

**MINUTES OF MEETING  
POND PLACE ASSOCIATION, INC.  
BOARD MEETING  
APRIL 26, 2021  
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

---

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

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

Absent: None

Unit Owners Present: Jonathan Beck; Austin Patenaude; Bill Sage; Claire Henderson;  
Greg Weston; Ian Tullock; Judy Larkin.

Present: Michael Famiglietti, Property Manager and Phil Mahler, Property Manager

Charles Wall convened the POND PLACE ASSOCIATION meeting at 6:32 pm.

Mike Famiglietti introduced Phil Mahler, Property Manager who will be assisting with site-inspections, violations, and follow-up.

**MINUTES OF PREVIOUS MEETINGS**

Pond Place Association Board Meeting Minutes – March 29, 2021

Upon a motion by Sue Jansen, seconded by Mitch Uzwack, and carried the Minutes of the March 29, 2021 Meeting were approved as written.

**TREASURER’S REPORT:**

The Board reviewed the Financial Statements that were provided for the month ending 3/31/21 with the following comments being made:

- Sue Jansen indicated that the balance sheet line item for fines receivables shows an adjustment from the audit for a double entry dating back to 2018 and asked why this was not noted on the 3/29/21 financial report. Mike Famiglietti responded that the recommendation on how to make the adjustment was received from King and King in early April and CM Bookkeeping has made the correction, which will be reflected on the April 30, 2022 financial statement for both Pond Place Association and Pond Place Tax District.

Chris Rossetti clarified that all fines are imposed by the Pond Place Association and not by the Tax District. Pond Place Tax District can collection delinquent interest. The Tax District has never levied a fine, nor has it the authority to levy a fine.

CM Property Management was directed to prepare an email to King & King to clarify this question.

### **MANAGER'S REPORT:**

- **Violation Letters** – The first round of paint violation letters for units in need of scraping, sanding, and painting or are in non-compliance with the Association's guidelines were sent out in March. The second round will be sent out in April.
  - In response to Chris Rossetti's question, Mike Famiglietti responded that the inspections were being done by sections throughout the property.
  - Further, in response to Chris Rossetti's question, Mike Famiglietti indicated that unit owners are reminded of the need to complete modification forms for Board approval prior to commencing any work.
  - At the direction of the Board, CM Property Management is to provide the Design Review Committee with a copy of the inspection spreadsheets monthly.
  - Chris Rossetti volunteered to create a notice to be posted on the website providing unit owners with instructions on the proposal to modify forms and approval process. Chris Rossetti will review the notice with Charles Wall and CM Property prior to posting on the website.
- **Pea Gravel Installation** – In response to John Williams' question, Mike Famiglietti responded that once Spring Cleanup is finalized, he anticipated having the list of units needing additional pea gravel installed to the contractor by May 15<sup>th</sup> with completion anticipated around Memorial Day.

### **OLD BUSINESS:**

- **Northington Meadow Pond/Dam Update** – The following is an update on the status of compliance with the Town, State and DEEP requirements:
  - **Engineering Inspection Report** - The engineering report has been received and is ready for signature. Once executed, final payment will be due. When the engineering inspection report is submitted, the Association will be in compliance for a period of 5 years.
  - **Emergency Action Plan** – The emergency action plan is based on hydraulic and inundation studies. A quote of approximately \$11,200 has been received to complete the two reports. The cost of completing the studies is not budgeted in the Northington Meadow account for this fiscal year and should be budgeted in the next fiscal budget for completion in July 2021.
  - **Northington Meadow COI** – CMPM has been working with Bakker Insurance and Jeff McChristian in trying to obtain an updated Certificate of Insurance from Hanover Insurance to include Northington Meadow and Pond Place Association as named insured and adding Pond Place Tax District as additionally insured under the description of operations as it originally appeared on the 2005 Certificate of Insurance provided by Dill, Joyce & Thresher, Inc./Peerless Insurance. It is believed that somehow during the time that Brown and Brown, agent acquired Dill, Joyce & Thresher, Inc., in 2008, some things were lost in the transfer.

Currently, Hanover Insurance has agreed to add Northington Meadow on the COI but has declined to add Pond Place Tax District as they are stating it is related to a municipality.

CMPM is continuing to work with Hanover Insurance for an all-inclusive COI.

- Northington Meadow D&O Insurance – Once the engineer’s inspection report is signed, it will be sent to Bakker Insurance to obtain D&O coverage for Northington Meadow.

**NEW BUSINESS:**

- Paint Colors – The Board discussed the allowance of utilizing white or off-white staining or paint for houses or trim, Chris Rossetti indicated the Building Guidelines only allows earth tones and sky colors within Pond Place. At some point, the use of white and off-white were allowed against the guidelines. Following discussion, upon a motion by Chris Rossetti, seconded by Charles Wall and carried, with Gary Gianini abstaining, it was moved that white or off-white is not accepted as an approved color for any purpose within Pond Place.

**OTHER:**

- None

**PUBLIC COMMENT:**

- Jon Beck asked if the Association was on track to switch the trash/recycling provider to Paines, Inc., effective July 1<sup>st</sup>. In response, Charles Wall advised the proposal will be presented at the upcoming owners meeting and if accepted, the provider will be changed effective July 1<sup>st</sup>, if not accepted the trash/recycling program will remain the same.
- Judy Larkin inquired as to who were the members of the Design Review Committee. In response it was noted that Charles Wall, Chris Rossetti, and Mike Famiglietti comprised the Committee. Judy Larkin suggested that the Board consider the possibility of adding a unit owner who is not on the Board to the Committee. No action was taken.
- Ian Tullock requested Board consideration for the installation of a modest fenced in area for an off-leash dog park. Following discussion, the following concerns were presented: Insurance liability; cost of fence installation, policing and monitoring the area for dog waste, etc. No action was taken.

Meeting adjourned at 7:21 p.m.

Respectfully submitted,  
Mike Famiglietti, CMPM

**MINUTES OF MEETING  
POND PLACE TAX DISTRICT  
BOARD MEETING  
APRIL 26, 2021  
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

---

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

Present: Charles Wall, President  
Mitch Uzwick, Vice President  
Sue Jansen, Treasurer  
Gary Gianini, Director  
Christopher Rossetti, Director  
John Williams, Director

Absent: None

Unit Owners Present: Jonathan Beck; Austin Patenaude, Bill Sage, Claire Henderson, Greg Weston, Ian Tullock; Judy Larkin, Lynn Anderson.

Present: Michael Famiglietti, Property Manager; Phil Mahler, Property Manager.

Charles Wall, President, convened the POND PLACE TAX DISTRICT meeting at 7:32 p.m.

**MINUTES OF PREVIOUS MEETINGS**

Pond Place Tax Association Board Meeting Minutes – March 29, 2021

Upon a motion by Sue Jansen, seconded by Charles Wall and carried, the Board approved the Minutes of the March 29, 2021 meeting as written.

**TREASURER’S REPORT**

- None
  - As discussed in the Pond Place Association Meeting held prior to this meeting, CM Property Management was directed to prepare an email to King & King for clarification on the adjustment for the double entry dating back to 2018 for fines receivables. It was indicated that all fines are imposed by Pond Place Association and not the Tax District.

**MANAGER’S REPORT**

- Vegetation - The vegetation around Northington Meadow pond has been cut back.
- Fencing Update – Mike Famiglietti indicated that a revised proposal has been received for the installation of 660 linier feet of dark wood grey vinyl fencing. Once the proposal is approved and signed, there is an approximate 4 week start time with an anticipated completion date at the end of May.
- Bocci Court – Three quotes have been received per the revised specifications for the installation of the bocci court as follows:

- JH Services                   \$13,200
- R&S                             \$16,200
- Dalton                         \$15,900

The Committee will meet to review the proposals and provide its recommendation to the Board for approval.

**OLD BUSINESS**

- Mailbox Repair – Mike Famiglietti reported the mailbox at Arrowhead Court has been repaired and the invoice submitted to the Town for reimbursement.

**NEW BUSINESS**

- Annual Budget Review Meeting – The Board discussed the correct procedures for holding the Annual and Budget Review Meeting during the Covid 19 Pandemic. CM Property will work with the Board and Finance Committee Meeting in preparing the Annual Meeting Notice, Proposed Amendment to the Tax District Ordinance, Operating Budget and Voting Ballot for mailing to the Community.

**PUBLIC COMMENT**

- In follow-up to discussion at the Pond Place Association Meeting held prior to this meeting, Claire Henderson pointed out the section of the on-line Building Guideline that references Navaho White and Warm White for the Board’s information.
- John Williams inquired as to whether crushed stone would be installed in areas that need to be filled in along the pathway. CM Property Management will conduct and inspection of the walkway and have the trip hazard areas filled in as needed.
- Lynn Anderson requested an update on the landscape improvements for the cul-de-sac on Finch Run. Mike Famiglietti indicated that a design has been prepared and we are currently waiting on bids which should be available for presentation to the Board at its next meeting. The anticipated completion date may be around September taking into consideration factors such as budgeting, and lack of irrigation. It was noted that as this is one of the largest landscaped islands in the Community, the Board wants to ensure that design and installation of plants are done properly.

There being no further business to come before POND PLACE TAX DISTRICT ASSOCIATION meeting, the President adjourned the meeting at 8:15 p.m.

Respectfully submitted,  
Mike Famiglietti, CPM