

**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
AUGUST 23, 2021
VIA ZOOM MEETING – DUE TO COVID-19 PANDEMIC**

POND PLACE TAX DISTRICT, INC. BOARD OF DIRECTORS

Present: Christopher Rossetti, President
Gary Gianini, Vice President
John Williams, Secretary/Director
Charles Wall, Director
Mitch Uzwack, Director
Sue Jansen, Director
Amber Jones, Director
Austin Patenaude, Director

Absent: None

Unit Owners Present: Bill Sage – Who was present???????

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

Christopher Rossetti, President, convened the POND PLACE TAX DISTRICT meeting at 6:35 p.m.

MINUTES OF PREVIOUS MEETINGS

Pond Place Tax Association Board Meeting Minutes:

Upon a motion duly made by Christopher Rossetti, seconded by Gary Gianini, and carried the Minutes of the 7/26/21 Board Meeting were approved as amended:

- Page 3, New Business, Finch Run Island Project, third sentence – Strike “The remainder of the redesign will be considered by the DRC with a plan presented for Board review and approval.” Amend as follows: “The plan will be presented to the Board for review and approval”.

PRESIDENTS REPORT:

- Northern Perimeter Fence Proposal – Christopher Rossetti indicated that three quotes were received for the relandscaping project near the fence on Arrowhead Court behind units 4 &5. One quote received from McClellan Tree Service was cost prohibitive and not included for review. The two additional bids received were similar, however he indicated that bid received from Precision Landscape Management seemed the better of the two. The original proposal was scaled back due to cost. The proposed plan consists of planting 6 trees, to include mulch and watering to replace some of the foliage destroyed by the storm; and remove fallen

- trees and debris in the gully behind Arrowhead Court. Following discussion, upon a motion by Christopher Rossetti, seconded by Gary Gianini and unanimously approved it was moved to proceed with the Precision Landscape Management proposal to complete the project at a cost of \$6,716.00
- Status of Finch Run, Dove Circle, Clover Court, and Iron Tree Court and Relandscaping Project – Christopher Rossetti reported that he had met with several unit owners who participated in the meeting regarding this relandscaping project. He indicated that he believed all four projects can be completed within the \$15,000 earmark within the budget. The recommendation is to have plans prepared incorporating the resident suggestions with due consideration from the 2019 State Arborist recommendation and present a plan with estimates at the September Board meeting for review and approval. The following comments were made:
 - Mitch Uzwack – indicated that he had noticed one of the branches from the island on Finch Run had snapped and broke up a bush. He indicated that the Association might want to revisit the removal of the three pine trees located on this island. Christopher Rossetti responded that he specifically asked this question to the residents in attendance at the meeting, and the owners present were comfortable with the trees remaining.
 - Charles Wall – recommended that for any landscape island design/redesign, to keep at least a 5’-8’ snow shelf from curb with no plantings for snow removal. Christopher Rossetti responded in agreement and noted that piling of the snow is not actually being done on the center island. The snow has previously been plowed and pushed and not being dumped on the center island. This issue needs to be addressed with the snow contractor for correction for any future snowstorms.
 - Charles Wall – recommended that consideration be given for the installation of native species such as Mountain Laurel.
 - Mitch Uzwack – suggested the possibility of installing some type of Birch tree.
 - Joe Barry Bench – Christopher Rossetti reported that the project is moving forward. The bench has been ordered with a 4–5-week delivery timeframe. Mr. Rossetti requested input as to whether Sonotubes should be installed to provide better stability. Following discussion, it was determined that if the proper aggregate, rebar, and pad are installed, there is not a need for Sonotubes. The Board agreed to move forward with the original plan for the foundation.
 - Mailbox Numbering – Christopher Rossetti presented a recommendation to install mailbox numbering appliques to throughout the community for a minimal fee of approximately \$300. Following discussion, upon a motion by Sue Jansen, seconded by Christopher Rossetti and carried, the Board approved the installation of the mailbox numbering proposal as presented.
 - Road Sign – Christopher Rossetti and Phil Mahler/CMPM are to meet to investigate the broken/fallen speed hump sign located at Nuthatch Way. The cost to replace the sign, if necessary, is estimated to cost approximately \$191.50.

- Pruning of Ornamental Pear Trees at Entrance – Phil Mahler/CMPM reviewed three quotes for the pruning of the ornamental Pear trees on the left side entrance to Pond Place as follows:
 - JH Service - \$3,000 – Determined to be cost prohibitive.
 - New England Arborist - \$895 – Misidentified trees as Crab Apple.
 - Bartlett Tree Experts - \$400 for installation of root collars, \$1,500 tree pruning consisting of 4’ pruning and 1’-3’ of lateral growth and installation of micro cable for support, \$350 for Spring fertilization.

Following discussion upon a motion by Christopher Rossetti, seconded by Amber Jones, with Mitch Uzwack opposing, it was moved to approve the Bartlett Tree Expert proposal excluding Spring fertilization at a cost of \$1,900.

- Additional Tree Stump Removal – Christopher Rossetti noted the following additional tree stumps needing removal on common area property:
 - Middle of Pond Circle Island
 - 2-3 small stumps located in the left landscaping bed across from the entrance sign into Pond Place.

Mr. Rossetti indicated that since Avon Heritage is doing stump grinding on property, they have agreed to include the removal of the additional stumps at a cost of \$250.

Upon a motion by Christopher Rossetti, seconded by Amber Jones, with Mitch Uzwack abstaining, it was moved to engage Avon Heritage for the removal of the additional stumps at a cost of \$250.

- Pine Tree Removal – Christopher Rossetti reported that there is a section of privacy fencing along the perimeter of the Dakota Restaurant property that has collapsed due to a Pine Tree leaning on the fence. To repair the fence the Pine tree must be removed. Since Avon Heritage will be on property, a quote was received to remove the Pine Tree at a cost of \$450. Following discussion, upon a motion by Christopher Rossetti, seconded and unanimously carried, it was moved to engage the Services of Avon Heritage to remove the Pine tree to protect Pond Place property at a cost of \$450.
- Pathway – Christopher Rossetti reported that \$7,500 has been appropriated in the budget to repair the pathway between the observation deck and the front entryway. He indicated that he has received several complaints from residents that the bluestone is washed to the side when it rains, and the pathway has crowned. A quote has been received from JH Services to excavate and build up the area with 12 tons of stone dust, grade and compact 50’ in both directions heading from the observation deck that overlooks the pond for a cost of \$1,480. Mr. Rossetti indicated that he believed there is an approximate 150’ stretch that needs repair. Mitch Uzwack expressed his concern that the area may need additional drainage repairs. Upon discussion it was the consensus of the Board to table this issue to allow more time to investigate the matter.
- Herbicide Treatment in Driveways – Christopher Rossetti reported that he has received complaints regarding the use of herbicide treatments for weed control in resident driveways, which he was told was environmentally incorrect. Mitch Uzwack indicated that he has been charged with the removal of poison ivy on an outside project he is working on. He indicated that a solution of 1 cup vinegar, 1 cup salt and a few drops of dish soap seems to be working to irradiate the poison ivy. Following

discussion, the Board agreed to table the matter to obtain additional information and quotes for review later.

MANAGER'S REPORT

None

CANDIDATE FOR TREASURER Q&A AND ELECTION

Christopher Rossetti introduced Katia Salokas of 1 Clover Court as a candidate who has expressed interest in assisting the Association as its new Treasurer. Mr. Rossetti indicated that currently Katia is a senior accountant with her organization and is currently studying for her CPA in fund and municipal accounting. Mr. Rossetti indicated that a CD has been circulated amongst the Board providing information on Ms. Salokas' experience.

Ms. Salokas thanked Mr. Rossetti for the introduction and provided additional information on her qualifications and expressed her interest in working with the Board and community.

It was noted that Ms. Salokas would be working closely with King & King and CMPM during the audit process as well as with CMPM in preparing monthly financial statements, payables, accounts receivables and land leases.

Following a question-and-answer session, upon a motion by Christopher Rossetti, seconded by Sue Jansen and unanimously carried, the Board elected Katia Salokas as Treasurer to Pond Place Tax District.

REVIEW OF FINANCIAL STATEMENT Q&A

In the absence of a Treasurer, no formal report was presented. Mike Famiglietti was available to answer questions pertaining to month end July 31, 2021.

- No Questions posed.

ROLL OUT OF CINC SYSTEM Q&A

Mike Famiglietti provided an update on the status of the implementation of the new CINC Software System which will provide an interactive system allowing owners to pay Association and Tax District dues as well as Land Leases. The new system will also allow unit owners to submit modification requests and workorders online.

Currently, portals have been set up for Board Members and Treasurer's to review and approve payable through CINC. CMPM is continuing to work with CINC Systems in setting up unit owner portals which is anticipated to be ready in early September.

The following questions were posed:

- In response to Mitch Uzwick's inquiry on how the Exterior Modification Forms are to be implemented, Mike Famiglietti indicated that the fillable forms will be uploaded into the CINC System which will allow unit owners to submit directly to CMPM and will be forwarded to the DRC for review and approval. As far as

- uploading the forms on the Pond Place website, this is a question for CINC to see if it has the capability to interact with the Pond Place website.
- Sue Jansen suggested that because the implementation of the CINC system is going slower than originally projected that parallel software continue through the Tops Software system to produce identical data. In response, Mike Famiglietti indicated that as of 8/1/21, the Association's financials are being run through CINC. CMPM will keep the Tops Software System, however Strongroom Payable system will be dropped in approximately 45 days. Strongroom records will be kept available. Mike Famiglietti indicated that King & King are aware of the change in software and will have access to the Association's records.
 - Sue Jansen requested that King & King be notified that the Board authorized the \$11,200 payment for the Inundation Studies and noted the funds need to be incumbered.

OLD BUSINESS

- Mailbox Damage Arrowhead Court – Christopher Rossetti reported that there has been no luck in getting reimbursed for the mailboxes that were damaged by the Town of Avon. He will follow-up and report back to the Board. .
- Guardrail Damage – Christopher Rossetti reported that the guardrail claim had been resolved and the guardrail repaired at the expense of the vehicle owners insurance.
- Status of Removal of Trees Behind 1-2 Pond Place – Christopher Rossetti reported that the trees had been removed behind 1 & 2 Pond Place, however the stumps still need to be removed. Phil Mahler reported that Avon Heritage was waiting for a decision on authorization for additional stump removal at \$250, which was provided at this meeting. Phil Mahler has contacted Avon Heritage during this meeting and reported that the stump removal project will be put on the schedule for next week by Avon Heritage.
- Status of 2020 Audit – Christopher Rossetti reported that he has had a conversation with Jane Crandall and Chris King of King & King regarding the 2020 Audit. Mr. Rossetti reported that he is in the process of completing the Management Letter, with input from Austin Patenaude and the newly elected Treasurer of Pond Place. Once completed, the letter will be forwarded to King & King. Chris King will be available virtually at the September Board meeting to answer any questions.
- Approval of 5 Year JH Service Landscape/Snow Removal Contract – Christopher Rossetti reported that he had discussed the addition of the following as per discussion at the last Board meeting:
 - JH Services has agreed to treat the jogging path as a part of his routine services.
 - Duty of Loyalty to Pond Place – JH Services has orally confirmed that Pond Place is their premier client and indicated that JH Services would be at the disposal of Pond Place first in the event of any weather emergency.

Christopher Rossetti indicated that this 5-year contract does not include non-routine services such as treatment of driveways and supplemental pruning that is outside of the routine contract.

Following discussion, upon a motion by Charles Wall, seconded by Mitch Uzwick and unanimously carried, it was moved that Christopher Rossetti be authorized sign the 5-year contract with JH Services on behalf of the Pond Place Tax District.

NEW BUSINESS

- Gary Gianini suggested that the Board consider the upcoming Board Meeting schedule. Following discussion, it was the consensus of the Board that a December 2021 Board Meeting would not be held.

PUBLIC COMMENT

- None.

There being no further business to come before POND PLACE TAX DISTRICT ASSOCIATION meeting, the President adjourned the meeting at 8:05 p.m.

Respectfully submitted,
Mike Famiglietti, CPM

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POND PLACE ASSOCIATION, INC. BOARD OF DIRECTORS

Present: Christopher Rossetti, President
Gary Gianini, Vice President
John Williams, Secretary/Governor
Sue Jansen, Governor
Charles Wall, Governor
Mitch Uzwick, Governor

Absent: Austin Patenaude, Governor

Unit Owners Present: Amber Jones, Bill Sage **Any other owners present?????**

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

Christopher Rossetti convened the POND PLACE ASSOCIATION meeting at 8:06 pm.

MINUTES OF PREVIOUS MEETINGS

Pond Place Association Board Meeting Minutes:

Upon a motion duly made, by Christopher Rossetti, seconded by Charles Wall and carried the Minutes of the 7/26/21 Board Meeting were approved as amended:

- Page 2, Exterior Modification Form Redesign – correct the name to James Bayne, graphic designer.

PRESIDENTS REPORT

- Land Lease Releases – Christopher Rossetti reported that it has been the custom when an individual homeowner paid off their land lease in full a request from CMPM to the Association’s attorney for the completion of a release form which was subsequently sent to the Officers of the Association for execution before a Notary Public. The form would then forwarded back to CMPM for transmission to the homeowner. Mr. Rossetti indicated that the release form was a simple fill in the blank form, which the Association’s attorney charged \$150.00 to \$300.00 to complete. Mr. Rossetti indicated that this seemed to be a waste of Association funds and that he would be working with CMPM in preparing these forms in the future.
- Ferrell Cats – Christopher Rossetti reported that he had been receiving complaints and requests for help from of residents on Highland Square about their pet cats being attacked by Ferrell cats being fed outside. Mr. Rossetti polled the Board on an opinion to post the Ferrell cats photos on the website and request anyone who had information about the Ferrell cats to contact either he or CMPM with any

information. Following discussion, the Board agreed to Mr. Rossetti's recommendation to post information on the website. Further it was the consensus of the Board that it is firmly discouraged to allow feeding of Ferrell animals as it poses a nuisance and health risk to the community. Further, Mr. Rossetti was requested to prepare a regulation which prohibits feeding Ferrell animals for review at the next Board meeting.

DRC REPORT

- July Modification Requests - Amber Jones reported that there are a few Modification Requests that are outstanding for the month of July, due to lack of materials received from owners.
- Light Fixture - The Committee is awaiting a light fixture template which was to be submitted by an owner for approval at this meeting. Mitch Uzwack indicated that he would follow-up with the Carpenter.
- Building Guide – Amber Jones indicated that the current Building Guide was in PDF format and requested if the Association was willing to pay to have it converted so that it can easily be changed and uploaded into the system. John Williams indicated that the Building Guide on the website is in PDF format. He will look to see if he has a copy in a Word document. If not, he would investigate converting the PDF into a Word document and let the DRC know. If the document cannot be easily converted Amber will speak to members of the DRC on how they wish to proceed and report back to the Board.

CINC SYSTEM REPORT

This item was discussed at the Pond Place Tax District Meeting held prior to this meeting. No additional report was provided.

- Mitch Uzwack requested that hard copies of the meeting package be provided to him. Following discussion, CM was directed to provide hard copies of the monthly Board meeting package to Mitch Uzwack and Charles Wall.

CANDIDATE FOR TREASURER Q&A AND ELECTION

As discussed at the Pond Place Tax District Meeting held prior to this meeting, Christopher Rossetti again introduced Katia Salokas of 1 Clover Court as a candidate who has expressed interest in assisting the Association as its new Treasurer.

Mr. Rossetti placed Katia Solokas name in for nomination as Treasurer for Pond Place Association.

Following discussion, by Christopher Rossetti, seconded by Sue Jansen and unanimously carried, the Board elected Katia Salokas as Treasurer to Pond Place Association.

POND PLACE DAY

Christopher Rossetti requested Board input on its interest in helping to support the Pond Place Event being held on September 25th with a financial contribution from the

Association. Following discussion, it was the consensus of the Board that the due to concerns as to the number of people planning to participate as well as health and safety concerns due to the new COVID Delta variant, it would not be in the best interest of the Association to help sponsor this event at this time.

TREASURER’S REPORT:

In the absence of a Treasurer, no report was provided.

NEW BUSINESS

None

NORTHINGTON MEADOW -

- CM Property Management is continuing its efforts in obtaining coverage for the vacant land, pond, and dam for Northington Meadow. Currently, a \$1mm policy, with a dam exclusion has been able to be procured at a cost of approximately \$4,000 to \$5,000. CM is still trying to find additional coverage which includes the pond and dam which has proven to be a challenge.
- Charles Wall indicated that other Association’s and entities, such as Harwinton Association, Lake Guard Association and the Town of Avon who have dams on property should be contacted to find out who insures their dam. CM Property was directed to investigate this option.
- Charles Wall provided an update on the status of the Emergency Action Plan advising that the plan is in its draft form. Once finalized the Northington Meadow Board would like to have the Engineer Present at the Pond Place Association Board meeting to make a presentation so everyone knows the Association’s responsibility concerning the dam.
- The Board entered a lengthy discussion regarding the responsibility of the Northington Meadow Board. Christopher Rossetti indicated that Northington Meadow has a Certificate of Incorporation, By-Laws and does file with the Secretary of State Bi-Annually. He indicated that he would like to see Northington Meadow to operate according to the By-Laws and Articles of Incorporation. He indicated that the reason for have a separate entity owning Stub Pond was to remove the homeowners of Pond Place from potential liability for things that might have happened on the pond parcel or due to dam failure. It was prudently decided that the pond would be taken by a new entity and not Pond Place Association and the reason for this was to insulate homeowners of Pond Place from the pond parcel. In order for that Corporation to shield Pond Place Association it has to be run as a separate entity.

Further discussion ensued regarding the responsibility of the Northington Meadow Board of Directors. Christopher Rosetti presented the following options for Board consideration:

- To shield Pond Place Association from responsibility, Northington Meadow could spin off and obtain some of its funding from an outside source and appoint some independent outside directors. It was indicated that this option could have tax implications.

- Obtaining insurance coverage for Northington Meadow as a separate entity has been a challenge. If Northing Meadow is combined with Pond Place, it may be able to obtain coverage for the dam and possibly more comprehensive insurance coverage.
- Keep things as they are and run the risk associated with dam failure. It doesn't seem to be a significant risk with prudent management of the property.

Following further discussion, it was the consensus of the Board to table this discussion for another meeting.

- Regarding funding of the Inundation Studies, upon a motion by Christopher Rossetti, seconded by Charles Wall and unanimously carried, it was moved to transfer \$11,2000 from the Capital Reserve Account to fund the cost of the studies.
- Regarding binding insurance coverage for Northington Meadow, upon a motion by Charles Wall, seconded by Gary Gianini, and unanimously carried it was moved to provide Christopher Rossetti authorization to bind \$1mm in liability coverage with a dam exclusion for the pond and dam. CM Property Management was directed to continue its search for coverage for the dam and pond.

Upon a motion by Christopher Rossetti, seconded by Charles Wall and carried, the meeting adjourned at 9:45 p.m.

Respectfully submitted,
Mike Famiglietti, CPM
