

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
POND PLACE TAX DISTRICT
January 23, 2017
Avon Room, Avon Town Hall**

Note: There was no December 2016 meeting.

POND PLACE ASSOCIATION, INC. BOARD OF GOVERNORS

Present: Domenic A. Zacchio, President
Charles Wall, Vice President
Carol Glider, Assistant Treasurer
Kim Lazich, Secretary
Christopher Rossetti
John Williams

Absent: Joseph Barry, Treasurer

POND PLACE TAX DISTRICT BOARD OF DIRECTORS

Present: Domenic A. Zacchio, President
Charles Wall, Vice President
Carol Glider, Assistant Treasurer
John Williams, Clerk
Kimberly Lazich
Susan Jansen
Christopher Rossetti
Amber Jones

Absent: Joseph Barry, Treasurer

Also Present: Richard Markham, Property Manager; Shelly Sundie, Accounting Resources, Inc.; Chris King, King & King, Auditors; Officer Reardon, APD; Steve Zieger, 6 Pond Circle; Ann Costello, 4 Arrowhead Court

The President convened POND PLACE ASSOCIATION at 7:00 p.m.

MINUTES OF PREVIOUS MEETING

It was moved and seconded that minutes of Nov. 28, 2016 be accepted as submitted. Motion carried.

Chris King, King & King Auditors

Mr. King distributed and explained the final audits for both the Association and Tax District. The major factor affecting the Association was the recent completion of roadwork. He cautioned the Board to be vigilant with regard to accounting oversight, saying that the Board "still has a fiduciary responsibility for due diligence."

Chris King & Shelly Sundie

Many questions were directed to, or answered by, both Mr. King and Ms. Sundie:

Q: What about Northington Meadows, an account that tracks Stub Pond expenditures?

A: Reports should be given at least quarterly, even if no activity.

Q: Do you review all or selected bank accounts?

A: All are considered, but not 100% individually reviewed. There are accounting tests for total operations.

Q: Is there a general management procedures manual? Can you obtain?

A: Yes, many of our clients use one. It can be customized.

Q: Does Accounting Resources, Inc. approve bills before payment?

A: ARI does not have the authority to approve bills. They should be initialed or in some way documented for evidence of approval. R. Markham will continue this task.

Q: What is being done with the Land Lease?

A: ARI has the complete list and the numbers align with the Audit. However, we are in the process of organizing the list in order to generate more precise reporting. A meeting will be scheduled with the Auditors.

Q: Should ARI compile a monthly accounting report regarding Fixed Assets?

A: No, not necessary.

TREASURER'S REPORT – S. Sundie

Ms. Sundie reviewed the fifteen page Financial Management Reports for both the Association and Tax District. Activities were well within normal budgeted range.

OFFICER REARDON

- ✓ "File for Life" kits were distributed. Board suggested they also be distributed at Annual Meeting.
- ✓ Be sure to have snow plowed correctly at corners and intersections so as not to impair sightlines.

MANAGER'S REPORT – filed with minutes

- ✓ Requests for resale documents continuing, but does not necessarily signify actual sales.
- ✓ Considerable receipts have been received from delinquents.

OLD BUSINESS/NEW BUSINESS - none

PUBLIC COMMENT

Q: There are downed trees and debris in common area near Arrowhead. It looks awful. Who is responsible for buffer zones?

A: R. Markham will follow up.

Q: Are flags allowed at Pond Place? Some U.S. flags are left out in all weather.

A: No, but very hard to enforce.

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

Respectfully submitted,
Kimberly Lazich, Secretary
By F. Stahl

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The President convened POND PLACE TAX DISTRICT at 8:21 p.m.

MINUTES OF PREVIOUS MEETING

It was moved and seconded that minutes of Nov. 28, 2016 be accepted as submitted. Motion carried.

TREASURER'S REPORT – see Association

MANAGER'S REPORT – filed with minutes

OLD BUSINESS

- ✓ Capital Reserve Trust Fund: **It was moved and seconded to adopt the "Pond Place Tax District Administrative Resolution Establishing The Special Capital Reserve Fund" with changes and edits as discussed. The final Resolution will become part of the minutes. Motion carried.**

NEW BUSINESS - none

PUBLIC COMMENT - none

There being no further business to come before POND PLACE TAX DISTRICT, the President adjourned the meeting at 8:32 p.m. The next regular meeting will be Monday, February 27, 2017, 7:00 p.m., in the Avon Room.

Respectfully submitted,
John Williams, Clerk
By F. Stahl