

**MINUTES OF MEETING  
POND PLACE ASSOCIATION, INC.  
BOARD MEETING  
JULY 27, 2020  
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

---

POND PLACE ASSOCIATION, INC. BOARD OF Directors

Present: Domenic A. Zacchio, President  
Charles Wall, Vice President  
Kimberly J. Lazich, Secretary  
Christopher Rossetti, Governor  
Mitch Uzwick, Governor  
Susan Jansen, Treasurer  
John Williams, Governor

Absent: None

Also present Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE ASSOCIATION meeting at 6:45 pm.

MINUTES OF PREVIOUS MEETINGS

**Upon a motion duly made, seconded, and carried the Minutes of the June 25, 2020 Pond Place Association Minutes were approved with the following amendments:**

- 1. Board of Directors Present – John Williams was delayed but was present for most of the meeting.**
- 2. Treasurer's Report, bullet point 2 - Correct Outstanding Dues to Date from \$35,720.42 to \$4,030.75, as dues collected should not include fines.**

TREASURER'S REPORT

The Board reviewed the Financial Report for the month ending 6/30/20 for Pond Place Association, Inc. The following items were noted:

Mr. Famiglietti reported that the Association currently has \$4,681.46 in the TD Bank operating checking account; and other assets totaling \$46,515.92 for total assets of \$51,197.38.

- Chris Rossetti raised concerns regarding his noted inaccuracies with the Financial Statement. Following lengthy discussion, it was indicated that Susan Jansen is working with the CM bookkeeper to rectify the issues noted. Once corrected, a revised balance sheet, along with corresponding journal entries, will be submitted to the Board for review and acceptance. Secondly, CM Property Management's bookkeeper is to provide a breakdown of the Association Dues Receivables vs. Common Charge Fees Receivables, separating out late fees, fines, and attorney fees for Board review.
- Chris Rossetti requested clarification on what the total audit costs are for the Association and Tax district separately, noting that the charges on the Financial Statement seem excessive as it relates to each entity. CM Property will provide clarification as to the

audit charges for the Association and Tax District for the 2019 audit and up to this point in time when providing the revised balance sheet to the Board.

- Chris Rossetti inquired as to how King & King communicates with the Association and whether the members of the Board receive general information or specifics. In response, it was indicated that the Officers of the Board are brought in on questions and provided with specific information from King & King.
- Both Sue Jansen and Kim Lazich requested a copy of the list of journal entries that King & King has proposed, as well as CM's report of journal entries that have been made and the accounts balanced. Mike Famiglietti indicated that the CM's draft report will be submitted to Sue Jansen and Jan at King and King and once approved, a copy will be submitted to the Board.
- The Board entered a discussion as to whether it was necessary to provide all financial information to the entire Board as it is the responsibility of the Treasurer and Officers examine the information provided and prepare a report for Board review.. It was decided that the financial report will be provided to the Board and additional information will be supplied upon request.

#### MANAGER'S REPORT

NONE

#### OLD BUSINESS

- Pond Algae Treatment Update- Gary Gianini, Tax District Director – Reported that Life-Lakes has been on site and performed an initial weeds and algae treatment in early June and a follow-up treatment in July. He indicated that the company was very thorough and professional. The plan is to have Life-Lakes come out over the next two years performing two treatments each year if necessary, to get the weeds and algae growth under control. It is hoped that over time only one treatment per year will be needed. Treatments will be contracted each year and are a budgeted expense.

#### NEW BUSINESS

NONE

#### PUBLIC COMMENT

NONE

There being no further business to come before POND PLACE ASSOCIATION meeting, the President adjourned the meeting at 7:30 p.m.

Respectfully submitted,  
Mike Famiglietti, CPM

**MINUTES OF MEETING  
POND PLACE TAX DISTRICT  
BOARD MEETING  
JULY 27, 2020  
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

---

POND PLACE TAX ASSOCIATION, INC. BOARD OF DIRECTORS

Present: Domenic A. Zacchio, President  
Charles Wall, Vice President  
Susan Jansen, Treasurer  
Joe Barry, Assistant Treasurer  
Kimberly J. Lazich, Secretary  
Mitch Uzwack, Director  
Gary Gianini, Director  
Christopher Rossetti, Director  
John Williams, Director

Absent: None

Also present: Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE TAX DISTRICT meeting at 7:09 p.m.

MINUTES OF PREVIOUS MEETING

**Upon a motion duly made, seconded, and carried the Minutes of the June 25, 2020 Pond Place Association Minutes were approved with the following amendments:**

- 3. Board of Directors Present – John Williams was present.**
- 4. Correct the spelling of Chris Rossetti's last name.**

TREASURER'S REPORT

Prior to beginning the review of the Financial statement, Chris Rossetti asked if there was a report from the Treasurer, as reading the Financial statement was not beneficial. Mr. Famiglietti asked for questions concerning the 6/30/20 Financial statement. The following concerns were raised:

- Chris Rossetti noted that the audit fee associated with the Tax District is \$10,664, which is in addition to the amount shown on the Association audit fee line item, bringing the audit expense close to \$18,000 to \$19,000, which is why this issue was brought up in the Association Board Meeting.
- Chris Rossetti suggested that the Treasurer consider when reviewing the line items on the Income & Expense Statement that the Other Landscaping Services line item be broken down with more specificity i.e., Spring Clean-up, Fall Clean-up, Driveway Re-stoning, Catch Basin Clean-up etc., in an effort to provide a better understanding of the financials. In response, Mike Famiglietti indicated that he has been working with the Officers in this

regard. The Board will see a more thorough breakdown primarily with the Maintenance Repairs, Landscaping and Snowplow, Spring and Fall Clean-up and Other Landscape Services beginning with the July Financial statements and moving forward.

- Chris Rossetti added that the Capital Improvements line item should be broken down as well to provide more clarity. In response, Mike Famiglietti indicated that the new budget will have capital improvements broken down with no cost allocated and will sub out and drop in the expense once a project has been decided.
- Following discussion, it was agreed that CM Property Management will provide the Board with the completed Financial statements the Monday prior to each scheduled Board meeting, with the next financial statement being provided by August 17, 2020.

#### MANAGER'S REPORT

- Tree Removal – Mr. Famiglietti presented the Board with an estimate from McLellan Tree Service for tree pruning, removal stump grinding, and all material hauled away at a cost of \$24,500. The Board entered a discussion concerning the state statute requirements for contracts over \$10,000. It was determined that the Tree Removal Project was considered maintenance and not a capital project. At the request of the Treasurer, CM Property Management was directed to obtain two additional bids. CM Property Management was directed to contact Precision Tree and Bristol Tree for Board review at its next meeting scheduled for August 24, 2020.
- Trash Removal – Mike Famiglietti began by reviewing quotes presented for community wide trash removal planned to be implemented at fiscal year beginning 7/1/2021. After discussion, CM Property Management will follow up on the status of the All Waste refuse proposal. Once received, a spreadsheet of the various proposals received will be forwarded to the Board for review. The goal is to have the community wide refuse program in place prior to September 2020 so that all owners will be made aware in order to provide their personal refuse companies ample notification.
- Violations – The Board reviewed several violations with the following action taken:
  - 6 Jay Court – **Upon a motion by Dom Zacchio, seconded by Charles Wall and carried, it was moved to levy a \$25.00 per day fine for each individual infraction of the Associations Rules & Regulations until all violations are corrected.**
  - 13 Laurel Lane – A Notice & Hearing has been scheduled for July 31, 2020. If no response or attendance to the Hearing is received, the Board directed that a \$25.00 per day fine be levied for each individual infraction of the Association's Rules & Regulations be imposed until all violations are corrected.
  - 9 Grey Pine Common – Remove debris near garage. Install a pad lock to secure front door.

#### OLD BUSINESS

NONE

#### NEW BUSINESS

- Resolution – Annual Meeting and Mandatory Filing Procedures: Following review of the proposed Resolution as submitted by Chris Rossetti and **upon a motion by Chris**

**Rossetti, seconded by Sue Jansen and unanimously carried the Board approved the following Resolution as presented:**

**Be it resolved by the Pond Place Board of Governors and the Board of Directors of the Pond Place Tax District and the Board of Directors of Northington Meadows, Inc. that:**

**Annual Meeting and Mandatory Filing Procedures**

**No tax bills shall be remitted to homeowners by the Manager until the Treasurer has reviewed them for correctness.**

**No common charge bills shall be remitted to homeowners by the Manager until the Treasurer has reviewed them for correctness.**

**All required annual or biennial filings with municipal or state authorities, including M-1s and tax returns, shall be timely prepared by the Manager and signed by the President, Secretary, Clerk or Treasurer, as appropriate. The Manager shall not remit any such filing or return until it has been approved and signed by the appropriate officer**

**No absentee ballots or agenda for use in connection with election of officers and board members or approval of the annual budget, mill rate and such other matters as may be placed before the residents of the Tax District at an Annual or Special meeting shall be remitted to homeowners by the Manager until the Clerk has reviewed them for correctness.**

**Upon adoption this Resolution shall be added to the Rules & Regulations section of the Pond Place website and placed verbatim in the minutes of the respective Boards.**

- Minutes of May Meeting – CM Property Management will provide John Williams with details of the election and budget for the benefit of the website.
- Minutes of June 25, 2020 Meetings – CM Property Management will provide the amended minutes to John Williams for the benefit of the website.

**PUBLIC COMMENT – NONE**

There being no further business to come before POND PLACE ASSOCIATION meeting, the President adjourned the meeting at 8:30 pm.

Respectfully submitted,  
Mike Famiglietti, CPM

---

---