myles; work scheduled		LANDSCAPE
4/10/2025	1 Snowbird	RANCH	Living room window seal failure	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
4/18/2025	9 Grouse ct	CARDINAL	repair lawn damage due to plow damage	Myles to repair		LANDSCAPE
4/25/2025	14 Snowbird	RANCH	sunroom slider and r/sideglass looking from the inside are fogged	to Killingly Glass for quote May 1, 2025		WINDOW UNIT

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4/29/2025	68 Mockingbird	ROBIN	water leakage at deck french door is causing damage to laminate flooring	Investigating source of leakage and Evaluating a repair strategy with Luke Walker Const.		WATER LEAK
5/1/2025	4 ORIOLE DR	RANCH	GARAGE WINDOW CRACKED	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
05/01/25	4 MOCKINGBIRD	RANCH	FIXED SIDE SLIDER FOGGED	to Killingly Glass for quote May 1, 2025		WINDOW UNIT
5/1/2025	7 MOCKINGBIRD	CAPE	Sash balance failed on upper living room window	Joe. G to fix sash pivot bar and find replacement constant force sash balances.		WINDOW UNIT
5/7/2025	7 Grouse Ct	EAGLE	Yellow spot appeared on back lawn following recent fertilizer application	Greg addressing issue with Turf Pro Lawn Care		LANDSCAPE
5/7/2025	28 Mockingbird	EAGLE	Restore grass areas on front lawn that did not respond to lawn restoration work last fall	Hold until Carrier's first lawn and weed treatments done		LANDSCAPE
5/7/2025	20 Mockingbird	EAGLE	would like 4 bare sections of lawn dethatched to prepare for planting new grass	Hold until Carrier's first lawn and weed treatments done		LANDSCAPE
5/12/2025	20 Mockingbird	EAGLE	Cracking asphalt and hole in driveway where Xfinity performed boring work	Xfinity's paving repair contractor to fix when they come in June.		DRIVEWAY