

Briarwood Falls Association
 Executive Board Meeting
 February 12, 2026, at 10:00 AM
 Meeting Minutes
 Approved

Chair: Joe Geiger, President

Minutes Submitted by: Kathy Kazarian

Members Present: Joe Geiger, President, Jeff Marshall, Treasurer/Director, Kathy Kazarian, Secretary/Director, Karen Pontrelli, Director, Linda Worchel, Director

Members Absent: None

Community Members Attending: # Units represented in person -3
 # Units represented on Zoom - 4

Topics	Discussion	Action
1. Call to order Regular Session	Meeting called to order at 10:05 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 1/08/2026 Executive Board meeting were presented for approval.	On a MOTION by Jeff Marshall SECONDED by Kathy Kazarian to accept minutes of the 01/08/2026 Executive Board meeting Vote: Passed
6. Treasurer's Report	Treasurer's report 01/31/2026 was presented by Jeff Marshall Total Income: \$27,750 Total Expenses: \$44,754 Difference: \$17,004 Total Reserves: \$250,206.23	
7. Repairs and Maintenance Summary	Joe Geiger gave summary of M&R since last meeting <ul style="list-style-type: none"> • Completed 2 tasks • Added 5 new tasks See attached M&R report a. 1 Owls Nest front door sill repair & step replacement. 2 levels of replacement; \$850 R&M expense to remove siding and access sill rot, make repairs, replace siding and	

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	<p>trim. \$1600 take old concrete step out and replace with precast concrete single step, which is replacement of a limited common element and can be taken from Reserve funds.</p> <p>b. RFP for 6 roof replacements. As part of the Reserve study last year an assessment was done by Harts Roofing on all of the ranch style unit roofs. This provided us with the current conditions and about how much longer we could expect these to be in place without having problems. 4-unit roofs were replaced last year and there are 6 on list for replacement this year- 9&10 Mockingbird and 1 through 6 Snowbird.</p> <p>Using the same RFP that was used last year with one change. A section was added to do an inspection in the attic prior to installation to ensure there are no conditions that would affect the quality or life of a new roof. This inspection would also assess the vents in the attic. Unit owners are responsible for the venting cost if that is necessary to correct venting outside vs. into the soffit</p> <p>Estimated cost for 6 roofs is \$68k</p> <p>RFP to be sent to 5 contractors, Guaranteed Roofing, Hammerhead Roofing, Harts Roofing and JFK Roofing</p> <p>A suggestion was made by a board member to include Northeast Roofing to receive the RFP</p> <p>RFP will go out by Feb. 16 and bids will be due back by March 23</p>	<p>a. On a MOTION by Joe Geiger SECONDED by Karen Pontrelli to approve and proceed with repair 1 Owls Nest \$ 850 R&M and \$1600 Reserve 4- YES, Joe G, Jeff, Karen, Linda 1 – ABSTAIN, Kathy Vote: Passed</p> <p>b. On a MOTION by Karen Pontrelli SECONDED by Jeff Marshall to send out RFPs for 6 roof replacements Vote: Passed</p>
8. Waivers	None	
9. Committee Reports	Social Activities Committee report was presented by Linda Worchel. See attached report.	
10. Old Business	<p>a. CAI Training Seminars - Condo Inc. training seminars were presented in the Community Center. Four residents in addition to board members attended the series. It was well received and most found it interesting and informative. One comment was that some of the audio was not as good as it could have been.</p>	

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	<p>b. Generator Policy – Ongoing discussions with this policy and the main issue in getting this ready for approval is the liability insurance requirement. After deliberation it is determined that the policy will be approved by removing the insurance requirement and making it a recommendation to have the \$500,000 in the HO6 policy.</p> <p>c. RFP Property Management Companies – The RFP will be sent to 4 companies, Brunet, Premier, Capitol and Westford both by email and postal mail.</p>	<p>b. On a MOTION by Joe Geiger SECONDED by Karen Pontrelli to accept Generator Policy with revisions on insurance liability 4- YES, Joe G, Jeff, Karen, Kathy 1 – NO, Linda Vote: Passed</p> <p>c. On a MOTION by Linda Worchel SECONDED by Jeff Marshall to approve and send out RFP to Property Mgmt. Companies Vote: Passed</p>
11. New Business	<p>VP Vacancy – Vice President position on the board has been vacant. Joe G. nominated Karen Pontrelli for Vice President. All were in favor.</p> <p>a. 2026 Vermont Mutual Insurance master policy – agent presented an option 2 for reduction in premium of \$4,140 if we change our current coverage deductibles. After review it is determined that the cost savings would not be advantageous in the long run.</p> <p>Still waiting final information from the insurance company on the possible increased value of units who have added solar panels and whether or not that will change our policy premium.</p> <p>b. Maintenance standard reminder – Condo Inc. seminar recommended that the maintenance standards should be sent out annually to keep unit owners aware. Joe G. has begun preparing a letter and will send out maintenance standards</p>	<p>a. On a MOTION by Joe Geiger SECONDED by Linda Worchel to keep current Vermont Mutual master policy as is, not to change to option 2 Vote: Passed</p>

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	<p>c. Limited Common element survey- The association has begun putting together some information and a survey to send to unit owners to get feedback. Requesting unit owners' opinions on removing various LCE's from association responsibility to unit owner responsibility. This is a first step in the process of exploring these changes.</p> <p>d. Community center booking protocol – Association will look to update the form currently used and organize the booking forms going forward.</p>	<p>c. On a MOTION by Karen Pontrelli SECONDED by Jeff Marshall to approve and send out LCE letter and survey</p> <p>Vote: Passed</p>
12. Next Meeting	Executive Board > March 12, 2026 at 10:00 AM	
13. Community Member Input	<p>Joe G. made mention earlier when speaking of insurance that the detail received in the complete insurance policy documents show a page for each unit and its current market value. Community member had a question regarding this and stated that in previous years they evaluated the community as a whole and not based on individual units and has this basis changed? Will follow up on this.</p> <p>Community member expressed appreciation for the CAI training seminars. They found them informative and look forward to future seminars like these in the community center.</p>	
16. Adjourn	Meeting was adjourned at 11:05 AM	<p>On a MOTION by Kathy Kazarian SECONDED by Karen Pontrelli to adjourn</p>

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

2025 Maintenance / Repairs Tracking Report February 12, 2026

Date Requested	Address	Unit	Maintenance / Request	Status	Date completed	Category
11/8/2025	4 Grouse ct	EAGLE	garage door top weather strip moulding hanging down	Joe - nailed moulding strip back up	11/8/25	DOOR TRIM
10/22/2025	16 Oriole	RANCH	Garage fascia trim pulling away	Joe - reset/refastened fascia panel and secured loose garage weather striping	11/14/25	SIDING TRIM
10/22/2025	16 Oriole	RANCH	2 step boards and right railing rotted.	Joe replaced rotted boards	11/14/25	DECK
9/18/2024	9 ORIOLE DR	RANCH	Stain Deck	Glenn's crew completed	11/18/2025	DECK
11/24/2025	Common Grounds	COM ELEMETS	Install solar street light at Olus Nest entrance	Joe G repaired/imstalled light	12/5/2025	UTILITIES
9/9/2025	Shed	COM ELEMETS	replace IGU in cracked window from 26 MB	To Slocum -warranty replacement	12/11/25	WINDOW UNIT
11/20/2025	13 Oriole	RANCH	Dining Rm & Kitchen window screens are torn	Joe Clune took to repair shop 11/25/25	12/11/2025	SCREEN REPAIR
10/4/2025	4 Skylark	CARDINAL	vents boot leaking	Glenn's crew installed Perma Boots	12/15/25	ROOF VENTS
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	fascia trim at left back corner of hosue has been pulled away and crumpled by wind blowing the far reaching upper branches of river birch tree	Glenn's crew repaired.	12/18/25	SIDING TRIM
05/01/25	4 MOCKINGBIRD	RANCH	FIXED SIDE SLIDER FOGGED	Pella Windnow - Warranty issue	1/6/2026	WINDOW UNIT
1/19/2026	8 Oriole	EAGLE	piece of siding blew off during Jan. 18 storm	Glenn repaired	2/4/2026	SIDING VINYL
2/6/2026	Mailbox Station	COM ELEMETS	back motion sensor light is out	Joe replaced batteries	2/8/2026	GFI - ELECTRICAL
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 door delivered 1/120/26 will install first warm day.		WATER LEAK

Social Activities Committee Report

Submitted by Linda Worchel for the February 12, 2026 Briarwood Falls Board Meeting

Mother Nature intervened on February 7 with a significant snowstorm forcing the committee to move the Chili Cookoff to Sunday February 8. Despite the scheduling change we had a great turnout of 27 residents. We were able to sample and vote for our favorite of 7 chilis. We also had donations of salad, cornbread and desserts. Deborah DeSesto won the contest and was awarded the chili champion trophy.

There will not be a meeting of the committee in February. There will be a scheduling change for committee meetings. They will now be held on Wednesdays. The next meeting will be March 11 at 5pm.

February 16th - March 2nd: Donation Drive - We are organizing a **Food and Personal Hygiene Item Drive**. This initiative aims to collect non-perishable food items and essential hygiene products (soap, toothpaste, shampoo, toilet paper etc) to help individuals and families facing challenges in our community. The items collected will be distributed to **Access, Westfield Church and TEEG**. We will label tables in the community center prior to February 16th for donated items. You may donate whatever you wish, but some requested items, as well as a description of each organization's services is listed here:

Access Community Action Agency: Located in downtown Danielson, Access is a vital social services agency that provides access to food and shelter, as well as counseling services regarding self-reliance. Requested items:

- Cleaning supplies: dish and laundry soap, floor cleaner, sponges
- Paper towels
- Feminine hygiene products
- Gloves and socks
- Sweatshirts / sweatpants
- Flashlights

- Batteries - AA or AAA
- Can openers
- Ready-to-eat snacks
- Move-In supplies (new or gently used) : small appliances, shower curtains, pots/pans
- Backpacks
- Towels (only accepting new towels)

Westfield Church: Located in downtown Danielson, Westfield Church provides free dine-in and take-out meals to those with food insecurity, as well as emergency food supplies to the unhoused. Requested items:

- Tuna packets with crackers
- Assorted crackers
- Single serve snacks (fruit, peanut butter crackers)
- Travel size toiletries
- Brush/ comb
- 8x10 heavy duty tarps with grommets

TEEG (Thompson Ecumenical Empowerment Group): Located in North Grosvenor Dale, TEEG is a community service organization that provides a variety of services to neighboring communities including mother/baby care, early childhood and afterschool programs, teen mentoring, and senior services. They also manage a free food market that serves hundreds of families monthly. Requested items:

- Personal hygiene items: soap, shampoo, toothpaste, toothbrushes, deodorant, Band-aids
- Toilet paper
- Peanut butter and jelly
- Condiments
- Canned vegetables, fruit or soup
- Flour, sugar, or other baking supplies

- Pasta, jarred or canned sauce
- Fruit juice
- Boxed potatoes
- Pet food - any kind

March 11th (Wednesday) 5 pm: Social Activities Committee Meeting

March 12th (Thursday) 6 pm: Trivia Night - Back by popular demand! The format will be the same as in previous trivia nights: Teams of six people max (smaller teams are fine too) will play against each other. Please join in, even if you have never played trivia before. You may surprise yourself at the variety of facts that you have stored in your brain!

April 25th, 2026 (Saturday) 6-9 pm: Doo Wop Sock Hoppin' Dance! Save the date and get ready to dance - although dancing is not required! A DJ will be playing your favorite tunes - we'll take requests as we get closer to the date! More details to come.

Briarwood Falls Board of Directors

President

Joe Geiger

Vice President

Karen Pontrelli

Treasurer

Jeff Marshall

Secretary

Kathleen Kazarian

Directors

Linda Worchel