

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
BOARD MEETING
JULY 26, 2021
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

POND PLACE ASSOCIATION, INC. BOARD OF DIRECTORS

Present: Christopher Rossetti, President
Gary Gianini, Vice President
Charles Wall, Governor
Mitch Uzwack, Governor
Austin Patenaude, Governor

Absent: John Williams, Secretary/Governor; Sue Jansen, Governor

Unit Owners Present: Amber Jones, Bill Sage, Judy Larkin.

Present: Michael Famiglietti, Property Manager and Phil Mahler, Property Manager

Christopher Rossetti convened the POND PLACE ASSOCIATION meeting at 6:34 pm.

MINUTES OF PREVIOUS MEETINGS

Pond Place Association Board Meeting Minutes:

Upon a motion duly made, by Christopher Rossetti, seconded by Gary Gianini and carried the Minutes of the 6/28/21 Board Meeting were approved as written.

TREASURER'S REPORT:

Christopher Rossetti indicated that in the absence of a Treasurer, no formal report would be presented, however, Mike Famiglietti would answer any questions pertaining to month end June 30, 2021, financials. The following comments were made:

- In response to Austin Patenaude's inquiry Mike Famiglietti reported that there was nothing significant to note from King & King at this time.

As an update, Christopher Rossetti reported that he has been in contact with Chris King, associate on the audit, and will be meeting with him to review the draft audits. Further, Mr. Rossetti indicated that it was his intention to request Chris King to participate in an upcoming meeting of the Board to review the audits and answer any questions.

- Mike Famiglietti indicated that with inception of the new budget, the July financials will show a redirection of funds from the Association to Northington Meadow in the amount of approximately \$9,750 for the Engineer reports that have been approved.

MANAGER'S REPORT:

- **CM Property Management new CINC Software Program:** Mike Famiglietti reported that CPM's new software system is due to launch in the next few weeks. The new system will provide portal access which will allow members to

pay land lease, Tax District and Association dues online. The portals will allow access to submit work orders, exterior modification requests, as well as allow owners the ability to monitor accounts and communicate with management.

Owners can expect to receive an email invitation to register on the new CINC software program in the near future.

- In response to Austin Patenaude's inquiry as to the number of late fees noted on the financial report, Mike Famiglietti indicated that unit owner who have not caught up by July, will be turned over to the Attorney for collection in August.

OLD BUSINESS:

- Trash Removal/Recycling Contact – In response to Board inquiry, Mike Famiglietti reported that the transition is moving forward. Currently, Paine's is finalizing owner requests and change outs on various recycle/trash bins.

NEW BUSINESS:

- Exterior Modification Form Redesign – Amber Jones provided an update on new Exterior Modification Form which was redesigned and will be utilized for future DRC requests. The Board thanked the Committee and Bob _____, graphic designer for the creation of the form.

Discussion ensued regarding the establishment of digitized fillable forms for utilization on the Pond Place website, or incorporation into the CPM CINC software. The DRC will investigate this option.

Amber Jones was appointed as Chairperson of the DRC and will be the voice of the Committee at future Board meetings.

- DRC – Exterior Paint Color Approval Guidelines – Following discussion regarding exterior paint color guidelines, it was the consensus of the Board, to omit the specific paint color list from the current guidelines and require swatches in earth tones to be approved on a case-by-case basis. Christopher Rossetti agreed to provide the DRC with appropriate verbiage for Board approval at the August Board meeting.
- DRC – Exterior Lighting Approval Guidelines – Following discussion, it was the consensus of the Board that due to the expense associated with the currently approved exterior lighting, that the guidelines be changed to allow some type of craftsman style lighting for the exterior of the units to be determined by the DRC. Any future requests for exterior lighting modifications are to include specifications and should be submitted to the DRC for approval on a case-by-case basis.

Interim changes to the Building Guide will be reviewed and once approved will be posted on the website.

- CPM, Inc. Performance Review Meeting – A special meeting is scheduled between the Board and CM Property Management for Tuesday, August 3, 2021, from 6:30p.m. – 7:30p.m. via Zoom.

OTHER:

- None

PUBLIC COMMENT:

- None

Upon a motion by Christopher Rossetti, seconded by Charles Wall and carried, the meeting adjourned at 7:36 p.m.

Respectfully submitted,
Mike Famiglietti, CPM

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**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
JULY 26, 2021
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

POND PLACE TAX DISTRICT, INC. BOARD OF DIRECTORS

Present: Christopher Rossetti, President
Gary Gianini, Vice President
Charles Wall, Director
Mitch Uzwick, Director
Amber Jones, Director
Austin Patenaude, Director

Absent: John Williams, Secretary/Director; Sue Jansen, Director

Unit Owners Present: Judy Larkin, Bill Sage.

Present: Michael Famiglietti, Property Manager; Phil Mahler, Property Manager.

Christopher Rossetti, President, convened the POND PLACE TAX DISTRICT meeting at 7:35 p.m.

MINUTES OF PREVIOUS MEETINGS

Pond Place Tax Association Board Meeting Minutes:

Upon a motion duly made, seconded and carried the Minutes of the 6/28/21 Board Meeting were approved as written.

TREASURER’S REPORT

In the absence of a Treasurer, no formal report was presented. Mike Famiglietti was available to answer questions pertaining to month end June 30, 2021, financials:

- In response to Austin Patenaude’s inquiry, Mike Famiglietti reported that there was nothing significant to note on the 6/30/21 financial statement.
- In response to Mitch Uzwick’s inquiry regarding the \$37,153 over budget expense under the Tree Cleanup line item, Mike Famiglietti explained this line item was expensed out from tree removal and cleanup resulting from the August 2020 storm, as well as approved projects that were not budgeted, i.e., tree pruning and removal along the main entry and along the pond that were not a part of the budget.

The Board entered a discussion regarding defining responsibility between the Association and unit owners concerning tree removal. It was noted that the Association is responsible for trees located on common area and not exclusive use areas. Unit owners should submit a Modification Request to the DRC for approval for the removal of any trees on exclusive use areas. Christopher Rossetti indicated that he would include an explanation in a future correspondence to the members.

MANAGER'S REPORT

- JH Services Lawn and Snow Contract – The Board reviewed the contract and proposed changes by JH Services. Austin Patenaude recommended that the board consider trying to obtain more locked in representation in the event of a hurricane or other significant weather event which will require JH Services to provide its best efforts to assist the Association with time and materials. Following discussion, upon a motion by Mitch Uzwack, seconded by Charles Wall and carried it was moved to approve the contract with the changes as presented by JH Services, subject to the inclusion of the provision for herbicide treatment of the jogging path as needed. Further, Christopher Rossetti will include language and try to negotiate a duty of loyalty clause in the contract.
- JH Services has sprayed the driveways and walkways throughout the complex for weeds.

OLD BUSINESS

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- Joe Barry Bench – Christopher Rossetti reported that the project is moving forward. The bench has been ordered. The concrete foundation should be installed within 15 days.
- Mailbox Damage – Mike Famiglietti reported that he reached out to the Town and should be receiving an update this week and once received will be forwarded to the Board via email.
- Guardrail Damage – Christopher Rossetti reported that a unit owner lost control of his vehicle to avoid hitting a deer and damaged the guardrail located on Darling Drive. A claim has been made with the owner's insurance company and is in the process of being negotiated. It is anticipated that funds received by the insurance company will cover the expense to repair the guardrail, with no additional expenses being incurred by Pond Place Tax District.
- Northington Meadow – Insurance Update – Christopher Rossetti provided an update on the Association's progress in obtaining insurance coverage for Stub Pond/Northington Meadow. Currently, the Hanover Insurance Policy is being non-renewed, and CM Property is continuing efforts to obtain insurance coverage. Following discussion, it was the consensus of the Board to provide Christopher Rossetti authorization to bind coverage as the expiration of the policy is anticipated prior to the next Board Meeting. The Board directed Mr. Rossetti to take the necessary steps to make sure a policy is in place prior to the expiration of the current policy on 8/1/21.

NEW BUSINESS

- 2 Pond Place Tree Removal – Christopher Rossetti indicated that three bids for the removal of eight trees behind 2 Pond Place were received. He clarified that there are two dead trees on Association land which pose a threat to 2 Pond Place and possibly 1 Pond Place. He noted that while the contractor is onsite, there are an additional six dead trees in close vicinity and since the heavy equipment will be onsite, the additional trees can be removed less expensively. It was recommended to remove eight trees, instead of just the two two trees. It will not be necessary to grind the stumps of the additional

six trees as they are very close to the Pond. The lowest bid received was from Avon Heritage in the amount of \$2,900. Following discussion, upon a motion by Mitch Uzwick, seconded by Christopher Rossetti and carried, it was moved to approve the removal of eight trees by Avon Heritage at a cost of \$2,900.

- Finch Run Island Project – The Board entered a discussion regarding the removal of three dead trees as well as grinding all existing stumps as a part of the Finch Run Island beautification project. It was indicated that three bids had been received with the lowest bid received from Avon Heritage at a proposed cost of \$2,200. The remainder of the redesign will be considered by the DRC with a plan presented for Board review and approval. Upon a motion by Christopher Rossetti, seconded by Amber Jones and carried, it was moved approve the removal of the three damaged and dying trees and grind all existing stumps in the Finch Run Island for a sum of \$2,200 by Avon Heritage. The DRC will present the redesign plan to the Board for review and approval.
- Landscape Project Near the Fence on Arrowhead Court – Phil Mahler provided an update on the progress of receiving quotes for the removal of fallen trees, cutting stumps low to the ground, bringing in planting material such as Juniper and White Pines in front of the fence on Arrowhead Court. Two quotes have been received and one quote is still outstanding. Once received the quotes will be presented to the Board for review and approval. The funding for this project will be expensed from the Reserve Fund because the rebuilding of the fence is a part of an insurance settlement from the 2020 storm.

PUBLIC COMMENT

- None.

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

Respectfully submitted,
Mike Famiglietti, CPM