

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
POND PLACE TAX DISTRICT
BOARD MEETING
APRIL 29, 2019
AVON ROOM, TOWN HALL**

POND PLACE ASSOCIATION, INC. BOARD OF GOVERNORS

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

Absent: Kimberly J. Lazich, Secretary

Kamil Kieterling resigned from the Board of Directors

Unit Owners present: Gary Gianini.

Also present: Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE ASSOCIATION meeting at 7:01 pm.

MINUTES OF PREVIOUS TAX DISTRICT MEETING

Upon a motion by Mitch Uzwack, seconded by Charles Wall and carried the Minutes of the January 28, 2019 and March 20, 2019 Board Meeting Minutes were approved as presented.

BOARD MEMBER APPOINTMENT

Upon a motion by Dom Zacchio, seconded by Charles Wall and carried, Mr. Gary Gianini was appointed to the Board for the unexpired term of Kamil Kieterling, who has resigned from the Board. The Board congratulated Mr. Gianini and welcomed him as a member of the Board of Directors.

TREASURER'S REPORT

TAX DISTRICT:

- As of March 31, 2019, the tax assessments collected totaled \$314,510.44. The Association is currently \$68,015.46 ahead of budget for this line item. Additional reminder letters were mailed mid-April to those unit in arrears.
- The Board entered a discussion regarding cash flow, expenditures and reserve protocol concerning the purchase of the \$5,000 CD's which are budgeted monthly. CM Property Management was directed to hold off on purchasing the

- monthly \$5,000 CD if the Association is short of cash to pay outstanding invoices. The Association does not want to utilize reserve funds to pay monthly expenditures. If the Association is short of cash, CM was directed to hold off on paying vendors until such time as the cash flow builds with the collection of tax assessments.
- Balance Sheet: Total assets for the Association at the end of March totaled \$940,051.09. The Association maintained \$2,977.33 in the TD Bank checking account; Capital Reserve Trust Fund of \$185,751.61 and Other Assets of \$751,322.15.
 - Income & Expense Statement: Following review and discussion, the Board directed that the following changes be made to the Income & Expense Statement:
 - Under Contract Services – Page 9 of the Management Report – Following a line by line review of the Contract Services and Repairs and Maintenance line items, CM was directed to merge line item 62115 Snow Removal into line item 62105 Landscape Contract, as the snow and landscape contract have been integrated.
 - Add a line item under Reserve Contribution – Capital Expenditures-Projects from Reserves, Page 9 of the Management Report. This line item is being added to better explain and show major projects being completed throughout the year.
 - Under Administration – Page 9 of the Management Report – Move the \$3,204.51 expense allocated to Administration/Consultant, Account # 62040 to Audit Fee, Account # 62050. This expense reflects partial payment to King and King for completion of the audit.
 - Cash Disbursements – Page 11 of the Management Report – Check #285 in the amount of \$150.00 payable to Demanche McChristian LLC should be allocated to the Pond Place Association as the expense relates to the release of a land lease. This should not be an expense of the Tax District.
 - Aged Owner Balances – Pages 15/16 of Management Report. CM to look into to the 2 owner accounts that show balances due in the current category and report back to the Board for clarification.

MANAGER'S REPORT

- Bright Line Striping Contract – Mike Famiglietti presented the Board with a proposal from Bright Line Striping in the amount of \$2,600 for line striping throughout the complex. Following discussion, **upon a motion by Mitch Uzwick, seconded by Charles Wall and unanimously carried, the Board accepted the proposal as presented by Bright Line Striping in the amount of \$2,600 and directed CM to move forward with the line striping project once the asphalt/crack seal project is completed.**
- Asphalt/Crack Seal Proposals – Mike Famiglietti presented the following proposals for sealing the asphalt cracks throughout the community:
 - PFD Road - \$6700.00
 - JD Paving - \$8,150.00
 - Asphalt Solutions - \$7,250.00

Following discussion, **upon a motion by Dom Zacchio, seconded by Joe Barry and unanimously carried, it was moved to accept the proposal as presented by PFD Road in the amount of \$6,700.00 to seal all cracks throughout the complex.** CM Property Management was directed to monitor and inspect the completion of this project.

BUDGET REVIEW

POND PLACE TAX DISTRICT

The Board reviewed the proposed Pond Place Tax District 2019 budget as presented by the Finance Committee. Following a question and answer period, the Board directed the following:

- Major Maintenance Projects that are being proposed in the budget are to be outlined in the letter to the unit owners.
 - Bocce Court
 - Removal of old Shed/TV Station and installation of new shed.
- Correct the \$1,300 variance under the Expenses – Administration portion of the budget. Reduce the General Maintenance line item from \$24,000 to \$22,900 to make up the difference.
- Per the Pond Place Tax District ordinance, have the list checklist prepared for the budget approval process for the Board to follow at the upcoming budget approval meeting in order to be in compliance with the budget adoption.

upon a motion by Dom Zacchio, seconded by Charles Wall and unanimously carried, the Board approved the Pond Place Tax District 2019 Proposed Budget as presented at an annual budget of \$328,660 for mailing for owner review at the May 13, 2019 meeting and for adoption at the May 20, 2019 meeting.

OLD BUSINESS

- Bus Stop – Following discussion, the Board directed CM Property Management to poll the community via “Survey Monkey” as to the owner interest in installing a bus stop/shelter.
- Entrance Sign Area – The cleaning of the front entrance area should be completed May 6th and 7th weather permitting.

PUBLIC COMMENT

- Land Lease Billings – In response to a question as to how owners are notified of their land lease billings, the Board reviewed the process of how land lease payments are determined. It was indicated that the land lease payment is determined by the date of the closing of the first purchaser of the house. Discussion continued with how to manage the notification to each owner indicating that it would make sense to notify individual unit owners upon the anniversary of the original closing date each year. The Board directed CM Property Management to get a quote from Jeff McChristian, the Association’s Attorney, to obtain the original date of closing for each unit within the Community.
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- A unit owner reported that repairs and maintenance are needed located at the Pond Place and Hwy 44 gate.
- A unit owner reported that the name signs on the mailboxes need to be repaired and repainted. Mike Famiglietti responded that the mailboxes are on the schedule to be repainted and the street names will be repainted at that time.
- A unit owner reported that there are large piles of debris which need to be cleaned up by the swamp. Gary Gianni is to send photos to Mike Famiglietti.

Dom Zacchio moved to adjourn the meeting. It was 2nd by Mitch Uzwack. All in favor.
Motion carried.

There being no further business to come before POND PLACE ASSOCIATION meeting, the President adjourned the meeting at 8:20 pm.

Respectfully submitted,
 Mike Famiglietti, CPM

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 Christopher Rossetti, Governor
 Mitch Uzwack, Governor

Absent: Kimberly J. Lazich, Secretary

Also present Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE ASSOCIATION meeting at 8:20 pm.

MINUTES OF PREVIOUS MEETING

Upon a motion by Mitch Uzwack, seconded by Charles Wall and carried the Minutes of the January 28, 2019 and March 20, 2019 Board Meeting Minutes were approved as presented.

ELECTION OF BOARD OF GOVERNORS POND PLACE ASSOCIATION

The Pond Place Association Board of Governors consist of a seven (7) member Board. The following Board Member Terms will expire at the 2019 Annual Members Meeting.

Mitch Uzwick	-	2 Year Term
Joe Barry	-	2 Year Term
Kimberly Lazich	-	2 Year Term

Mr. Barry stepped down from the Pond Place Association Board of Directors. Following discussion, **upon a motion duly made, seconded and carried the Board nominated Susan Jansen for election at the upcoming Annual Members Meeting.**

Nominations for the upcoming 2019 Annual Meeting include:

Mitch Uzwick	2 Year Term	Incumbent
Kimberly Lazich	2 Year Term	Incumbent
Susan Jansen	2 Year Term	

TREASURER'S REPORT

POND PLACE ASSOCIATION BUDGET ADOPTION

The Board reviewed the 2019-20 Pond Place Association, Inc., budget as presented by the Finance Committee. Following a brief question and answer session, the Board directed Mike Famiglietti to correct the subtotal line under Income to reflect the correct budget amount of \$33,000.

Upon a motion by Dom Zacchio, seconded by Susan Jansen and carried, the Board moved to recommend the adoption of the budget as presented at an annual budget of \$33,000; which represents a \$7.00 increase from \$150 to \$157 to be mailed for unit owner consideration at the upcoming May 13, 2019 meeting and for adoption at the May 20, 2019 Annual Meeting.

Dom Zacchio moved to adjourn the meeting. It was 2nd by Mitch Uzwick. All in favor. **Motion carried.**

There being no further business to come before POND PLACE ASSOCIATION meeting, the President adjourned the meeting at 8:40 pm.

Respectfully submitted,
Mike Famiglietti, CPM
