

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
BOARD MEETING
JUNE 25, 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
Kimberly J. Lazich, Secretary
Christopher Rossetti, Governor
Mitch Uzwack, Governor
Susan Jansen, Treasurer
Christopher Rossetti, Governor
John Williams, Governor

Absent: None

Also present: Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE ASSOCIATION meeting at 6:30 pm.

MINUTES OF PREVIOUS MEETINGS

Due to the Covid-19 Pandemic there were no Minutes presented for the May 2020 meeting. This information was accepted by the Board of Directors.

TREASURER'S REPORT

The Board reviewed the Financial Report for the month ending 5/31/20 for Pond Place Association, Inc. The following items were noted:

Mr. Famiglietti reported that the Association currently has \$5,684.46 in the TD Bank operating checking account; and other assets totaling \$46,137.22 for total assets of \$51,821.68.

- Accounts Receivables report shows \$39,771.66 in Association Dues collected to date.
- There is \$4,030.75 in outstanding Association Dues to date. A majority of which is related to one unit. There are four units with the attorney and the remainder have received reminder letters or late notices.
- All adjustments from last year's audit have been posted and submitted to King & King.
- CM was requested to correct the Resale Certificate to reflect the fiscal year beginning July 1st through May 31st for the Association fees.

Following a brief question and answer period, the Board accepted the 5/31/2020 Financial Statement as presented.

MANAGER'S REPORT

NONE

OLD BUSINESS

NONE

NEW BUSINESS

- Zoom Meetings - Following discussion regarding future Board meetings, it was determined to continue the meeting via Zoom for the next three meetings. Mike Famiglietti will coordinate with John Williams to post on the website and invite unit owner participation. Mike Famiglietti will also send an email blast to the community with an invite. Finally, a notice will be added to the Pond Place Press advising unit owners to check the website for future meeting dates.
- Draft Rules Amendment to Limit Use of Power Equipment – Following discussion, it was the consensus of the Board that a draft amendment to the Rules & Regulations limiting the use of power equipment, i.e., lawn mowers, blowers, etc., prior to 8:00 a.m. and after 6:00 p.m. be prepared for review and approval.

PUBLIC COMMENT

NONE

There being no further business to come before POND PLACE ASSOCIATION meeting, the President adjourned the meeting at 7:08 p.m.

Respectfully submitted,
Mike Famiglietti, CPM

**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
JUNE 25, 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
Joe Barry, Assistant Treasurer
Kimberly J. Lazich, Secretary
Mitch Uzwick, Director
Gary Gianini, Director
Christopher Rossetti, Director
John Williams, Director

Absent: None

Also present: Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE TAX DISTRICT meeting at 7:09 p.m.

MINUTES OF PREVIOUS MEETING

Due to the Covid-19 Pandemic there were no Minutes presented for the May 2020 meeting. This information was accepted by the Board.

TREASURER'S REPORT

The Board reviewed the Financial Report for the month ending 5/31/20 for Pond Place Tax District Association, Inc. The following items were noted:

Mr. Famiglietti reported that the Association currently has \$111,672.26 in the TD Bank operating checking account; Capital Reserve Trust Fund of \$373,668.08 and other assets totaling \$678,210.47 for total assets of \$1,163,220.81.

- CM Property will follow up and provide clarification concerning the “Due To” and “Due From the Association” line items on the Association and Tax District Balance Sheets. It was indicated that these numbers should match. Corrections should be made and included as a part of the Minutes if necessary.
- Following Board discussion concerning the position of Treasurer. It was suggested that the Board look into someone outside of the Association to handle the position of Treasurer to review the books and make investments on behalf of the Association. Chris Rossetti indicated that he knew of a CPA and Auditor that would like to get involved with the Association. Mr. Rossetti suggested that Joe Barry interview his contact and will provide Mr. Barry's number.

- It has been determined that the mill rate that was provided by the previous management/bookkeeper was incorrect. Discussion ensued with CM Property Management being questioned as to why the Board and owners were not notified prior to the tax correction being made. CM Property Management advised that the bookkeeper will provide the correct calculations to the Board for review. Also, CM was requested to provide Joe Barry with the estimated loss in revenue for the year's 2016 and 2017.
- The Board entered a lengthy discussion regarding the inaccuracy of the mill rate provided by the previous management/bookkeepers for the levying of the Association's taxes and the subsequent loss of revenue as a result. Further, the Board discussed the need for the Association's Officers, Attorney, CPA's, and Management to fully understand the levying of the taxes. It was indicated that the Officers consult the Tax District Statues for the Association's obligations for notifying the Town Clerk of Avon of its actions on an annual reporting basis. The Board further discussed the need for an explanation from King and King as to why the error in tax rate and compliance with the State Statue were not followed. **Upon a motion by Dom Zacchio, seconded by Joe Barry and unanimously carried it was moved that the Association's Auditors, King and King, be requested to submit a written report as to their procedures relative to the computation of the Annual Tax District Mill Rate and what was the cause of the error as a result. Secondly, a written response will be requested as to why notice of compliance of the State Statue was not picked up.**
- The Board entered a discussion regarding King and King's letter pertaining to the 2019 Audit. The following questions were answered regarding errors and deficiencies noted in to report.
 - In response to a question as to whether the Treasurer or Assistant Treasurer met with CM Property and the Auditor, it was indicated that Joe Barry and Dom Zacchio met with Mike Famiglietti regarding the concerns noted in the letter. It was resolved that King and King were satisfied with the current Association bookkeeper, Heather Simard and reviewed her qualifications and background and found them to be acceptable. It was further noted that Heather Simard had an integral part in finding the mill rate tax error, therefore proving that she is doing her job and doing it well.
 - In response to the question posed as to the implementation of a written accounting manual to be used by CM Property it was indicated that this recommendation has been made several times in the past by the Auditor, however, it was noted that the cost to implement such a manual was in the \$40,000 - \$50,000 range and it was determined that the cost was not feasible. Mr. Zacchio indicated that if the Board would like to have this manual prepared the option can be pursued.

MANAGER'S REPORT

- Walsh Fencing (PVC) for wood fence replacement proposal – It is estimated to cost approximately \$75,000 to remove and replace the existing fence. Mike Famiglietti will present photos and color samples from Walsh Fence LLC for Board review. Following discussion, CM Property Management is to obtain

additional quotes for Board review. CM Property Management was directed to have the existing chain link fence removed.

- Front Entrance Sign – A quote was obtained from East Granby for an upgrade to the front entrance sign at a cost of \$3,500.00 to remove the wood fittings and build a stone wall. Following discussion, it was indicated that a plinth should be installed to raise the sign approximately 1'. **Upon a motion by Dom Zacchio, seconded and carried it was moved that the rotted wood be removed, and the stone wall be installed as proposed by East Granby at a cost of \$3,500. The Board also approved that a plinth of a suitable size be installed to mount the repaired sign by Dom Zacchio.**
- Trash Removal – The Board discussed the option of seeking the possibility of going with community wide trash removal. One bid was obtained from Paine's Recycle and Rubbish Removal. It was recommended that two additional bids be obtained, and the program be implemented at the start of the 7/1/2021 fiscal year. **Upon a motion by Chris Rossetti, seconded by Dom Zacchio and approved, it was noted that this program would be worth pursuing and directed CM Property Management was directed to obtain two additional bids for Board review.**
- Insurance Renewal – The Board reviewed the Insurance Premium Summary for the Association's insurance renewal effective 6/30/20. It was noted that there was a slight increase of \$157.72 over last year's premium providing the same coverage as last year. The Board accepted this as information only.
- Violation Letters – The Board reviewed the violation letters as presented in the Management Package.
- The new shed has been completed.

OLD BUSINESS

NONE

NEW BUSINESS

- Bear sighting – It was noted that a mother bear has been sighted with four cubs. Caution was expressed for safety reasons.

PUBLIC COMMENT – NONE

There being no further business to come before POND PLACE ASSOCIATION meeting, the President adjourned the meeting at 8:45 pm.

Respectfully submitted,
Mike Famiglietti, CMPM
