

Pond Place Association Inc.
Meeting Minutes
May 26, 2022
Virtual Governor's Meeting @ 6:30 PM

Roll Call

Christopher Rossetti, President, Governor
Gary Gianini, Northington Meadows President
Katia Salokas, Governor, Treasurer
John Williams, Secretary/Governor
Sue Jansen, Governor
Austin Patenaude, Governor
Mitch Uzwack, Governor
Susan Franke, Governor

Unit Owners

Ann Costello
Judy Larkin
Carol Shaw
Gwenn Saltmann
Claire Henderson
John Day
Charlie Wall (past president)
Amber Jones
Greg Weston

Property Managers

Michael Montgomery
Lauren Pizzoferrato

Auditor

Christopher King

Meeting called to order 6:04 PM.

Approval of minutes of January 24, 2022, February 28, 2022, March 28, 2022 and April 27, 2022 deferred until next meeting.

ELECTION RESULTS

Susan Franke announced the May 2022 election results.

Governors elected: Christopher Rossetti, Susan Franke, Katia Solakas, and John Williams.

President's Report

Christopher Rossetti reported that the April property inspections were completed and that they were thorough. Approximately 25% of properties were in violation in some way. He noted that quite a few non conforming lighting fixtures attached to structures were observed. Many of these were white. A discussion on prohibition of white lighting fixtures ensued. Rossetti moved that the Building Guide be amended to prohibit all white security light, security cameras or landscape lighting fixtures, requiring that they be either black, brown, tan or bronze. The motion was seconded and passed unanimously.

Treasurer's Report

Katia wants land lease fund held in different account.
Will be discussed at a separate meeting.

Northington Meadow Report

Gary Gianini presented Northington Meadow's FY 22-23 draft \$21,500 budget. It included funds for dam repair, cutting brush growing up in the immediate vicinity of the dam and intensive treatment of the pond with algicides and herbicides.

Gianini requested a supplemental transfer of \$750.00 from the Pond Place Association to Northington Meadow, Inc. to cover a funds shortfall caused by Northington placing Officers & Directors insurance coverage. Christopher Rossetti moved to make a \$750.00 transfer. It was seconded and passed unanimously.

Presentation of FY 20-21 Audit

Christopher King, CPA presented the FY 20-21 audit performed by King & King. Chris noted that as a result of a thorough review by Treasurer Katia Salokas a \$23,224 adjustment was made to Land Lease receivables. He noted that \$24,350.00 in fine income was incorrectly recorded in the general ledger. He also noted that multiple invoices lacked evidence of officer approval on their face prior to payment. He noted that CM's back up software was not cloud based. He noted the continued lack of an Accounting Manual setting forth the organization's position on the handling and reporting of transactions. Finally he noted that there was no evidence the Treasurer was reviewing bank statements prior to their reconciliation. King complimented Katia Salokas on the quality of her work reviewing and correcting the land lease ledger.

King observed that the CM's accounting over the past several years was "not good"; that slow and incomplete responses by CM for information increased the cost of the audits and delayed its completion.

President's Response

Christopher Rossetti reminded all that he and Katia Salokas took office after the period covered by this audit and that CM Property Management has been replaced. Regarding the specific concerns raised by the audit Rossetti said Strongroom system is now in place through W&K which necessitates approval by the Pond Place president before any invoice can be released for payment. Approval process is documented and the invoice itself scanned and retained. All bank and brokerage accounts have been updated such that Rossetti and Slokas are the authorized signers and statements are now being sent directly to Katia as Treasurer who is reviewing them prior to reconciliation by the management company. The land lease accounting thanks to Katia Salokas has improved and she has started work on an accounting manual to guide the bookkeepers at W&K. Such a document will in due course finally be created. The fines being carried on the books associated with 20 Gray Pine Common are uncollectable as that property is totally "under water" and steps will be taken to remove them from the books. W&K's backup is cloud based. Thank you, Chris King!

Katia Salokas pointed out that CM has not as yet provided the trial balance information from CM for the period 7/1/21 to 12/31/21. Rossetti said this will be re-requested.

Investiture of Board Members & Election of Officers

Christopher Rossetti thanked Charlie Wall and Gary Gianini for their service

Christopher Rossetti nominated himself as President, Mitch Uzwack as Vice-President, Katia Salokas as Treasurer and Susan Franke as Secretary. The motion was seconded and approved unanimously.

Charlie Wall said he was leaving Pond Place in good hands but will but keep his eyes on us!

Xfinity Community Service Agreement

Christopher Rossetti reported that he had some questions after reviewing the agreement but Keith Mitchell, the Comcast representative, was out ill with Covid. As a result of Lauren Pizzoferrato pushing Comcast to repair the cable fixtures in Pond Place we were presented with this agreement which Comcast wants signed before they enter Pond Place to do repair work. They are currently offering us \$21,000 to sign the agreement. They received written easements in 1983 and 1986 already. May be a nice opportunity to earn some money. Agreement should not interfere with Frontier's ability to service community.

Old Business

CT Water Co. – Appraisal not as yet complete. Sue Jansen asked what is the advantage to the owners of Pond Place to own this land? Rossetti response: If we own it it could not be sold to someone else and developed. Would we want our row of Bradford Pears in the entrance area replaced by a parking lot? Land is approximately 3.5 acres and although much of it is wet lands, it could be developed. Susan Jansen asked if it could be donated to Northington Meadows. Rossetti said there was a state statute that governed the disposition of water company land and that it had to first be offered to the town and to the local land trust before it could be sold privately. We must wait and see.

New Business

Property Managers report Inspection Matrix combining 2021 information with results of W&K's April 2022 inspection completed and will be shared with Board.

Mike Montgomery recommends giving those who were first cited in 2021 until 9/30/22 to bring their property into compliance and for those first cited as a result of the April 2022 inspections conducted by W&K, until 12/31/22. Notices will be going out within 2 weeks.

Amber Jones polled the Board on whether pine could be substituted for cedar. Board voted unanimously to approve such a substitution.

Christopher Rossetti requested that a Finance Committee for the Association be formed of its officers to draft a proposed FY 22-23 budget for the Pond Place Association. Implementing motion made, seconded and unanimously approved. Budget draft will be circulated prior to June meeting and approved then.

By unanimous agreement the next Association Board meeting will be on June 30th at 6:30 PM. Meeting

Requirement to Furnish Emails

Christopher Rossetti opened a discussion on whether to make it mandatory for members to furnish an operative e-mail address to our managers to facilitate and reduce the cost of postal communication. Mike Montgomery agreed it would be very helpful for e-mail addresses to be on file. Judy Larkin noted many owners lack smart phones or computers. Rossetti moved to impose a \$5/day fine on members who failed to provide an operative e-mail address to White & Katzman by 9/30/22. Further discussion ensued. Motion was withdrawn.

General Comments

Judy Larkin asked if it is possible to have members of the community address the Board on their issues at the beginning of the meeting rather than after its conclusion. Rossetti reminded the Board that the meeting was to conduct their business and that members

of the community could always contact the officers or board members with what was on their mind outside the meeting in person, by phone or by e-mail.

Meeting Adjourned at 8:35 PM.

Respectfully submitted, Susan Franke, Secretary

