

**MINUTES OF MEETING  
POND PLACE TAX DISTRICT  
BOARD MEETING  
SEPTEMBER 27, 2021  
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

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**POND PLACE TAX DISTRICT, INC. BOARD OF DIRECTORS**

Present: Christopher Rossetti, President  
Gary Gianini, Vice President  
John Williams, Secretary/Director  
Charles Wall, Director  
Mitch Uzwack, Director  
Sue Jansen, Director  
Amber Jones, Director  
Austin Patenaude, Director  
Katia Solakas, Treasurer

Absent: None

Unit Owners Present: Ann Costello, Claire Henderson, Susan Williams, Judy Larkin –  
Who else was present???

CMPM Present: Michael Famiglietti, Property Manager; Phil Mahler, Property Manager,  
Heather Simard, Bookkeeper.

Christopher Rossetti, President, convened the POND PLACE TAX DISTRICT meeting  
at 6:35 p.m.

**MINUTES OF PREVIOUS MEETINGS**

**Pond Place Tax Association Board Meeting Minutes:**

The approval of the August 23, 2021, Board Meeting was deferred until the next  
scheduled Board meeting.

**PRESIDENTS REPORT:**

- Northern Perimeter Fence Proposal – Christopher Rossetti indicated that the relandscaping project near the fence on Arrowhead Court behind units 4 & 5 will be addressed shortly. Precision Landscape Management is waiting on what is happening with the island landscape project.
- Status of Finch Run, Dove Circle, Clover Court, and Iron Tree Court and Relandscaping Project – Christopher Rossetti reported that he had distributed proposals/bids to the Board for review. Christopher Rossetti is recommending that the Board consider engaging with Precision Landscape Management for the relandscaping of the four islands. The cost to complete the four islands is under the \$15,000 earmark within the budget:

○ Finch Run	\$ 7,550
○ Irontree Court	\$ 1,450
○ Dove Circle	\$ 1,700
○ Clover Court	<u>\$ 1,200</u>
	\$11,900

Following discussion, upon a motion by Christopher Rossetti, seconded by Gary Gianini and carried, with Sue Jansen abstaining, the Board moved to engage the services of Precision Landscape Management for the relandscaping of the four islands as recommended.

- Status of 4 Keystone Circle Drainage Repair – selection of vendor - Christopher Rossetti reported that he had emailed 3 proposals to the Board for review for the replacement of a pipe and drywall fixture due to a sinkhole resulting from the separation of a length of pipe that serves the drainage basin at Keystone Circle. Christopher Rossetti recommended engaging the services of Suburban Sanitation Services who is proposing to excavate the entire line from the sinkhole to the alleged drywell. The pipe will be pulled up and relaid. The existing concrete pipe will be reinstalled. Christopher Rossetti indicated that the cost of this repair would come out of the Reserve Account.

Sue Jansen indicated that she felt the cost of this repair should come under the Repairs/Maintenance line item.

Following discussion, upon a motion by Christopher Rossetti, seconded by Gary Gianini and unanimously carried, it was moved to engage the services of Suburban Sanitation Services as recommended to investigate and effectuate the necessary repairs to the storm/sewer drainage area at 4 Keystone Circle.

- Joe Barry Bench – Status of Pondside Concrete Bench Installation - Christopher Rossetti reported that the pad has been installed. The bench is on order with anticipated delivery within the next 30 days.
- Land Subsidence – Sinkhole at 5 Laurel Lane – Christopher Rossetti reported that a sinkhole has formed in the aftermath of the past three storms resulting from a stump dump which is on the exclusive use area belonging to the homeowner. The Town Engineer has been on-site and has confirmed that the sinkhole is not due to the storm/sewer draining system and is a result of a stump dump. Christopher Rossetti has spoken to the unit owner and advised that as the sinkhole is not on common property it is the choice of the homeowner on how to handle. The unit owner has asked to be notified of who will be overseeing the sinkhole at Keystone Circle. Christopher Rossetti will provide the Suburban Sanitation Services information to the unit owner.
- Mailbox Numbering – Christopher Rossetti reported that the mailbox numbering project has been completed at a cost of \$320.

## MANAGER'S REPORT

- Status of 7-8 Arrowhead and 1 Owl Cable Pedestal Repairs – Phil Mahler reported that a workorder has been submitted to Comcast to make cable pedestal repairs to 7-8 Arrowhead and 1 Owl Court. Although the Association was assured repairs would be made, to date the repairs are not completed. CM Property Management is to follow-up with Comcast and report back to the Board.
- Pear Tree Pruning & Treatment in Front Entry Area – Phil Mahler reported that Pear Tree pruning and treatment in the front entry area is anticipated to be completed this week.

#### **TREASURER'S REPORT - REVIEW OF FINANCIAL STATEMENT Q&A**

Katia Solakas presented the Treasurer's report. Ms. Solakas indicated that she has been collaborating with Heather Simard, CM Property Management Bookkeeper, as well as having discussions with Austin Patenaude, concerning errors with the recording of leases on the Tax District. Ms. Solakas indicated that the leases were recorded under the "Miscellaneous Accounts" line item which is incorrect. Further, accounts were recorded as cash accounts and not accrual. Ms. Solakas will be meeting with Jane at King & King to make sure she is aware.

Ms. Solakas noted that Heather Simard had suggested that interest be charged to unit owners who are behind on their leases. At this point, Ms. Solakas indicated that she does not think this should be done as there is an amortization schedule and interest is included and added in that account. Per a discussion with Christopher Rossetti, a lien on the property should be placed and collected at the time of sale.

Heather Simard clarified that the suggestion was made for putting interest on the accounts of people who have not paid anything on their land lease account as currently interest is being charged on those units who are currently paying on their land lease. Those owners not paying their land lease are not being penalized. Mr. Rossetti agreed that there may not be incentive to pay land leases on time if owners do not have a penalty, however this matter should be discussed at a future meeting.

Christopher Rossetti indicated that he had revisited the Minutes of the 2017 Tax District Board meeting when this issue was first addressed. Mr. Rossetti is planning on circulating the attorney opinion, emails, and historical records to the Board for review.

Mr. Rossetti indicated that the opinion that was previously received from Attorney McChristian indicated that now that the land leases are owned by the Association, we have the authority to impose interest and fines on our members who do not meet their obligation to the Association.

Christopher Rossetti indicated that at that time the Board did not come to an agreement on how to manage interest on land leases and no action was taken and the Board never took a vote. The Board should re-address this issue at a future meeting once the Board has had the opportunity to review past records.

### **FISCAL YEAR 2020 AUDIT (Presentation by Chris King, CPA at 7:00 PM)**

Christopher Rossetti introduced Chris King of King & King to present the FY 2020 Audit review.

Review of 2020 Audit letter and package action items:

- CM Property Management is to work with Jane at King & King to clarify and provide better understanding to the Board of the stated weaknesses in the Management Letter which lead to the qualified audit determination under Association Dues Receivables, Association Revenues and Tax District Revenues.
- In follow-up to King & King's recommendation, Austin Patenaude concurred and indicated that an Accounting Manual should be established. Katia Solakas indicated that she and Christopher Rossetti were in the process of establishing the manual.
- Separation of Duties – In response to the comment in the letter stating there is no evidence that bank and investment statements are being reviewed by the Treasurer prior to reconciliation, Mike Famiglietti indicated that this information is provided to the Treasurer as a part of the monthly financial statement each month. Mr. Famiglietti asked Chris King if it should be provided to the entire Board monthly? Christopher Rossetti responded that it is not necessary to provide to the entire Board but should continue to be provided to the Treasurer monthly.
- Other Items – In review of the Other Items category and in conclusion, the following recommendations were made:
  - Establish an Accounting Manual
  - Bank statements and investment account review by Treasurer
  - Board to thoroughly review monthly financial statements
  - Invoice approval process maintained
  - Receivables need to be tied out each month
  - Money moving from Association to Tax District to tie into funds coming into Tax District
  - Establish procedure for collection of interest for delinquent taxes
  - Establish collection and reporting of land lease balances procedure
  - Consistent communication between CM Property Management, Katia Solakas, Austin Patenaude and King & King
  - Audit to be prepared in a more time manner

### **ROLL OUT OF CINC SYSTEM Q&A**

Mike Famiglietti provided an update on the status of the implementation of the new CINC Software System which will provide an interactive system allowing owners to pay Association and Tax District dues as well as Land Leases. The new system implementation is anticipated to be up and running mid-October.

The following questions were posed:

- Because fewer manual entries are required in the new Cinc System, Austin Patenaude requested a summary of how entries will be recorded. CM Property Management will provide as requested.
- The Board entered a discussion regarding imposing the required 1 1/2% interest charge on delinquent Tax District taxes which was not imposed by Accounting

Resources, the prior fiscal agent, or by CM Property Management since taking over management in 2018. Christopher Rossetti indicated that each account needs to be audited to determine the amount of delinquent taxes that need to be posted on delinquent accounts so that an accurate accounting is utilized once the Cinc System is implemented. Following additional discussion, it was the consensus of the Board to correct the current information in the system and work on the G/L accounts prior to beginning to work on imposing interest on the delinquent Tax District Land Lease accounts. CM Property Management bookkeeping will work with Katia Solakas, Austin Patenaude and King & King to make the necessary corrections.

Following additional discussion, Christopher Rossetti indicated that because the Board never positively authorized the imposition of interest on delinquent land lease accounts, the Board needs to decide whether to determine a retro-active date, or to set a date in the future and move forward for those owners who have not been making payments. Christopher Rossetti requested a vote from the Board on how to proceed. Christopher Rossetti reported that the Board voted not to charge interest retroactively and will decide on a future date to impose interest on delinquent land lease payments.

#### **FALL CLEAN-UP DATES – 10/1/21 TO 11/19/21**

Christopher Rossetti reported that JH Services will be on property to begin Fall clean-up beginning October 1, 2021, through November 19, 2021. JH Services will be pick up leaves and branches only. Stumps and other debris will not be picked up for no cost.

#### **NEW BUSINESS**

- Increase ceiling to \$10,000 on projects requiring multiple bids/proposals – Phil Mahler requested Board consideration to increase the ceiling from \$2,500 to \$10,000 on projects requiring multiple proposals. Following discussion, upon a motion by Christopher Rossetti, seconded by Charles Wall and unanimously carried, the following resolution was approved:

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

#### **VENDOR ENGAGEMENT PROTOCOL RESOLUTION**

The Manager shall obtain a detailed preliminary estimate in writing from all vendors who are being requested to furnish goods or services in amounts expected to equal or exceed \$10,000.00 prior to engaging said vendor for same. Additionally, except in cases of an emergency, the Manager shall secure competitive bids from at least on other Farmington River Valley area vendor for any such project.

Upon adoption, this Resolution shall replace earlier resolutions bearing on this subject and 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.

- Three Pathway Projects – selection of Contractors:
  - Repair jogging path stretch from around Observation Deck to front entry sign area: Christopher Rossetti indicated that three bids had been solicited from Avon Heritage, Precision Landscaping and JH Services to repair a portion of the pathway area leading from the Observation Deck to the front entrance sign. Mr. Rossetti reported that JH Services was the low bidder at \$5,650 and requested Board approval to move forward in engaging services with JH Services. Sue Jansen noted that Wetland approval may be required. Following discussion, upon a motion duly made by Christopher Rossetti, seconded, and carried, it was moved, subject to approval from Wetland Commissioner, John McCahill, to authorize and move forward and engage the services of JH Services as proposed at a cost of \$5,650.
  - Installation of French Drain, etc./Catch Basin on Dove – Edgewood path – approval: Christopher Rossetti reported that bids had been solicited for repair of the pathway between the communal parking lot on Edgewood Drive and Dove Circle which has totally eroded from the past three storms. Mr. Rossetti indicated that JH Services was the low bid at \$3,200 and asked for Board authorization to move forward in engaging services with JH Services. Charles Wall suggested that the installation of water-stops or weirs be installed to avoid the channeling of water across the path. Following discussion, upon a motion by Christopher Rossetti, seconded and unanimously carried, it was moved to engage the services of JH Services to repair the section of the path as proposed, subject to possible incorporation of the suggestion to install water-stops/weirs.
  - 18 Point pathway repair on jogging path – Christopher Rossetti reported that he walked the entire path with John Hannon/JH Services after the past three storms and it was noticed that there are areas of recurring difficulty with water and bluestone is migrating in large quantities. There needs more substantial repair to include riprap to barricade areas where there is migration, with subsequent grading of the path. Mr. Rossetti indicated that three bids were solicited, with JH Services being the low bid at \$4,960. Following discussion, upon a motion by Christopher Rossetti, seconded by Charles Wall and unanimously carried, it was moved to engage the services of JH Services to repair the 16 areas along the jogging path as proposed at a cost of \$4,960.
- Catch Basin Inspection and cleaning – engagement of contractors – solicitation of bids. Christopher Rosetti reported that he is working with Phil

Mahler in obtaining bids to clean and dispose of material for approximately 42 catch basins throughout Pond Place. The cost of the project is anticipated to cost between \$5,000 - \$6,500. It was recommended that the proposal also include storm drainage ditches as well.

**PUBLIC COMMENT**

- None.

There being no further business to come before POND PLACE TAX DISTRICT ASSOCIATION meeting, the President adjourned the meeting at 8:30 p.m.

Respectfully submitted,  
Mike Famiglietti, CMPM

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**POND PLACE ASSOCIATION, INC. BOARD OF DIRECTORS**

Present: Christopher Rossetti, President  
Gary Gianini, Vice President  
John Williams, Secretary/Governor  
Sue Jansen, Governor  
Charles Wall, Governor  
Mitch Uzwack, Governor  
Katia Solakas, Treasurer

Absent: Austin Patenaude, Governor

Unit Owners Present: Amber Jones, Ann, Costello, Clair Henderson, Susan Williams, Judy Larkin. Any others present????

Present: Michael Famiglietti, Property Manager and Phil Mahler, Property Manager, Heather Simard, Bookkeeper

Christopher Rossetti convened the POND PLACE ASSOCIATION meeting at 8:31 pm.

**MINUTES OF PREVIOUS MEETINGS**

**Pond Place Association Board Meeting Minutes:**

The approval of the August 23, 2021, Board Meeting was deferred until the next scheduled Board meeting.

**PRESIDENTS REPORT**

None

**DRC REPORT**

- Modification Requests - Amber Jones reported that there is just one modification request outstanding to date.
- Violations – Letters have been sent to unit owners in violation of the Building Guide. Owners currently have until Spring to complete projects.
- Light Fixture – Amber Jones reported that a new Sure-Light Fixture proposal was submitted for Board review and approval. It was noted that if a different light fixture is requested by an owner, DRC authorization will need to be obtained. Light fixtures should be in a craftsman like style. Upon a motion by Charles Wall, seconded by Christopher Rossetti and carried, the Board authorized the proposed light fixture as submitted.
- Building Guide – Amber Jones indicated that the current Building Guide was is being reviewed in sections and will be submitted to the Board for review upon completion.



- Pedestal light fixture on walking path behind Finch Run – Phil Mahler indicated that fixture is missing and recommendations for a new fixture in this area are being solicited to the Committee/Board for review.

### **NORTHINGTON MEADOW, INC. REPORT**

- Charles Wall reported that there is major erosion occurring on the gravel drive leading from Route 44 past the brick structure that Frontier uses down past the dam that has experienced significant trenching. Mr. Wall reported that JH Services has corrected this issue at a cost of approximately \$500.
- Charles Wall reported that it is necessary to wait a little longer to perform the minor concrete work at the dam because there has been no appreciable drop in water level.
- CM Property Management was directed to obtain bids for the required mowing in certain section of the far side of the dam. It will be necessary to wade through the stream and go in with hand equipment.
- As information, for inclusion in the next fiscal year budget, Charles Wall reported that the Northington Meadow Board will be asking CM Property Management to obtain a quote for repair of riprap and slushing along the spillway.
- Algae treatment – weed control:
  - Gary Gianini reported that due to unexpected expenses relating to the dam studies this year, contact treatment only has been performed in the Pond this season. Mr. Gianini presented photos of the Pond and areas where concrete repair and weed removal is required. Mr. Gianini report that currently cutting down and hand pulling of invasive water chestnuts and phragmites has been done this year prior to seeding of the plants. Herbicide treatment will be planned in the Spring. Mr. Gianini indicating that the DEEP report is on the Association's website under Minutes, for anyone interested, which explains the invasive species plants. The Board thanked Mr. Gianini for his hard work in keeping the Pond under control.
    - Susan Williams indicated that the area surrounding the dock is infiltrated with flat leaf weeds which interfere with kayaking in the area and inquired if this will be addressed. Gary Gianini reported that this area will be addressed as part of the treatments planned for next Spring.

### **CANCELLATION OF POND PLACE DAY**

Christopher Rossetti reported that due to feedback received and lack of support for funding, due to Covid-19, Pond Place Day was cancelled.

### **2021 INSPECTIONS COMPLETED – STATUS OF MATRIX**

Christopher Rossetti reported that he has been working with Phil Mahler performing inspections of all the properties in Pond Place. The Matrix issued has been corrected to include the due dates for completion of repairs by unit owners.

- Charles Wall indicated that he has been cited on the report house needing scraping and painting and this is not the case. CM Property Management was directed to remove this item from the Matrix. Further, Charles Wall indicated

that the painting of the trim around the copula was completed in June 2021. CM Property Management was directed to make note of this on the Matrix.

### **DIGITIZATION AND UPDATE OF RULES & REGULATIONS**

Christopher Rosetti reported that John Williams has been instrumental in digitizing the Rules & Regulations. Christopher Rosetti will be updating the Rules & Regulations similar to what is being done by the DRC and the Building Guide. Christopher Rosetti provided a Resolution for Board review on the prohibition on feeding animals, feral cats, bears, racoons, etc. Following discussion, upon a motion by Christopher Rosetti, seconded and carried, the following Resolution was approved:

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

### **PROHIBITION ON FEEDING OF ROAMING AND FERAL ANIMALS**

For the purposes of health and safety, no member of the Association, members of his or her household, his or her tenants or residents of the Tax District shall leave any food outside the confines of a dwelling unit or in an open garage or shed which may attract or be consumed by bears, coyotes, coydogs, bobcats, skunks, possums, raccoons, roaming dogs or roaming cats. Violations shall be punishable by fine.

Upon adoption, this Resolution shall be added to the Rules & Regulations section of the Pond Place Association and the Pond Place Tax District Ordinance, posted on the Pond Place website and placed verbatim in the minutes of the respective Boards.

### **NEW BUSINESS**

- Phil Mahler recommended that due to the length of the meetings, that the Board consider starting at an earlier time. Following discussion, the Board decided to discuss this item amongst themselves and advise CM Property Management of its decision.

Upon a motion by Christopher Rosetti, seconded by Charles Wall and carried, the meeting adjourned at 9:50 p.m.

Respectfully submitted,  
Mike Famiglietti, CMPM

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