

Briarwood Falls Association  
 Executive Board Meeting  
 April 09, 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, Ed Robinson, Director

**Members Absent:** None

**Community Members Attending:** # Units represented in person -8  
 # 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	Executive Session, end of meeting Carrier contract & lawn chemicals add to old business	
3. New Board Member	Nomination of Ed Robinson (32 MB) to the Executive Board	On a <b>MOTION</b> by Joe Geiger <b>SECONDED</b> by Kathy Kazarian to accept the nomination of Ed Robinson to the Executive Board <b>Vote:</b> All Approved
4. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)	A warm welcome to Ed Robinson our newest board member from the community Community member requested the proposed distribution centers in Killingly be added to an upcoming agenda	
5. Correspondence	Note from Attorney regarding solar liability insurance. Clarification has been received on the liability insurance solar system homeowners are recommended to carry. The policy will be reissued with the new information.	
6. Approval of Board Minutes	Minutes of the 3/12/2026 Executive Board meeting were presented for approval.	On a <b>MOTION</b> by Kathy Kazarian <b>SECONDED</b> by Ed Robinson to accept minutes of the 03/12/2026 Executive Board meeting <b>Vote:</b> All Approved

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7. Treasurer's Report	<p><b>Treasurer's report 1<sup>st</sup> Quarter was presented by Jeff Marshall</b>            Total Income: \$83,250            Total Expenses: \$75,092            Difference: \$8,158            Total Reserves: \$20,814</p>	
8. Repairs and Maintenance Summary	<p>Joe Geiger gave summary of M&amp;R since last meeting</p> <ul style="list-style-type: none"> <li>• Completed 9 tasks</li> <li>• Added 7 new tasks</li> <li>• Still 37 tasks not completed</li> </ul> <p>22 of the tasks still outstanding are windows which are in the budget to do this year. Danielson Glass was out to measure windows on 4/8/26.</p> <p>See attached M&amp;R report</p> <ul style="list-style-type: none"> <li>• New tasks list and projected costs- Joe G. went over a variety of new maintenance tasks that are being worked up.</li> <li>• RFP for 6 roof replacements – sent out to 4 companies, 2 have submitted quotes</li> </ul>	
9. Waivers	<p>a. 23 MB – Replace rear screen door, power wash unit, stain porch &amp; deck, fix front storm door</p> <p>b. 6 Oriole – Remove 7 large shrubs around deck</p> <p>c. 9 Grouse – Stain 10x10 rear deck</p>	<b>Vote:</b> All approved
10. Committee Reports	Social Activities Committee report was presented by Linda Worchel. See attached report.	
11. Old Business	<ul style="list-style-type: none"> <li>• Property Management Selection -After discussions it is decided that the board will vote to approve Premier as the selected provider, send letter to community and confirm to hire Premier as the property management company after the 4/23 community meeting.</li> <li>• Limited Common Element Survey Assessment &amp; response – Feedback was received from 68 owners; a letter and response analysis was prepared and will be sent out to owners.</li> </ul>	<p>On a <b>MOTION</b> by Joe Geiger  <b>SECONDED</b> by Kathy Kazarian to accept Premier as the Property Management Selection, send letter to community and to confirm Premier after the 4/23 Community Meeting</p> <p><b>Vote:</b> All Approved</p>

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	<ul style="list-style-type: none"> <li>Landscape and Carrier lawn fertilizer contract – Some discussions on this current contract and MSDS sheets of products used. One suggestion is to have a binder containing all the MSDS Sheets of products currently applied on the lawns and have this located in a central location at the Community Center – further discussions to be continued in Executive Session.</li> </ul>	<p>On a <b>MOTION</b> by Karen Pontrelli  <b>SECONDED</b> by Kathy Kazarian to send the LCE Letter to the community  <b>Vote:</b> All Approved</p>
12. New Business	<ul style="list-style-type: none"> <li>Premier Property Management Services, LLC, David Karat, President – April Community Meeting Guest Speaker</li> <li>New owner orientation session – Session will be conducted on April 27, at 4 PM, a notice will be sent out</li> </ul>	
13. Next Meeting	<p>Executive Board &gt; May 14, 2026 at 10:00 AM          Community Meeting &gt; April 23, 2026 6:30 PM</p>	
14. Community Member Input	<p>It should be highlighted to the community that what the volunteer board does is not sustainable going forward and there is a definite need for a property manager to maintain our community.</p> <p>A question was asked if Derek Santini was aware of the proposed development in Killingly. Board will reach out and also remind him to move the concrete conduits that have been left on the property.</p>	
16. Adjourn	Meeting was adjourned at 11:29 AM	<p>On a <b>MOTION</b> by Joe Geiger  <b>SECONDED</b> by Karen Pontrelli to adjourn</p>
17. Entered into Executive Session	Entered into Executive Session 11:45 AM	

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18. Adjourned Executive Session	Several items were discussed by the board. Executive session was adjourned at 12:35 PM	On a <b>MOTION</b> by Joe Geiger <b>SECONDED</b> by Karen Pontrelli to adjourn

Attachments (3): M&R Report, Social Activity Report, Board of Directors

**2025 Maintenance / Repairs Tracking Report - Completed Since Last Meeting**

<u>Date Requested</u>	<u>Address</u>	<u>Unit</u>	<u>Maintenance / Request</u>	<u>Status</u>	<u>Date completed</u>	<u>Category</u>
10/8/2025	5 Mockingbird	CAPE	Kitchen entry door sagging	Glenn.s crew replaced fire door	12/16/25	DOOR BACK
7/14/2025	13 ORIOLE DR	RANCH	facia trim at left back corner of hosue has been pulled away and crumpled by wind blowing the far reaching upper branches of river birdh tree	Glenn's crew repaired.	12/18/25	SIDING TRIM
05/01/25	4 MOCKINGBIRD	RANCH	FIXED SIDE SLIDER FOGGED	Pella Window - Warranty issue	1/6/2026	WINDOW UNIT
1/19/2026	8 Oriole	EAGLE	piece of siding blew off during Jan 18 storm	Glenn to repair	2/4/2026	SIDING VINYL
2/6/2026	Matibox Station	COM ELEMETS	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 fastened gutters	3/11/2026	GUTTER & DOWNSPOUTS
3/10/2026	9 Mockingbird	RANCH	Garage Door trim pulling away	Joe fastened trim	3/11/2026	DOOR TRIM
3/14/2026	10 Mockingbird	RANCH	Trim at top of garage door loose	Joe refastened trim piece	3/14/2026	DOOR TRIM
2/3/2026	5 Starling	RANCH	Front hose spigot leaking, cannot shut tight	Replace spigot and add inside shut off valve	3/17/2026	HOSE SPIGOT
4/12/2018	80 Mockingbird	EAGLE	LEAK AT BSMT FRENCH DOOR AND AT BOTTOM OF LIVING ROOM SLIDER DOOR	New Sliding door installed 8/29/25; fixed leaking. New lower installed install. These door replacements fixed sthe water laeks.	3/19/2026	WATER LEAK
4/29/2025	68 Mockingbird	ROBIN	water leakage at deck french door is causing damage to laminate flooring	Found source of water leak at bottom of old door while installing new door.	3/19/26	DOOR FRENCH
2/16/2026	8 Oriole	EAGLE	same piece of siding blew off again, plus siding buldige above garage	Glenn Crew found cause of problem and repaired.	3/25/2026	SIDING VINYL
2/23/2026	79 Mockingbird	CARDINAL	Siding piece blew off at top of garage	Glenn's crew repaired	3/25/2026	SIDING VINYL
3/11/2026	2 Oriole	EAGLE	Front door decorative trim loose right side	Glenn's crew repaired	3/25/2026	DOOR FRONT
3/23/2026	7 Snowbird	RANCH	Downspouts at front and back of garage blown loose by wind	Joe refastened downspouts	3/25/2026	GUTTER & DOWNSPOUTS
3/27/2026	3 Staling Ct.	RANCH	Trim at LS of garage door loose	Joe refastened trim	4/3/2026	DOOR TRIM
6/5/2023	3 MOCKINGBIRD	RANCH	BATHROOM WINDOW SEAL BROKEN	2026 Budget repair		WINDOW UNIT
2/8/2024	9 ORIOLE DR	RANCH	SLIDER SIDE PANEL SEAL FAILURE	2026 Budget repair		DOOR SLIDER
5/18/2024	1 OWLS NEST	RANCH	GARAGE WINDOW SEAL BROKEN/FOGGED	2026 Budget repair		WINDOW UNIT
1/14/2024	1 SNOWBIRD	RANCH	living rm window seal failure	2026 Budget repair		WINDOW UNIT
11/13/2024	7 SNOWBIRD	RANCH	DINNING ROOM WINDOWS SPOTTED BETWEEN GLASS. (SEALING ISSUE).	2026 Budget repair		WINDOW UNIT
11/13/2024	7 SNOWBIRD	RANCH	Stain deck	2026 task		DECK

## Social Activities Meeting of April 1, 2026

### Attendance:

Dianne Clune, chairperson  
Joann DeCarli  
Debbie DelSesto  
Ron Provost,  
Pam Provost  
Shirley Gerrish  
Mark Worchel  
Linda Worchel

April 25 at 6 pm—DooWop Dance. Set up at 3 pm, volunteers needed. Feel free to bring an appetizer and a beverage. We will be providing punch, and of course, water. The D.J will be Mike Kierney, and photographer is our own Ralph Mastrangelo. Request a specific song for a dollar (to benefit future events). I personally plan to request Mark Aschenbach's 'favorite song'.

Memorial Day, date and time forthcoming. Provided by our veterans.

June 6, community yard sale. Social Activities committee will be having a bake sale. Joann DeCarli will take lead on Facebook advertising. Shoppers Guide/Turnpike Buyer advertising will be handled by the board.

June 27 at 3 pm—Ice cream social. More details at a later date

September 12 at 1 pm—Community picnic. This will have a patriotic theme to celebrate our nation's anniversary. We are checking on potential caterers.

Weekly events include Rummikub, Crafts with Adele and Hand and Foot card game. Mark Aschenback has been running a bi-weekly cribbage league on Wednesday afternoons.

Reminder, if you have a particular interest, consider running an event. We have a pool table, shuffle board, full kitchen and a wonderful community room. Events can be one-time, weekly, etc. Being part of a community is one of Briarwood's best features. The committee is always looking for new ideas as well.

# **Briarwood Falls Board of Directors**

## **President**

Joe Geiger

## **Vice President**

Karen Pontrelli

## **Treasurer**

Jeff Marshall

## **Secretary**

Kathleen Kazarian

## **Directors**

Linda Worchel

Ed Robinson