

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
BOARD MEETING
MARCH 29, 2021
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

POND PLACE ASSOCIATION, INC. BOARD OF DIRECTORS

Present: Charles Wall, President
Mitch Uzwack, Vice President
Gary Gianini, Governor
Christopher Rossetti, Governor
John Williams, Governor

Absent: Susan Jansen, Treasurer

Resignation: Kim Lazich, Secretary has resigned from the Board.

Unit Owners Present: Austin Patenaude, Ann Costello, Claire Henderson, John Williams, Keith Gross, Brian Youngblood

Present: Michael Famiglietti, Property Manager

Mitch Uzwack convened the POND PLACE ASSOCIATION meeting at 6:33 pm.

MINUTES OF PREVIOUS MEETINGS

Pond Place Association Board Meeting Minutes – February 22, 2021

Upon a motion by Gary Gianini, seconded by John Williams, and carried the Minutes of the February 22, 2021 Minutes were approved as written. Charles Wall abstained from voting.

TREASURER’S REPORT:

Mike Famiglietti reviewed the Financial Statements that were provided to the Board for the month ending 2/28/21 with the following comments being made:

- Outstanding Receivables – The Board reviewed the outstanding receivables to date. CM Property Management was directed to provide an updated report from Attorney McChristian via email to the Board regarding those units with the attorney for collection.

MANAGER’S REPORT:

- Stump Removal – It was noted that there are several stumps remaining throughout the property following individual owners having trees removed. According to the Association’s rules an Application for Exterior Modification must be approved by the Design Review Committee prior to the removal of trees. Secondly, as a part of the rules of tree removal, the stumps must be ground down. CM Property was directed to contact those owners in non-compliance and request the removal of stumps.

OLD BUSINESS:

- Northington Meadow Pond/Dam Update – Gary Gianini provided the Board with an update on the status of compliance with the Town, State and DEEP requirements:
 - To become compliant with State and Town requirements, the Association is to have an engineering report completed every five years and a revised emergency action plan completed every two years each being provided to the State and Town. To date, there is no evidence of an engineering inspection report being completed for the dam and the last emergency action plan was completed in 2008.
 - The Northington Meadow Board has hired an engineer to inspect and certify that the dam is meeting safety requirements. This information is also needed to ensure that the insurance needs are met prior to renewal in August.
 - Following discussion, Chris Rossetti agreed to contact Attorney Jeff McChristian to see if he is aware of any inspection reports done when the Pond was acquired.
 - The Board thanked Gary Gianini for his diligent efforts on behalf of Pond Place. It was the consensus of the Board to make the dam inspection a priority to be completed as soon as possible to follow the Town and State requirements.
- Bocce Court – CM Property Management is waiting on revised pricing from the contractor with a change order to make the court a little longer and wider; as well as including costs for the installation of a gazebo.

NEW BUSINESS:

- None

OTHER:

- Commercial Vehicle Violation – CM Property Management was directed to investigate an Abair Lavery Pest Control commercial vehicle being parked overnight at 5 Clover Court.

PUBLIC COMMENT:

- Keith Gross/Brian Youngblood expressed their concern regarding a continual parking problem in front of their garage. Mike Famiglietti advised that two letters have been sent to the owners in violation. CM Property Management was directed to send a letter of Notice and Hearing. Following Notice and Hearing, fines will be imposed if the situation is not rectified.
- Chris Rossetti asked for the status of the 6/30/20 audit of the Association. Mike Famiglietti reported that CM Property Management has been working with Sue Jansen and King & King on how to make corrections. Following discussion, CM Property Management was directed to bring Austin Patenaude into the loop and forward emails pertaining to the double entries for cash revenue. Further, Heather Simard, CM Bookkeeper will reach out to Mr. Patenaude regarding land lease revenue questions.

- Jonathan Day indicated that he would like to replace a light on his back patio and out front and asked if there was an approved vendor list for lighting. In response, as there are no specific approved lighting fixtures, Mr. Day was requested to forward lighting specs similar to what is presently installed to the Design Review Committee for approval.
- Jonathan Day asked if there are any specific guidelines for the installation of exterior electrical receptacles. Mr. Day was requested to forward a modification request form to include specs for Design Review Committee approval.

Meeting adjourned at 7:30 p.m.

Respectfully submitted,
Mike Famiglietti, CPM

**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
MARCH 29, 2021
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

POND PLACE TAX DISTRICT, INC. BOARD OF DIRECTORS

Present: Charles Wall, President
Mitch Uzwack, Vice President
Gary Gianini, Director
Christopher Rossetti, Director
John Williams, Director

Absent: Susan Jansen, Treasurer

Resignation: Kim Lazich, Secretary has resigned from the Board.

Unit Owners Present: Austin Patenaude, Ann Costello, Claire Henderson, John Williams, Keith Gross, Brian Youngblood

Present: Michael Famiglietti, Property Manager

Mitch Uzwack, Vice President convened the POND PLACE TAX DISTRICT meeting at 7:31 p.m.

MINUTES OF PREVIOUS MEETINGS

Pond Place Tax Association Board Meeting Minutes – February 22, 2021

Upon a motion by Mitch Uzwack, seconded and carried, the Board approved the Minutes of the February 22, 2021 meeting as written. Charles Wall abstained from voting.

TREASURER’S REPORT

Mike Famiglietti reviewed the Financial Report for the month ending February 28, 2021 and answered questions for the benefit of the Board.

- The Finance Committee is currently reviewing the proposed 2021-22 Operating Budget. The next meeting is scheduled for Monday, April 5, 2021 at 6:30 pm via Zoom.
- Mike Famiglietti provided an update on the status of verifying that the Certificate of Insurance is all inclusive, adding Northington Meadow and Pond Place Tax District as additionally insured. He indicated that CM is questioning and challenging the carrier’s denial of including these entities on the COI as the policies and coverage has not changed since the inception of the policy. CM Property Management will keep the Board apprised of its findings.
- Requests for Proposals have been sent out for snow and landscaping services, to include Spring and Fall cleanup, for the 2021-22 term. Proposals should be in

hand prior to Easter, April 4, 2021 so the figures can be included in the proposed budget.

MANAGER'S REPORT

- Fencing Update – Mike Famiglietti indicated that there has been a slight increase in fencing materials since the last bid obtained in the fall of 2020. CM Property Management has asked for and anticipates receiving final numbers from the contractor within the next week. Once the contract is Board approved, it will be presented at the Annual Meeting for unit owner approval. There is a 4-6 week turnaround for completion of the installation of approximately 660' of replacement fencing.

OLD BUSINESS

- None

NEW BUSINESS

- Annual Budget Review Meeting – The meeting will be scheduled for May 3, 2021. At this time, Sr. Centers and Town Halls are not opened for meetings. Therefore, the Annual Budget Review Meeting will be held via Zoom. The Notice and Ballot will be mailed to unit owners no later than April 19, 2021.
- Ballots - Chris Rossetti will review the voting Ballot prior to being mailed out to owners.
- Spring Clean-Up – CM Property Management was directed to notify unit owners that Spring Clean-up has commenced. Notification will be sent via the sandwich board, email and web-site.

PUBLIC COMMENT

- Chris Rossetti inquired as to whether an inquiry was made to the Town concerning damage to the mailboxes at Arrowhead Court most likely caused by a rescue vehicle. Mike Famiglietti indicated that he had not heard back to date but would follow up.
- Chris Rossetti reported a medium sized tree had fallen across the walking/jogging path behind Grey Pine Commons. CM Property will have the tree removed.
- Chris Rossetti reported that the JH snow removal vehicle caused damaged to the guard rail by the tennis court. CM Property Management will add this area to the inspection report to be addressed by JH Services.

There being no further business to come before POND PLACE TAX DISTRICT ASSOCIATION meeting, the Vice President adjourned the meeting at 8:20 p.m.

Respectfully submitted,
Mike Famiglietti, CPM