

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
BOARD MEETING
November 22, 2021
VIA ZOOM MEETING**

POND PLACE ASSOCIATION, INC. BOARD OF GOVERNORS

Present:

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

Absent:

- Michael Famiglietti, Property Manager
- Phil Mahler, Property Manager

Unit Owners Present:

- John Day; Carol Shaw; Clair Henderson; John Beck; Ann Costello; Rodney LeBlanc

President Christopher Rossetti convened the POND PLACE ASSOCIATION meeting at 6:31 pm.

MINUTES OF PREVIOUS MEETINGS

Christopher Rossetti waived the approval of the minutes for the October 25, 2021 meeting because those minutes had not yet transcribed and presented.

PRESIDENT'S REPORT

Regarding CM Property Management contract end at the end of 2021 and their notice they do not want to renew for 2022: President Christopher Rossetti has worked to identify potential property managers, discussed Pond Place needs with them, showed them around Pond Place, and met with them at their offices. Candidate to be voted on by the board.

Status of follow up of properties inspected in May 2021 by Mike Famiglietti: Matrix was provided by CM. May need additional review.

Status of resident/homeowner e-mail list dissemination: Received from CM Property Management.

DESIGN REVIEW COMMITTEE (DRC) REPORT

Amber Jones, Committee Chair, provided the following comments:

- DRC email PondPlaceDRC@gmail.com has been created
- All DRC applications to be held in the Google Drive cloud account for better tracking
- Jim Bayne and the DCR have been working on a new Modification Form. Goal is to have the form online.
- The DRC is now meeting twice a month. Next meeting to review applications will be on December 1. With regular bi-monthly meetings, more timely review of Design Modification application forms is expected.
- DRC feedback on Inspection Reports to be provided to President Christopher Rossetti for discussion at a later date.
- The DRC is reviewing the Building Guide and will be submitting an update for approval by the Board of Governors of the Pond Place Association. Current goal for submission of the proposed update is in Q1 2022.

President Christopher Rossetti noted that property management candidate W&K Property Management uses a software system, Pitera, that will allow Modification Form applications to be uploaded online.

President Christopher Rossetti will note the DRC Building Guide update effort in his upcoming community message and will note a December 31, 2021 deadline for Pond Place community members to make Building Guide change suggestions via the DRC email address.

NORTHINGTON MEADOW, INC. REPORT

Charles Wall, Northington Meadows, presented the following:

- The draft EAP [Emergency Action Plan] has been reviewed, corrections have been made, and signed. Next steps include Avon town signature and submission to CT DEEP.
- Recent property review found brush has been cut back properly and the dam sluice is open.
- Working to set a contract for the weed and algae control for 2022. Goal is to set that contract by the first of the year because of the schedule for DEEP required permits.
- Different than what was possible in 2021, because of financial constraints, multiple treatments for weed and algae control are planned in 2022. A budget proposal will be provided.
- The 2007 study on Pond Program will be posted on www.pondplace.org.

Gary Gianini, Northington Meadows, presented work with, and provided a review of input from a pond treatment engineer, Todd Bobowick (Rowledge Pond Aquaculture), in 2007 that included the following:

- No single easy approach for weed / algae control. A multi-prong approach is required.
- Stub Pond is an in-stream impoundment and therefore will serve as a sediment trap for Nod Brook. Sediment will continue to fill up the pond.
- One “super treatment” may help reduce the need for multiple treatments each year (season).

DIGITIZATION AND UPDATE OF RULES & REGULATIONS

Christopher Rossetti reported that the digitization of the Rules & Regulations is still an ongoing project while focus is on other items [new management company selection]. And, the new property management team may be able to assist with the project.

JOHN DAY PRESENTATION

Jon Day presented his submission of multiple DRC application for previous tree work (\$10k) around his home at 2 Pond Place and information regarding his home \$4,450 damage from falling trees in a November 2020 storm. He also noted that he confirmed in 2018, through a professional survey and with the previous Pond Place Association President Domenic Zacchio, that some questionable trees, including the one that caused the 2020 damage, were on Association property. And, that he had been working with CM Property Management before the 2020 storm damage for help with getting tree work completed.

Christopher Rossetti set an executive session for a Pond Place Board decision to file a claim with the Pond Place insurance carrier,

NEW BUSINESS

Selection of a Pond Place Property Manager:

Noted by Christopher Rossetti, the proposal from White & Katzman, and from subsequent Board Member discussion, appeared to be the best:

- White & Katzman already has previous property management experience with Pond Place from the 1980s and early to mid 1990s
- The firm itself is one of the larger management companies in Central Connecticut
- They have a large staff and are very up to date on all aspects of common interest community management
- Fees are similar to what we were paying CM Property Management
- Use of the Pitera platform for communications will be helpful

Motion by Christopher Rossetti: The Pond Place Association Board authorized the engagement of White & Katzman in accordance with their proposal, subject to ratification of the community at to be held special meeting of the Tax district as soon as possible.

Seconded by Charles Wall and unanimously accepted by the Pond Place Association Board.

Service Line Maintenance Obligations - Opinion of Counsel

Christopher Rossetti presented findings from the Town of Avon and Pond Place Attorney Jeff McChristian:

- Lateral sewer lines are lines that directly connect with the Avon Water Pollution Control Authority trunk lines. Others lines connect to a community lateral, usually somewhere in the cul-de-sac roads that then connect to a main trunk line on either side upon place.

- **Jeffrey McChristian has reported that homeowners are responsible for maintaining pipes that exclusively serve their dwelling. The association is responsible for pipes that serve multiple dwellings.**
- Connecticut Natural Gas maintains all the gas lines currently, regardless of where they're located. So up to the dwelling itself, the gas company considers themselves responsible for pipe maintenance.
- The Avon Water Pollution Control Authority is only concerned with trunk lines.
- Maps are available at the Avon Town website

Christopher Rossetti recommended the following:

- Encourage our homeowners to acquire service line endorsements on their homeowners policy suggest via mailing, posting on the website, and an email.
- A master insurance policy that would cover service line pipes in the community, as reported by CM Property, was not available to the Pond Place Association.
- Further review of insurance opportunities will take place with the new property manager.
- Develop a list of preferred contractors in the event that somebody has a water pipe break or a sewer pipe break

Motion by Christopher Rossetti : Approve the opinion of counsel that Jeffrey McChristian wrote and to direct that the information be shared with the Pond Place community.

Seconded by Gary Gianini and unanimously accepted by the Pond Place Association Board.

PUBLIC COMMENT

Rodney LeBlanc – Question: I’m having trouble finding a contractor to repair or replace a garage door?
Mitch Uzwick and Charles Wall – Response: Both have used Overhead Door Company of Torrington

Carol Shaw – Comment: Having trouble with her sewer line, too. It is important for everybody to look into that because the trees are going through the sewer lines.

Christopher Rossetti – Response: Acknowledged

Jon Beck – Question: Is there going to be a process or procedure on how to contact the management company if I have an issue?

Christopher Rossetti – Response: Yes. The preferred mode is going to be through the Plera web portal, which will allow you to directly request action from the manager on anything that concerns you. That system will flag the inquiry and will be date stamped.

TREASURER’S REPORT

The Treasurer’s Report will be covered in the Tax District meeting.

Upon a motion by Christopher Rossetti, seconded by Charles Wall and carried, the Pond Place Association meeting adjourned at 7:39 pm.

Respectfully submitted,
John Williams, Secretary

**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
November 22, 2021
VIA ZOOM MEETING**

POND PLACE TAX DISTRICT, INC. BOARD OF DIRECTORS

Present:

- Christopher Rossetti, President
- Gary Gianini, Vice President
- John Williams, Clerk
- Amber Jones, Director
- Sue Jansen, Director
- Mitch Uzwick, Director
- Austin Patenaude, Director
- Charles Wall, Director
- Katia Solakas, Treasurer

Absent:

- Michael Famiglietti, Property Manager
- Phil Mahler, Property Manager

Unit Owners Present:

- John Day; Carol Shaw; Clair Henderson; John Beck; Ann Costello; Rodney LeBlanc

Christopher Rossetti, President, convened the POND PLACE TAX DISTRICT meeting at 7:39 p.m.

MINUTES OF PREVIOUS MEETINGS

Christopher Rossetti waived the approval of the minutes of the October 25, 2021 meeting because those minutes had not yet transcribed and presented.

PRESIDENT'S REPORT

President Christopher Rossetti waived the president's report since the Property Manager is not present.

Discussion:

President Christopher Rossetti asked that the CM Property Manager report on the status of some cable pedestal repairs. Understanding is that CM has been unsuccessful in identifying who to contact, and so therefore, nothing has been done.

Regarding catch basin inspection and cleaning: President Christopher Rossetti noted that John Hannon of JH Landscaping suggested to wait until the spring of 2022 to inspect and clean our catch basins because peastone will likely get pushed to catch basins during snow removal this winter.

Clean-up is anticipated to start in late March or early April. Christopher Rossetti will make inquiries with the vendors, and at the next meeting, it can be ratified.

TREASURER'S REPORT

Report was presented by Treasure Katia Solakas and included the following and discussion with Directors:

- Katia Solakas sent a report earlier in the day [11/21/22] to Directors on the findings on the land lease accounts.
 - Twenty-eight land leases were over-billed. Some overpayments were because payments were accepted even though the land lease had been paid off.
 - The lease report notes \$425 was applied to lease payments for two properties, but they were payments for association due. Likely applied to the book correctly, but logged by CM in the spreadsheet incorrectly. It is correct in the books from a cash position.
 - The percentage of land lease prepayment versus the percentage of monthly payment: Most people are paying annually. In 2020, 51% of the payments were prepaid for the full year and 46% were the monthly payments. And as of October, 2021, 65% of the land lease payments were prepaid and 35% were monthly.
 - We need to inform the homeowners, if they want to prepay two years ahead, they have to have that schedule to know how to pay.
 - Waiting on CM for a Tax District update and interest hasn't been calculated for the Tax District. And, haven't received any financials since July 2021. So, August, September, October, are pending.
- Christopher Rossetti noted the transition of financial information to White and Katzman, and refunding should be done. Also, 45 members of the community are not making lease payments at all. Work with White and Katzman is planned to address that. And, sending letters out as to what the balance on the leases are and then adopting a resolution concerning fines or interest will be deferred until January of 2022 because cooperation from CM is not expected.
- Christopher Rossetti noted White and Katzman may have the ability to bill and generate an invoice on the anniversary date of the original closing on the house which would align billing according to the law and according to the Pond Place documentation. Review with White and Katzman is planned for January.
- Information needed from CM, including the bank statements, the financial reports, balanced income statements, disbursement journals for the missing months will be provided to Mitch Uzwack . Mitch will review with CM Property Management. Depending on results, Christopher Rossetti will follow up with an email.

OLD BUSINESS

4 Keystone sinkhole / drainage repair: Christopher Rossetti noted it is still on the waiting list. Site is cordoned off, and it doesn't pose a threat and is not interfering with anyone's service. Repair expected by end of year.

Fall clean-up extension: Christopher Rossetti noted he was able to successfully obtain a one-week extension on the fall clean updates from Landscaper John Hannon without any additional money having to be paid. The community has until Friday 11/23/21 to get their leaves, twigs, and branches out on the curb for pick-up.

Approval of Walsh Fence proposal to remove and replace northeast border privacy fence (behind Arrowhead Court):

- Christopher Rossetti noted that the cost of the fence, in his review with contractor Mr. Walsh, will be about \$4k less than previously reported by CM Management.
- Christopher Rossetti also spoke with the owner of Sartorius Sports / strip mall, Christopher Stefan, who gave permission to go ahead with the fence work. Pond Place does already have an existing agreement with Christopher Stefan and his brother, who are the owners of that parcel, authorizing us to erect the fence and access to their property to maintain it. That agreement will be updated / renewed because the then fence quality will change through use of composite material.
- Christopher Rossetti will also speak with the owners of Village Cleaners about the fence update. Permission is expected and Pond Place has already acquired prescriptive rights since a fence was erected in 2005.

Christopher Rossetti motioned to have the Pond Place Tax District authorize him to sign the contract for the erection of the privacy fence in accordance with the proposal that was submitted by Walsh Fence. Seconded by Charles Wall and **unanimously accepted** by the Pond Place Tax District Board.

- Additional note by Christopher Rossetti: The fence will likely not be erected until the early spring once the ground is no longer frozen.

Landscaping around Barry bench in Spring 2022:

- Christopher Rossetti noted he has made a request for proposal, to the stonemason who ensembled the bench, for a flagstone over the bench concrete foundation.
- Christopher Rossetti also noted that landscaping enhancements around the bench could also help make it blend better within Pond Place and make it appear less industrial.
- Christopher Rossetti noted that the plaque for the bench is going to be relatively petite to fit on the front or the back of the bench.
- Mitch Uzwack is working on the language and design of the plaque; and, will share a rendering

NEW BUSINESS

White and Katzman engagement: Christopher Rossetti made a motion to **engage White and Katzman**, in accordance with their written proposal, to act as property manager for the Pond Place Tax District. Seconded by Charles Wall and **accepted unanimously by the Tax District Board.**

Scheduling of virtual meeting of residents to approve new management contract: Christopher Rossetti arranged to have notices regarding a new property management contract sent out via email and by posting on the Pond Place website. A special meeting of the Tax District to approve the contract will also be scheduled.

PUBLIC COMMENTS

Carol Shaw – Question: I want to pay my taxes in December. Who should I send that to?

Christopher Rossetti – Response: If you want to make a payment, CM Property Management is still our fiscal agent until December 31, 2021.

Jon Day – Question: Clarification on Friday's clean up date?

Christopher Rossetti – Response: Friday, November 26, 2021 is the deadline. Leave, branches, etc. may not be picked up by the landscaper until the following week, but pile status will be reviewed by the landscaper on Nov 26.

BOARD MEMBER COMMENTS:

From Gary Gianini:

It's been a little over a year since Joe Barry died and Dom Zacchio died, and a lot has happened. In a pinch, Charlie Wall took over as president of the Association and Northington Meadow. I want to acknowledge his work and everybody else's along the way. A lot of changes have happened. Board meetings are more participatory, and inclusive with community comments, which is a good thing.

Current president, Christopher Rossetti has been all in. If anything, you can say he's been all in on all these things and we needed that. And I think there's been progress in all aspects, actually, of running the association and the tax district.

I just want to acknowledge that now because that's where we were. This is a different style, and we're moving along and trying to keep things moving forward in a very positive way.

There being no further business to come before POND PLACE TAX DISTRICT meeting, President Christopher Rossetti motioned to adjourn the meeting and set an executive session to follow. Seconded by Charles Wall and carried by the Board at 8:46 p.m.

Respectfully submitted,
John Williams, Clerk