

Briarwood Falls Association
Executive Board Meeting
July 10, 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, Greg Dexter, Director, Joe Clune, Director, Barbara Lefevre, Director

Members Absent: None

Community Members Attending: # Units represented in person -11
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	Quote received for diseased tree removal Deck repair quotations	
3. Community Member input (Limited to items on the agenda; comments limited to 2 min. max.)	None	
4. Correspondence	None cited	
5. Approval of Board Minutes	Minutes of the 06/12/2025 Executive Board meeting were presented for approval.	On a MOTION by Kathy Kazarian SECONDED by Don Greene to accept minutes of the 06/12/2025 Executive Board meeting Vote: Passed
6. Treasurer's Report	Treasurer's report 6/30/2025 was presented by Karen Pontrelli Total Income: \$30,624 Total Expenses: \$39,982 Difference: \$9,358 Total Reserves: \$28,4575 Business Checking Balance: \$21,131 Joe G. shared a spreadsheet detailing some of the unexpected expenses creating an overrun in 2025 maintenance budget. A Special Assessment may be necessary to address the deficit and we will discuss this at our August meeting. A 30-day notice will be necessary if it is decided to proceed this way.	

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7. Repairs and Maintenance Summary	Joe Clune, Director, discussed some of the maintenance and repairs. See attached M&R report 12 tasks were added to the report and 12 tasks were completed. 44 tasks still remain to be completed. List of 10 decks that need to be worked on. 7 are larger decks that need staining and they need more repair. 3 smaller decks need stain and some minor repairs that we will look to have the Volunteer committee assist with. We have \$4,600 in the budget for decks and will try to move forward and do at least that much and get what can be done. Roof replacements – 3 & 4 Owls Nest Ct, and 5 & 6 Starling Ct – An RFQ is being sent out to potential bidders for these 4 roof replacements. Also noted that attic vent inspection has been added to scope of work. Many older homes were not vented properly and if there is a problem with venting the time to fix it would be when we are doing the roof. If the vents need rerouting it would be the expense to the unit owner, but the time to fix it would be when the roof is being replaced. Killingly Glass window replacements – Quote received for 24 windows, \$28,147. This has been a work in progress for 3 years. There is \$8500 currently in the budget for windows. Association would like to replace by unit and by date requested. This will be discussed further at August meeting. a. Ceiling repairs 7 Oriole and 4 Grouse – Work already completed. Necessary repairs due to roof boot replacement which caused leaking into interior ceilings \$958. b. 1 Owls Nest window repair. Long window track which appears to be sagging causing screens to fall out and not operate properly. Attempts to raise the window provided some improvement but still sagging and windows inoperable. Going to try and remove the trim and examine structure underneath to proceed to repair what is necessary. c. Diseased tree removal. Quote from Full Myles for \$1100 +tax to remove 3 trees located at 78 MB and 8 & 9 Oriole.	a. On a MOTION by Don Greene, SECONDED by Barbara Lefevre to pay \$958 for ceiling repairs. b. On a MOTION by Don Greene, SECONDED by Karen Pontrelli to accept quote for \$1490 for 1 Owls Nest window repair c. On a MOTION by Kathy Kazarian, SECONDED by Don Greene for tree removal \$1100+tax Vote: All Passed

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8. Waivers	a. 1 Owls Nest – Sealcoat driveway b. Garden club – Add hanging plants in CC patio area c. 5 Grouse –Add rear unit Sprinkler heads to existing system 70 MB – Add Solar energy system – HOLD until Solar Waiver Policy is in place	a. On a MOTION by Karen Pontrelli SECONDED by Don Greene to approve 3 waivers (a-c) Vote: All Passed
9. Committee Reports	a. Social Activities Committee report was presented by Greg Dexter, Liaison, see attached report 1. Community Center deep clean requested Association will contact vendor who has done cleaning previously. 2. Donation request \$400 for annual picnic b. Reserve Study Committee presentation – Steve Rizk presented the 2025 Reserve Study Committee Report. The full 80-page report has been sent to the Board for their review. Recap is that we are still substantially underfunded in reserves at only 17% of the Fully Funded Balance needed. However, we can minimize the need for special assessments by continuing the track of increasing reserve fund contributions by 2% per year from 2022 thru 2037. The presentation will also be given at the July Community Meeting and posted to the Briarwood website. Comment was made that any assessments that come about due to this or other reasons be done on an equal basis. - We do not have that option, we can only charge one way and that is by square footage which is dictated to us legally. There have been a few associations who have been successful in making this change. It took many repetitive attempts. So that is what we will have to continue to do moving forward.	a.2. On a MOTION by Greg Dexter SECONDED by Barbara Lefevre for \$400 picnic donation b. On a MOTION by Joe Clune SECONDED by Don Greene to approve the Reserve Study and present to the Community

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10. Old Business	Opinion feedback CC irrigation system – At the April Community meeting a CC irrigation system was proposed. A survey was sent out to the community and 61 responses received, 39 yes 22 no. That is a 66% response of the 92 units. Plan is to have the final count for the community meeting. Association continues to contact those who have not yet replied. Question was asked about the water usage fees. This would be listed under “utilities” where it currently appears in Community Center expenses. Estimating \$250 yr. Xfinity road & driveway repairs – Repair work should begin tomorrow. Working since April 1st to get Xfinity to come in and do these repairs. Many issues with driveways and very regretful that this has happened this way. In hindsight it would not have been allowed to tunnel under driveways. Sealing roadway cracks -Road crack sealing was completed on 7/3. Total cost \$3,650.	
11. New Business	Unit landscape maintenance – Landscape contractor has begun trimming shrubs and bushes and unfortunately some were trimmed that people did not want trimmed. The landscape contractor had been told by the Association to start cutting back a bit more aggressively as many shrubs and trees are encroaching on sidewalks and rubbing against the units. Next year a yellow ribbon marking system might be helpful where unit owners could tag the shrubs, bushes they want to maintain themselves and do not want the landscape contractor to trim. Although a thorough inspection of owner installed landscape has not been done and there are units that need attention a suggestion is being made to form a committee. The committee could examine unit landscape maintenance and make recommendations back to the owners and the Board as to what is required to be done with some specific detail vs. sending out a general notice that says you have to clean this up. Displaying US Flags – Association received a request in June from a unit owner requesting to display a U.S. flag in the front of their unit. The Association will issue guidelines and owners must submit a waiver, much like the solar waiver policy, a U.S. flag waiver policy is being proposed. The policy will be sent to the community and eventually to the Association attorney to make sure the policy is	

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	compliant with the law. Note: We currently have a rule that nothing can be attached or affixed to unit siding, decks, etc. It appears it has not been enforced. Solar waiver policy – Association has prepared a 7-page draft proposal policy that outlines all the necessary guidelines. The board has reviewed and made some revisions. It will be sent to the Attorney to clarify a few questions that remain. July Community Meeting Agenda – Reserve Committee Presentation, CC irrigation feedback, Flag policy	
12. Next Meeting	Special Executive Board Meeting July 15, 2025 10 AM Community Meeting July 24, 2025 6:30 PM Executive Board August 14, 2025, at 10:00 AM	
13. Community Member Input	Question on the solar policy including guidelines on batteries. Association will have to further investigate the recommended guidelines for solar battery storage. Another question on allowing vertical mount placement of solar panels. The policy states all solar panels must be parallel with the roofline, flush mounted, no vertical placement. Comments were made about the Uniform Fee. Last November we had a vote for a Uniform fee and 70% of the community understood the rationale for it. What has the Board done about addressing the Uniform Fee? Discussions continued with some new residents questioning what the Uniform fee was exactly? Board noted they will send out a copy of the presentation so the new residents are up to date on the specifics of the uniform fee. We need further discussion with the attorney to know what can be done going forward. Information will be forthcoming.	
16. Adjourn	Meeting was adjourned at 12:16 AM	On a MOTION by Joe Geiger SECONDED by Karen Pontrelli 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 events for all, with weekly updates emailed to the community by Pam Provost.

Rummikub, (Mondays, 1PM), Shuffleboard (Tuesdays, 6PM), and 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 Garden Club met Wednesday, June 9th, for a planning session. More to come as we enter the planting season! All are encouraged to attend and participate.

The American Legion is on summer hiatus, with meetings commencing in September. A new meeting schedule will be posted shortly. These meetings are held each month in the Community Center. All of our Veterans are encouraged to attend. Meetings start at 7PM.

Important upcoming dates to remember are Trivia Night (July 18th, Friday, 6:30PM), Social Activities committee meeting, July 21st (Monday, 6PM), our Annual Picnic, September 13th (Saturday, 12 noon), and a Harvest Potluck (October 25th). More details coming.

Come on out to socialize with your neighbors and friends.

Respectfully submitted,

Greg Dexter
Executive Board Liaison, Social Activities Committee