

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
BOARD MEETING
AUGUST 24, 2020
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

POND PLACE ASSOCIATION, INC. BOARD OF DIRECTORS

Present: Domenic A. Zacchio, President
Charles Wall, Vice President
Christopher Rossetti, Governor
Mitch Uzwack, Governor
Susan Jansen, Treasurer
John Williams, Governor

Absent: Kimberly Lazich, Secretary

Unit Owners Present: Claire Henderson, 1 Keystone Circle; Judith Larkin, 9 Jay Court and Jonathan Beck, 7 Iron Tree Court

Also present: Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE ASSOCIATION meeting at 6:42 pm.

MINUTES OF PREVIOUS MEETINGS

June 25, 2020 Pond Place Association Minutes:

Mr. Rossetti noted to his recollection that the June 25, 2020 Minutes were held open for further comment and editing. Mr. Rossetti indicated that he submitted electronic copies earlier today to everyone which he believed were more succinct and more accurate.

Mr. Famiglietti requested comments and changes on either the revised Minutes submitted by CM Property Management or the Minutes that were submitted by Chris Rossetti.

Sue Jansen indicated that she briefly reviewed Chris Rossetti's submission and made a motion to accept them as written. Mr. Rossetti seconded the motion to accept his substitute Minutes.

Mr. Uzwack indicated that he had not had an opportunity to review the Minutes submitted by Mr. Rossetti and requested that the approval be held in abeyance until he had an opportunity to review.

Sue Jansen withdrew the motion. All agreed to table this item.

July 27, 2020 Pond Place Association Minutes:

Upon a motion duly made, seconded, and carried the Minutes of the July 27, 2020 Minutes were approved with the following amendments:

1. Old Business, Pond Algae Treatment Update, page 2 – change algae treatment to weeds and algae treatment....; and change algae growth to weeds and algae growth.....

TREASURER’S REPORT:

Mr. Famiglietti made the following comments on the Financial Statements that were provided to the Board for the month of July ending 7/31/20.

Mr. Famiglietti reported that the Association currently has \$27,326.47 in the TD Bank operating checking account; and other assets totaling \$48,245.68 for total assets of \$75,572.15.

- The Accounts Receivable Report shows \$36,925 in Association Dues for the month.
- CM Property Management was directed to breakdown the Association Dues line item into the following categories:
 - Current Year
 - Prior Years
 - Late Fees
 - Fines
- Upon a motion by Mitch Uzwick, seconded by Charles Wall and unanimously carried, it was moved to make a one-time payment of \$6,000 to Northington Meadows as was done in prior years.
- Following discussion concerning the additional documentation being submitted as a part of the financial package to the Board, CM Property Management was directed to provide the following information only in the future:
 - Balance Sheet
 - Income & Expense Statement
 - Aged Open Payables Report
 - Cash Disbursements Report
 - Aged Owner Balance Report

Any additional document requests should be made directly to Mike Famiglietti via email.

MANAGER’S REPORT:

- Violations – Page 2 of Management Report. Mr. Rossetti pointed out that violations and inspections are business of the Association that goes to the Tax District.

Mr. Rossetti requested clarification regarding the Notice and Opportunity letters sent to unit owners for rules violations noting that on several instances there is an indication that the Notice & Opportunity to be heard is on a date in the future, but not a date where there is a Board Meeting and requested an explanation. Mike Famiglietti confirmed that the unit owner is provided 10 days-notice to provide an opportunity to be heard by the Board and that they have to contact CM Property Management by that date if they choose to object to the order.

- Violation Letters – Remove Power Washing from the letter. Homes should not be power washed.
- Violation Letters – Change the term “paint” to “full-bodied Stain”. Include full-bodied stain color to match coded list utilized by the Association.

- Modification Forms – It was confirmed that Modifications fall under Association business.

OLD BUSINESS:

- Land Leases – In light of the error brought to the Board’s attention by Chris Rossetti as a result of a deficit found in the recent closing of 30 Grey Pine Commons, Mitch Uzwack suggested that an audit sampling be performed on those Board members who still have outstanding leases by Austin Patenaude, the CPA who worked as an auditor with Ernst & Young, and recently purchased a home in Pond Place and offered his services to the Board, as previously recommended by Chris Rossetti. He indicated that having these leases audited to find out the problem and/or point out how the leases are booked incorrectly may be more useful as opposed to having all the leases audited at this point.

Mr. Rossetti pointed out that part of what was missing on the lease was any ability on the part of CM Property Management to know that there were delinquent lease payments and the way the leases were booked did not alert CM to that reality and as a result, an opportunity was missed to collect delinquent lease payments. It may be possible to correct CM’s books, however, he noted that will not necessarily fix all the problems because there were other situations where leases were incorrectly booked which may have been inherited by CM when Accounting Resources had responsibility. Mr. Rossetti indicated that he had no objection to having the Board leases audited to find out how they are booked incorrectly.

Mr. Rossetti added that a ledger had been received from Jeff McChristian’s Law Firm, providing the initial commencement date for each lease in Pond Place including those paid off which is one piece of missing information needed in order for the leases to be correctly booked . This information has been passed on to Sue Jansen.

Following lengthy discussion, Mr. Rossetti suggested that Austin Patenaude be presented at the next Board Meeting so he could introduce himself and the Board could understand his competence as an Auditor.

Mr. Rossetti indicated that to audit the leases, the following information would be needed:

1. Ledgers created by Jeff McChristian’s office.
2. Ledgers that Richard Marcum-Capstone had turn over to Accounting Resources.
3. Accounting Resources records turned over to CM Property Management.
4. Current ledgers and internal bookkeeping from CMPM for leases.

Following further discussion, it was the consensus of the Board to invite Mr. Patenaude to the next Board Meeting to introduce himself and allow the Board an opportunity to ask questions and seek his input as to what would be the best approach to take prior to authorizing Mr. Patenaude access to the Association’s records. Further, it was agreed that the Board would have their outstanding land leases available for review at this

meeting. The Board directed Mike Famiglietti to contact Austin Patenaude via email with a special invitation to the next Board Meeting.

- The Board directed CM Property Management to contact McLellen Tree to remove the two trees located on Raven Circle and September Way that were approved by Board resolution last year and identified as a safety hazard. CM Property Management will have this work performed prior to the next Board Meeting.

NEW BUSINESS:

- Sue Jansen indicated that the Association has been being billed sales tax by J H Services. It was determined that a Sales Tax Certificate for DRS was necessary to exempt the Association from paying future sales tax. Mike Famiglietti will obtain the Certificate from Sue Jansen and process accordingly. Further, CM Property was directed to change their invoice billings from CPM to Pond Place Tax District, c/o of CM Property Management.
- Mike Famiglietti will obtain the Auditors Representation letter for signature from Sue Jansen and execute the same.
- Resolution – FDIC Insurance Limit Compliance in Pond Place Banking: Following review of the proposed Resolution as submitted by Chris Rossetti and upon a motion by Chris Rossetti, seconded by Mitch Uzwick and unanimously carried, the Board approved the following Resolution as presented:

Be it resolved by the Pond Place Board of Governors and the Board of Directors of the Pond Place Tax District and the Board of Directors of Northington Meadows, Inc. that:

FDIC INSURANCE LIMIT COMPLIANCE IN POND PLACE BANKING

The officers of each the Pond Place Association, Inc., the Pond Place Tax District and Northington Meadows, Inc., and the acting Manager of each, shall at all times take note of the limits of FDIC insurance and shall NOT deposit funds in any given financial institution in excess of those limits or suffer amounts already on deposit to exceed those limits.

Upon adoption this Resolution shall be added to the Rules & Regulations section of the Pond Place website and placed verbatim in the minutes of the respective Boards. A copy of this resolution shall be immediately furnished by the Manager to the auditors and each of the Pond Place Association, Inc., The Pond Place Tax District and Northington Meadows, Inc.

- Resolution – Compliance in Contract Execution Resolution: Following lengthy review of the proposed Resolution presented by Chris Rossetti the following comments discussed for corrective measures and forward moving, upon a motion by Chris Rossetti, Seconded by Sue Jansen and unanimously carried, the Board approved the following Resolution as presented.

Be it resolved by the Pond Place Board of Governors and the Board of Directors of the Pond Place Tax District, that:

COMPLIANCE IN CONTRACT EXECUTION RESOLUTION

No officer or Manager shall execute a contract which appears to bind either the Pond Place Association, Inc. or the Pond Place Tax District in amounts greater than the limits permitted in applicable state statutes (C.G.S. Section 7-328), the Pond Place Tax District ordinances or the Pond Place Association, Inc. Declaration and/or Bylaws, whichever limit amount is lesser, until the same has been approved by the homeowners by resolution at either a special or general meeting.

Upon adoption, this Resolution shall be added to the Rules & Regulations section of the Pond Place website and placed verbatim in the minutes of the respective Boards. A copy of this resolution shall be immediately furnished by the Manager to the auditors of each the Pond Place Association, Inc., and the Pond Place Tax District.

PUBLIC COMMENT:

- Jonathan Beck, 7 Iron Tree Court asked if the Board was aware about potential redevelopment of 225 West Main Street, the former Dakota Restaurant. He indicated that according to the Avon Planning and Zoning Committee Meeting Minutes, there was informal discussion and renderings of a 6,425 square foot auto service facility. Following discussion, Mr. Beck agreed to keep abreast of the plans for this facility and keep the Board apprised. CM Property Management was directed to ask Attorney McChristian to prepare a letter to the Avon Zoning & Planning Commission expressing the Association's concerns regarding noise, visual pollution, drainage, etc., and request that the Commission notify the Association, through CM Property Management Company of any future plans.

Meeting adjourned at 7:50 p.m.

Respectfully submitted,
Mike Famiglietti, CPM

**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
AUGUST 24, 2020
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

POND PLACE TAX ASSOCIATION, INC. BOARD OF DIRECTORS

Present: Domenic A. Zacchio, President
Charles Wall, Vice President
Susan Jansen, Treasurer
Mitch Uzwick, Director
Gary Gianini, Director
Christopher Rossetti, Director
John Williams, Director

Absent: Kimberly Lazich, Secretary; Joe Barry, Assistant Treasurer

Unit Owners Present: Claire Henderson, 1 Keystone Circle; Judith Larkin, 9 Jay Court and Jonathan Beck, 7 Iron Tree Court

Also present: Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE TAX DISTRICT meeting at 7:51 p.m.

MINUTES OF PREVIOUS MEETING

June 25, 2020 Pond Place Tax District Association Minutes:

Mr. Rossetti noted to his recollection that the June 25, 2020 Minutes were held open for further comment and editing. Mr. Rossetti indicated that he submitted electronic copies earlier today to everyone which he believed were more succinct and more accurate.

As noted in the Pond Place Association Board Meeting held just prior to this meeting, as Mr. Uzwick had not had an opportunity to review the Minutes submitted by Mr. Rossetti it was the consensus of the Board that the approval be held in abeyance until all had an opportunity to review the revised Minutes as submitted by CMPM and the substitute Minutes prepared by Mr. Rossetti.

July 27, 2020 Pond Place Tax District Association Minutes:

Upon a motion duly made, seconded, and carried the Minutes of the July 27, 2020 Minutes were approved with the following amendment:

1. Page 5, Paragraph 5 – change the word “will” to “with” municipal or state authorities.....

TREASURER’S REPORT

Mr. Famiglietti made the following comments on the Financial Statements that were provided to the Board for the month of July ending 7/31/20.

Mr. Famiglietti reported that the Association currently has \$166,867.45 in the TD Bank checking account; Capital Reserve Funds are \$385,935.43 Other Assets of \$785,921.10 for Total Assets of \$1,338,723.98.

- The Income & Expense Statement shows Tax Assessments of \$166,307.41. CM Property Management was directed to breakdown this line item into the following categories:
 - Current Year
 - Prior Years
 - Late Fees
 - Fines
- Mr. Famiglietti reviewed various line items for the benefit of the Board.
- Mr. Famiglietti reported that because of storm damage due to Tropical Storm Isaias on August 4, 2020, the Association lost 8 large trees and approximately 24 sections of fencing were damaged. Mr. Famiglietti noted that he had opened an insurance claim on behalf of the Association and is currently working with the insurance adjuster to obtain coverage for this loss. He will keep the Board apprised as the claim progresses.

MANAGER'S REPORT

- Trash Removal – Mike Famiglietti began by reviewing the spreadsheet and synopsis of quotes presented for community wide trash removal planned to be implemented at fiscal year beginning 7/1/2021.

Chris Rossetti inquired as to whether a written proposal had been received from All Waste, Inc. for Board review. After discussion, CM Property Management will follow-up on the status of the written proposal from All Waste and forward a copy to the Board for review. CM Property Management was also directed to find out if both Paines, Inc. and All Waste will provide supplemental charges for non-scheduled bulk pick-ups and bill unit owners directly. It was the consensus of the Board that this service should be provided to unit owners but not at the expense of the Tax District.

The Board reiterated that the goal is to have the community wide refuse program in place prior to September 2020 so that all owners will be made aware to provide their personal refuse companies ample notification.

- Pathway Bridges – In follow-up to prior discussion concerning repairs to the pathway bridges behind the tennis court and by the observation deck, Chris Rossetti expressed his concern that when the repairs were made, no retaining walls were built in the creek beds to prevent erosion, which may cause a safety issue in the future. Following discussion, Mike Famiglietti indicated that he would meet with his maintenance crew to beef up the retaining walls in that area to prevent erosion in those areas at no expense to the Association.

Chris Rossetti also indicated that a darker stain color should have been chosen to match the color of the footbridge. He noted that the color should be of a slate grey. Mike Famiglietti advised that he would have the areas re-stained to a slate grey as recommended.

- Lamp Post – Chris Rossetti reported that the lamp post near 1 and 2 Pond Place is still crooked and needs attention as has been reported in the past. Mr. Famiglietti indicated that the lamp post needs to be dug out, which will require the services of an electrician. Mike Famiglietti will follow up with P.J. Electric for this repair.
- Pathway Light – Chris Rossetti reported that the pathway light by Clover Circle has been damaged at the base. Mike Famiglietti reported that a new light has been ordered and will be installed upon delivery.
- P J Electric Invoice – Chris Rossetti requested an explanation of the \$3,852.95 invoice from P J Electric. Mike Famiglietti advised that P J. Electric was onsite to mark the areas for retracing of the electricity lines to the old utility meter box by the shed and to meet with the Town to try and re-route the power from the old existing meter box to a new meter to be installed on the shed. We are currently waiting on Eversource to give authorization to drop in new lines and wires to energize and availability to run power from the shed.

OLD BUSINESS

NONE

NEW BUSINESS

- Resolution – FDIC Insurance Limit Compliance in Pond Place Banking: Following review of the proposed Resolution as submitted by Chris Rossetti and upon a motion by Chris Rossetti, seconded by Mitch Uzwick and unanimously carried, the Board approved the following Resolution as presented:

Be it resolved by the Pond Place Board of Governors and the Board of Directors of the Pond Place Tax District and the Board of Directors of Northington Meadows, Inc. that:

FDIC INSURANCE LIMIT COMPLIANCE IN POND PLACE BANKING

The officers of each the Pond Place Association, Inc., the Pond Place Tax District and Northington Meadows, Inc., and the acting Manager of each, shall at all times take note of the limits of FDIC insurance and shall NOT deposit funds in any given financial institution in excess of those limits or suffer amounts already on deposit to exceed those limits.

Upon adoption this Resolution shall be added to the Rules & Regulations section of the Pond Place website and placed verbatim in the minutes of the respective Boards. A copy of this resolution shall be immediately furnished by the Manager to the auditors and each of the Pond Place Association, Inc., The Pond Place Tax District and Northington Meadows, Inc.

- Resolution – Compliance in Contract Execution Resolution: Following lengthy review of the proposed Resolution presented by Chris Rossetti the following comments discussed for corrective measures and forward moving, upon a motion by Chris Rossetti, Seconded by Sue Jansen and unanimously carried, the Board approved the following Resolution as presented.

Be it resolved by the Pond Place Board of Governors and the Board of Directors of the Pond Place Tax District, that:

COMPLIANCE IN COINTRACT EXECUTION RESOLUTION

No officer or Manager shall execute a contract which appears to bind either the Pond Place Association, Inc. or the Pond Place Tax District in amounts greater than the limits permitted in applicable state statutes (C.G.S. Section 7-328), the Pond Place Tax District ordinances or the Pond Placer Association, Inc. Declaration and/or Bylaws, whichever limit amount is lesser, until the same has been approved by the homeowners by resolution at either a special or general meeting.

Upon adoption, this Resolution shall be added to the Rules & Regulations section of the Pond Place website and placed verbatim in the minutes of the respective Boards. A copy of this resolution shall be immediately furnished by the Manager to the auditors of each the Pond Place Association, Inc., and the Pond Place Tax District.

- Tree Removal – The Board entered a lengthy discussion regarding the lack of budgeted funds to complete the tree removal project and how to reallocate the funds to complete the project. The Board discussed how the budget is prepared and how line items should be broken out in the future. Additional comments were presented about public safety issues and the need to complete the tree removal project. Discussion ensued with the possibility of taking funds out of the Reserve Account to complete the project. It was also recommended that a decision be held off on the amount of Reserve funds needed until we get the numbers to complete the fencing project. Following additional discussion, the Board tabled this item until the next meeting.
- Bocce Court – Following discussion, for various reasons, it was the consensus of the Board to hold off on this project until a later date.

PUBLIC COMMENT – NONE

- Claire Henderson, 1 Keystone Court – Ms. Henderson commented that the purpose of a Reserve Account is typically used for emergency purposes and that the Board may want to re-think how they are utilizing this account.
- Claire Henderson, 1 Keystone Court – Ms. Henderson indicated that as an original owner, she has all her documentation since 1978 on paying her land lease and offered this information to the Board if they deemed it useful.

There being no further business to come before POND PLACE TAX DISTRICT ASSOCIATION meeting, the President adjourned the meeting at 9:16 pm.

Respectfully submitted,
Mike Famiglietti, CPM
