

Briarwood Falls Association
Special Executive Board Meeting
July 15, 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, Karen Pontrelli, Treasurer/Director, Kathy Kazarian, Secretary/Director, Jeffrey Marshall, Director

Members Absent: Barbara Lefevre, Director

Community Members Attending: # Units represented in person -1
Units represented on Zoom – No Zoom

Topics	Discussion	Action																					
1. Call to order	Meeting called to order at 10:05 AM																						
2. Directors and Terms of Office	<table> <tr> <th><u>DIRECTOR</u></th><th><u>TERM EXP.</u></th><th><u>COMMENT</u></th></tr> <tr> <td>Joe G.</td><td>July 2026</td><td>Filled Pat Perna's term</td></tr> <tr> <td>Kathy</td><td>July 2026</td><td>Filled Nancy Daley's 2-year term</td></tr> <tr> <td>Don</td><td>July 2027</td><td>existing 3 yr term from July 2024</td></tr> <tr> <td>Barbara</td><td>July 2027</td><td>existing 3 yr term from July 2024</td></tr> <tr> <td>Karen</td><td>July 2028</td><td>New 3-year term from July 2025</td></tr> <tr> <td>Jeff</td><td>July 2028</td><td>New 3-year term from July 2025</td></tr> </table>	<u>DIRECTOR</u>	<u>TERM EXP.</u>	<u>COMMENT</u>	Joe G.	July 2026	Filled Pat Perna's term	Kathy	July 2026	Filled Nancy Daley's 2-year term	Don	July 2027	existing 3 yr term from July 2024	Barbara	July 2027	existing 3 yr term from July 2024	Karen	July 2028	New 3-year term from July 2025	Jeff	July 2028	New 3-year term from July 2025	
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3. Board Officers	Board Officers were elected as follows: President – Joe Geiger Vice President – Don Greene Treasurer – Kathy Kazarian Secretary – Jeff Marshall	On a MOTION by Kathy Kazarian SECONDED by Don Greene to accept the Executive Board nominations Vote: Passed																					
4. Assign Director Responsibilities	A list of responsibilities for Directors was presented and discussed. Assignments were made. See attached schedule.																						
5. Set Meeting Schedule for August 2025 - July 2026	Dates for meetings, Executive Board meetings, 2 nd Thursday of each month 10 AM. Quarterly community meetings on 4 th Thursday of month 6:30 PM. See attached schedule																						
6. Adjourn	Meeting adjourned at 11:00 AM																						

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BRIARWOOD FALLS CONDO ASSOCIATION
Meeting Schedule
2025 - 2026

Executive Board Meetings are held second Thursday of every month at 10:00AM in Community Center.
Quarterly Owner's Meetings are held fourth Thursday in the month of each quarter at 6:30PM in Community Center.

Executive Board Meetings	Quarterly Meetings
8/14/2025	
9/11/2025	
10/09/2025	10/23/2025
11/13/2025	
12/11/2025	*Special Budget meeting to be announced for December
1/08/2026	1/22/2026
2/12/2026	
3/12/2026	
4/09/2026	4/23/2026
5/14/2026	
6/11/2026	
7/09/2026	7/23/2026

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Briarwood Falls Executive Board

President

Joe Geiger

Vice President

Don Greene

Treasurer

Kathy Kazarian

Secretary

Jeff Marshall

Directors

Karen Pontrelli

Barbara LeFevere

Board Members Eff. 07 15 25

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Board Member & Community Volunteer Responsibilities

- Email Administrator – Karen
- Correspondence box and USPS mail – Kathy
- Repairs and Maintenance – Joe G. & Karen.
- Board contact for vendors:
 - Trash/recycling – Kathy
 - Landscaping/Plowing – Karen
 - Insurance – Kathy
 - Other vendors/bids for contracted services – All
- Waivers – Board
- Waiver Hard File Lists – Kathy
- Waiver Digital File Lists – Joe G.
- Waiver Review Committee – Board Liaison - Jeff
- Landscaping Committee – Don
- 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 & Kathy
- Social Activities Committee Board Liaison – Brabara
- Notify residents of rule violations – Joe G.
- Bereavement/donations to charities – Kathy
- Incident reports – Board
- Maintenance of Facebook Site – Kathy, Karen
- New resident processing:
 - Notification of new residents/closings to the Board – Kathy
 - Welcome letter – Kathy
 - 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. July 15, 2025