

**MINUTES OF MEETING  
POND PLACE ASSOCIATION, INC.  
BOARD MEETING  
JANUARY 25, 2021  
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

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**POND PLACE ASSOCIATION, INC. BOARD OF DIRECTORS**

Present: Charles Wall, President  
Susan Jansen, Treasurer  
Mitch Uzwack, Vice President  
Gary Gianini, Governor  
Christopher Rossetti, Governor  
John Williams, Governor  
Kimberly Lazich, Secretary

Absent: None

Unit Owners Present: Ray Brodeur, Claire Henderson

Present: Michael Famiglietti, Property Manager

Charles Wall convened the POND PLACE ASSOCIATION meeting at 6:33 pm.

**MINUTES OF PREVIOUS MEETINGS**

Pond Place Association Board Meeting Minutes – December 28, 2020

Upon a motion by Kim Lazich, seconded, and carried the Minutes of the December 28, 2020 Minutes were approved with the following amendments:

- Page 2 – Third bullet point – add ...locate “the T-Bar to be used for” lowering the dam for the pond.
- Page 2 – Public Comment – change the word “idea” to “ideal”.
- Page 2 – New Business – correct the word “Permanents” to “Permanent”.

**TREASURER’S REPORT:**

- Annual Audit Report - Susan Jansen expressed concern that the Association has paid for the year end audit, but the report has not been received it to date. Mike Famiglietti indicated that CM has recently received additional questions from King and King and is in the process of providing answers. Mike Famiglietti will follow-up with Heather to find out the status of the audit report.
- Past Due Accounts – Following lengthy discussion regarding the collection of past due accounts, it was indicated that four-unit owners will be sent to the Attorney for collection. The remaining delinquent owners will be contacted via phone with follow-up letters. If payment is not made, late fees will be imposed. If still not paid, those delinquent owners will be sent to the Attorney for collection.

## **MANAGER'S REPORT:**

None

## **OLD BUSINESS:**

- In response to Chris Rossetti's inquiry regarding violation letters sent owners concerning trim painting and approved modification forms, Mike Famiglietti responded by indicating that there was only one discrepancy with a home on Jay Court where an off-white color was approved in error. It was indicated that the trim would be repainted at CM's expense. The remaining homes have not been painted yet. CM is compiling a tracking system for follow-up of when the remaining homes are to be completed.

## **NEW BUSINESS:**

- Northington Meadow – It was indicated that Northington Meadow is a non-profit corporation formed when the Association took title to the Pond. Further, it is to be Governed by a minimum of four (4) Board Members which consists of Governors of Pond Place Association.

The following were appointed as the Board of Directors of Northington Meadow:

Charles Wall  
Mitch Uzwack  
Susan Jansen  
Gary Gianini

The duties of the Board are to oversee the requirements for a management plan, an emergency management plan, required inspections, i.e., engineering reports and other less formal inspections in accordance with a certain schedule.

The following action items are to be taken:

- a. The Northington Meadows Board is to hire an engineering firm to perform an inspection of the dam in March/April. This is the primary priority of the Board at this time.
- b. Authorization was provided by the Pond Place Association Board to allow the Northington Meadow Board of Directors to enter into contracts on behalf of Northington Meadow.
- c. Additional signatories must be assigned to the Northington Meadow bank account.
- d. Obtain confirmation of D&O and Liability insurance for Northington Meadow.
- e. CM Property Management was directed to send a notice to the residents advising that the dam is now open and being drained for inspection and repairs in the Spring. Once completed and the inspection report filed with DEEP, the dam will be closed and refilled.

**OTHER:**

- Bocce Court – At the request of Mitch Uzwick and following discussion, it was agreed to include handicap access as a part of the new bocce ball court design.

**PUBLIC COMMENT:**

- Ray Brodeur, 7 Jay Court & 10 Clover Court – Indicated that the fencing installed around the tennis court leaves a gap at the bottom of the fencing allowing tennis balls to leak under the fencing. To alleviate this issue, he has put down approximately 150' of 4X4 pressure treated boards. There is a need for approximately 200' additional feet of 4X4 boards to correct the problem. Mr. Brodeur requested Board consideration for an expense of approximately \$385 for the additional boards. Mr. Brodeur advised that he would purchase and install the boards if he could be reimbursed for the expense. Following discussion, the Board requested Mr. Brodeur to meet with CM Property Management for evaluation and recommendation for Board approval. CM was directed to meet with Mr. Brodeur during the upcoming week.

Meeting adjourned at 7:32 p.m.

Respectfully submitted,  
Mike Famiglietti, CPM

**MINUTES OF MEETING  
POND PLACE TAX DISTRICT  
BOARD MEETING  
JANUARY 25, 2021  
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

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**POND PLACE TAX DISTRICT, INC. BOARD OF DIRECTORS**

Present: Charles Wall, President  
Mitch Uzwack, Vice President  
Kimberly Lazich, Secretary  
Susan Jansen, Treasurer  
Gary Gianini, Director  
Christopher Rossetti, Director  
John Williams, Director

Absent: None

Unit Owners Present: Ray Brodeur, Claire Henderson.

Present: Michael Famiglietti, Property Manager

Charles Wall, President convened the POND PLACE TAX DISTRICT meeting at 7:33 p.m.

**MINUTES OF PREVIOUS MEETINGS**

Pond Place Tax Association Board Meeting Minutes – December 28, 2020

Upon a motion by Sue Jansen, seconded by Mitch Uzwack and carried, the Board accepted the Minutes of the December 28, 2020 meeting as written.

**TREASURER’S REPORT**

Mike Famiglietti reviewed the Financial Report for the month ending December 31, 2020 and answered questions for the benefit of the Board.

- In response to Board inquiry, Mike Famiglietti indicated that there have been no requests for property tax deferment. Further, there are only a few homeowners that have requested payment plans because of the Covid Pandemic.
- Sue Jansen requested that two separate line items be added to the Financial Statement under Landscape Maintenance for Spring and Fall Clean-up. The Board concurred and directed CM Property management to implement the change.
- CM Property Management was directed to prepare and RFP for Board review for the upcoming Landscape Agreement renewal. CM is to obtain 3 bids for landscape maintenance, as well as for Spring and Fall clean-up at fixed pricing.
- CM Property Management was directed to obtain additional bids for annual tree work throughout the property for the upcoming year. It was recommended that

RFP's be presented to McLellan Tree Service, Bristol Tree and Grimshaw, for quotes.

- CM Property Management was directed to present any tree work or tree removal requests for trees that are not diseased or opposing a risk to any to the Design Review Committee for approval prior to the removal of any future trees.

### **MANAGER'S REPORT**

None

### **OLD BUSINESS**

- Memorial Bench for Joe Barry – Chris Rossetti recommended the installation of a stone type material bench, set on two slightly buried pillars, in a contemporary design at a cost of approximately \$1,000 as a memorial for Joe Barry. Mr. Rossetti requested Board feedback and consideration. Following discussion, the Board requested that photos of the recommended bench be provided for review and approval.

### **NEW BUSINESS**

- Pond Place Press – As Kim Lazich will be resigning from editing the Pond Place Press Community Newsletter in the Spring, it was the consensus of the Board that John Williams will be appointed as the new Editor.
- The following topic were discussed:
  - The Newsletter will be sent to residents via email blast.
  - John Williams will continue to post information electronically on the website.
  - The Board discussed allowing FSBO postings along with the MLS listings in the Newsletter as it was the consensus that the residents want to continue seeing Real Estate notifications.
- Welcome Information for new Residents/Tenants:
  - Include a notification in upcoming flyers to utilize pondplace.org as a source of information for residents.
  - Possibly utilize the sandwich board as a vehicle to notify residents of the website.

### **PUBLIC COMMENT**

None

There being no further business to come before POND PLACE TAX DISTRICT ASSOCIATION meeting, the President adjourned the meeting at 8:36 p.m.

Respectfully submitted,  
Mike Famiglietti, CPM