

**MINUTES OF MEETING0
POND PLACE ASSOCIATION, INC.
BOARD MEETING
MARCH 20, 2019
AVON ROOM, TOWN HALL**

POND PLACE ASSOCIATION, INC. BOARD OF GOVENORS

Present: Domenic A. Zacchio, President; Joseph Barry, Assistant Treasurer; John Williams, Governor; Susan Jansen, Director

Absent: Charles Wall, Vice President; Mitch Uzwack, Assistant Treasurer; Kim Lazich, Secretary; Christopher Rossetti, Governor; Kamil Kieterling, Director

Also present: Michael Famiglietti, Property Manager; Officer Jason Readon, Avon Police and Chris King of King and King Associates, P.C., CPA.

MINUTES OF PREVIOUS MEETING

Upon a motion by Dom Zacchio, seconded by Joseph Barry and unanimously approved the November 2018 and January 2019 Board Meeting Minutes were approved as written.

TREASURER'S REPORT

Chris King of King and King Associates reviewed the Audited Year-End Financial Report as of June 30, 2018 for the benefit of the Board and answered various questions and provided recommendations for the upcoming year.

- Segregate General Reserves from Capital Reserves. LPL Operating should go into the Reserve Account. CD's should go into Capital Reserves. Leave the Year-End Report as is but make the change for the upcoming year.
- The King and King Management Letter will be forthcoming and will explain the transition from ARI to CMPM and challenges presented from changing firms, bookkeeping staff as well as changing from QuickBooks to TOPS accounting software system. Recommendations were offered in moving forward for the upcoming year.
- Discussion ensued regarding the King and King survey to homeowners, as a part of the annual audit, as to the accuracy of individual owner accounts. In the future, CM will be sending semi-annual land lease statements. In Addition, Association common fee notices will be mail two to three times per year in an effort to keep owners apprised of their individual account status.

With no further questions posed, the Board accepted the report as presented and thanked Mr. King for his efforts on behalf of the Association.

OPEN FLOOR

Officer Readon -- Report

- Word of the month – Scams:

- The Town of Avon has reported less IRS scams than in previous years. The recommendation is if you do not recognize the phone number, do not answer the phone. Anyone calling you will most likely leave a message.
- Social Security Scams – Do not provide any personal information over the phone to anyone. The Social Security office will not call you personally, nor ask for personal information over the phone.
- The Town has responded to 14 calls for service this month ranging from medical needs to the unauthorized woman walking her dog. If anyone knows who this woman is, please contact the animal control officer. The goal is to identify this person, find out that the dog has the appropriate shots and notify the dog owner to cease walking her dog on Pond Place property.
- The “File for Life” program is working successfully. The Town received a call from a woman in extreme pain who could not speak for herself and found all necessary information on her refrigerator on the “File for Life” list. If anyone needs additional lists, please let Officer Readon know.

With no further items to report, The Board thanked Officer Readon for his time.

- Concern was expressed with the lack of Board member participation and member availability in attending scheduled Board meetings.
- Mike Famiglietti indicated that the Annual Members’ Meeting is scheduled for the 4th Monday in May each year, with this year’s meeting scheduled for May 27th - Memorial Day Weekend. Mr. Famiglietti requested Board consideration and authorization to change the meeting date to the previous week - May 20th. The Board concurred. CM will confirm the room rental availability and notify the Board via email.
- The Budget Hearing/Review was scheduled for Monday, May 13th. CM will confirm this date with the Board via email.

FINANCIAL REPORT

Mike Famiglietti indicated that there were modifications made with slight increases/decreases to a few line items on the Pond Place Association Budget which is outlined on page 22 of the Management Report. The Board directed that these modifications be considered as a part of the Financial Statement review at the April 2019 Board meeting when a quorum can be established.

Financial Report as of February 28, 2019

- The February 2019 Pond Place Tax District Financial Statement was presented for Board review. Total Operating Account equaled \$17,111.68. Capital Reserve totaled \$183,488.68 for Total Assets of \$955,791.01.
- The Association ended the month approximately \$100,000 ahead of budget for the tax assessments due to diligent collections action taken. Discussion ensued regarding notifications and procedures taken in notifying delinquent unit owners. Mr. Famiglietti reported that fines were waived for unit owners who brought their accounts current and fines remain on those owners who haven’t paid.

- In the future no account will go beyond one year in arrears. It was reported that those owners who have not paid for several years have been turned over to the Association's attorney for collection.
- Pond Place Association – Page 17 of the Management Report, Year to date Association dues total \$17,500.00. So far, the Association has collected \$31,374.86 which means that \$13,800.00 in past due assessments have been collected on behalf of the Association to date.

The Board thanked CM for its diligent collection efforts on behalf of Pond Place Association.

MANAGER'S REPORT

- Storage Shed: The removal of the sheds by the tennis court and old TV tower will take place in the near future. CM is in the process of obtaining prices from JH Services for the excavation, placement of blue stone dust and installation of a new shed.
- JH Services – Is in the process of stick removal and blowing pea stone back on driveways throughout the community. They will be completing this process as the snow piles melt. Hopefully, this work will be completed by mid-April in order to begin planning for Spring clean-up and plantings.
- Concern was expressed with the extreme pruning of planting by JH Services in the past. Mike Famiglietti advised that we will be looking into installing more hearty plants such as hydrangea and rhododendron which can withstand harsh measures such as cutting back and severe weather. CM will obtain proposals for Board review.
- CM to obtain proposals for pothole and roadway cracking repairs.

DESIGN REVIEW COMMITTEE REPORT

None

NEW BUSINESS

None

OLD BUSINESS

None

OTHER

None

PUBLIC COMMENT

None

Upon a motion duly made, seconded and carried the meeting was adjourned at 7:50p.m.

Respectfully submitted,
Mike Famiglietti, CMPM