

**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
OCTOBER 25, 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
Mitch Uzwack, Director
Sue Jansen, Director
Austin Patenaude, Director
Katia Solakas, Treasurer

Absent: Amber Jones, Director; Charles Wall, Director

Unit Owners Present: Carol Shaw; John Beck; Ann Costello, Susan Williams.

CMPM Present: Michael Famiglietti, Property Manager; Phil Mahler, Property Manager, Heather Simard, Bookkeeper.

Christopher Rossetti, President, convened the POND PLACE TAX DISTRICT meeting at 6:30 p.m.

MINUTES OF PREVIOUS MEETINGS

Pond Place Tax Association Board Meeting Minutes:

8/23/21 - Upon a motion duly made, by Christopher Rossetti, seconded by Mitch Uzwack and carried the Minutes of the Board Meeting were approved as written .

9/27/21 - Upon a motion duly made, by Christopher Rossetti, seconded by Sue Jansen and carried the Minutes of the 9/27/21 Board Meeting were approved with the following amendments:

- Page 2, Status of 4 Keystone Circle Drainage Repair – Last Paragraph: Change last sentence to “Christopher Rossetti indicated that the cost of this repair would be defrayed out of the Reserve Account”.
- Page 4, Fiscal Year 2020 Audit: Approval of this portion of the Minutes will be deferred to the next meeting to allow Chris King, of King & King to verify his presentation.
- Page 5 – First Bullet Point – Second sentence, change to “Christopher Rossetti indicated that each account needs to be audited to determine the amount of interest on delinquent taxes.....”
- Page 5 – First Bullet Point – Second Paragraph – Christopher Rossetti indicated that he believed that a vote had been taken not to charge interest retroactively on delinquent land lease payments.... CM Property Management is to check the

recording of the previous meeting to verify and advise who made the motion and second and report back to the Board.

Upon a motion by Christopher Rossetti, seconded by Sue Jansen and carried, the Minutes of the 9/27/21 Meeting were approved as amended, with the portion of the Minutes relating to Chris King's presentation being deferred.

PRESIDENTS REPORT:

- Northern Perimeter Fence Proposal – Christopher Rossetti reported that the relandscaping project near the fence on Arrowhead Court behind units 4 & 5 has been completed except for the removal of vines from one of the trees. Precision Landscape Management will complete the project by week's end.
- Status of Finch Run, Dove Circle, Clover Court, and Iron Tree Court and Relandscaping Project – Christopher Rossetti reported that relandscaping of the four islands has been completed.
- Status of 4 Keystone Circle Drainage Repair – selection of vendor - Christopher Rossetti reported that he spoke with the Triple S Sanitation project manager who advised that it would be approximately three more weeks before Pond Place would be placed on the schedule. The unit owner has been notified and work should be completed prior to Thanksgiving.
- Joe Barry Bench – Status of Pondsides Concrete Bench Installation - Christopher Rossetti reported that the installation of the memorial bench has been completed. The following discussion ensued regarding the bench as installed:
 - Concern was expressed as to the industrial nature of the bench and the size of the pad under the bench, as it was felt it was not conducive to the Pond Place esthetics.
 - It was suggested that the Board consider some type of landscape enhancements around the bench.
 - Following discussion concerning the installation of a plaque in memory of Joe Barry, Mitch Uzwack volunteered to present suggested verbiage for the plaque for Board approval at the next meeting.
- Land Subsidence – Sinkhole at 5 Laurel Lane – Christopher Rossetti reported that a sinkhole has formed in the aftermath of the past storms resulting from a stump dump which is on the exclusive use area belonging to the homeowner. Christopher Rossetti will notify the homeowner when Triple S Sanitation is scheduled so that the owner may “piggyback” off that project, if possible.
- Installation of French Drain, etc./Catch Basin on Dove – Edgewood path – approval: Christopher Rossetti reported that the repairs have been completed.
- 18 Point pathway repair on jogging path – Christopher Rossetti reported that the repairs have been completed.

MANAGER'S REPORT

- Status of 7-8 Arrowhead and 1 Owl Cable Pedestal Repairs – Phil Mahler reported that a workorder has been submitted to Comcast to make cable pedestal repairs to 7-8 Arrowhead and 1 Owl Court. Although the Association was

assured repairs would be made, to date the repairs are not completed. CM Property Management followed up with Comcast and was assured that the work is on the schedule.

- Pear Tree Pruning & Treatment in Front Entry Area – Phil Mahler reported that Pear Tree pruning and treatment in the front entry area was anticipated to be completed today. It was noted by Mitch Uzwack that the tree pruning had not been completed to date because of inclement weather. Phil Mahler will follow up with the contractor.
- Catch Basin Inspection and cleaning – engagement of contractors – solicitation of bids. Phil Mahler reported that he is still in the process of obtaining bids to clean and dispose of material for approximately 42 catch basins throughout Pond Place. Once received the bids will be presented to the Board for review/

TREASURER’S REPORT - REVIEW OF FINANCIAL STATEMENT Q&A

Katia Solakas presented the Treasurer’s report:

- Land Lease Payments - Ms. Solakas indicated that she has been working with Jane/King & King and has finalized the land lease schedule of under and over payments and has submitted the same to Heather Simard at CM Property Management. In response to Austin Patenaude’s question, Ms. Solakas indicated that the math seems to be correct in determining the amounts of over and under payments. There are currently 37 accounts who have either over or under paid in the amount of approximately \$5,268.

The Board agreed that as CM Property Management is not continuing its contract for next year, that the Association continue to keep track of land lease payments manually on a spreadsheet and not move the information over to the Cinc system.

- Interest on Land Lease Payments - The Board directed CM Property Management to turn over the QuickBooks file from Capstone/Accounting Resources for 2016 and 2017 prior to CM Property Management taking over fiscal management of the Association.

Ms. Solakas indicated that it was her intention to have the Tax District Interest calculations ready for review at the next meeting so the Board can implement a plan of communication to the unit owners.

OLD BUSINESS

- Cost of switching to Vinegar and Salt as Herbicide to Treat Driveways – CM Property Management was directed to investigate switching to vinegar and salt as an alternative option to Round-up for driveway weed eradication.
- Fall Clean-up Dates – 10/1/21 to 11/19/21 - Christopher Rossetti reported that JH Services is in the process of Fall clean-up which will run through November 19, 2021. JH Services will be pick up leaves and branches only. Stumps and other debris will not be picked up for no cost.

NEW BUSINESS

- 2022 Tax District Management – Christopher Rossetti reported that CM Property Management has advised that they do not wish to continue management services for Pond Place effective 12/31/21. The Board is looking to identify other management companies who can service Pond Place, as well as looking in-house with volunteer assistance.

CM Property Management will work with the Board or new management company with transitioning the Association records. All files are to be transferred by the end of December 2021. The checking account will be reconciled in early January and provided to the Board or new management company. The new management company should keep the Board in the loop on the status of the transition.

It is the Board's intention to have potential options for a new management company by the end of November.

PUBLIC COMMENT

- John Beck asked where to send his lease payment and January Tax Payments. Mike Famiglietti responded to send the lease payment to CM Property Management. The January Tax Payment should be transitioned to the new management company. Christopher Rossetti indicated that the Board would communicate with the homeowners to ensure minimal inconvenience and a smooth transition for Pond Place.

There being no further business to come before POND PLACE TAX DISTRICT meeting, the President adjourned the meeting at 7:27 p.m.

Respectfully submitted,
Mike Famiglietti, CPM

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
BOARD MEETING
OCTOBER 25, 2021
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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
Mitch Uzwack, Governor
Austin Patenaude, Governor
Katia Solakas, Treasurer

Absent: Charles Wall, Governor

Unit Owners Present: Carol Shaw; John Beck; Ann Costello, Susan Williams.

Present: Michael Famiglietti, Property Manager and Phil Mahler, Property Manager,
Heather Simard, Bookkeeper

Christopher Rossetti convened the POND PLACE ASSOCIATION meeting at 7:28 pm.

MINUTES OF PREVIOUS MEETINGS

Pond Place Association Board Meeting Minutes:

8/23/21 - Upon a motion duly made, by Christopher Rossetti, seconded by Austin Patenaude and carried the Minutes of the 8/23/21 Board Meeting were approved as written.

9-27-21 – No action or mention to review, approve or act on 9/27/21 Pond Place Association Minutes taken at this meeting.

PRESIDENT’S REPORT

- Violations Matrix – Christopher Rossetti reported that an updated spreadsheet should be available this upcoming week.

DRC REPORT

In the absence of Amber Jones, Committee Chair, Mitch Uzwack provided the following comments:

- Mitch Uzwack reported that Ms. Jones has some trepidation regarding emails which will be discussed and ironed out at the upcoming Committee meeting on the 27th.
- The DRC is moving along acting punctually and actively.

- Christopher Rossetti indicated that he would like to see the DRC take the lead in updating and redesigning DRC Form to be more user friendly and possibly be incorporated into the Association’s website or have a separate email box set up to submit completed forms.
- The DRC will work on getting the DRC Form live on the website and then focus on updating the form.

NORTHINGTON MEADOW, INC. REPORT

- Gary Gianini indicated that a report has been disseminated to the Board and provided the following highlights:
 - The Engineering Inundation Report and Engineering Report has been received and in the process of being reviewed.
 - Charles Wall is working with JH Services on mowing services to be provided at a reduced rate.
 - The Northington Meadow Board will investigate obtaining a professional recommendation on draining the pond so that repairs can be made to the dam.

TREASURER’S REPORT

- The Treasurer’s Report was deferred as Katia Solakas was unavailable for comment.

DIGITIZATION AND UPDATE OF RULES & REGULATIONS

Christopher Rosetti reported that the digitization of the Rules & Regulations is an ongoing project. With his time focused on obtaining a new management company, the project will be picked back up sometime in December or January.

NEW BUSINESS

- Adoption of a rule mandating homes keep their EUA’s in an attractive condition as per Article VI Section 1C of the Declaration: “Dwellings and the Land shall be kept in a neat attractive manner and kept in good repair.” Christopher Rossetti indicated that he has received comments from owners on some properties that are not being maintained or well landscaped. Christopher Rossetti requested Board input on instituting a new Rule based on the Declaration which would mandate that owners keep their Exclusive Use Area in an attractive manner and in good repair. He indicated that the Board has encouraged owners to do so in the past but has not mandated the same, i.e., installation of new mulch or landscaping, garage disrepair, etc.

Following lengthy discussion, upon a motion by Christopher Rossetti, seconded by Mitch Uzwack, with John Williams abstaining, it was moved that we include in our current Rules & Regulations a rule that says, “Dwellings and the Land shall be kept in a neat attractive manner and kept in good repair.”

PUBLIC COMMENT

- Carol Shaw recommended that the Board consider allowing a non-board member to be included in the decision-making process on behalf of the community.
- John Beck asked if Officer Reardon was still available as a liaison officer for the Property. Christopher Rossetti responded that he believed that Officer Reardon was still available for Pond Place residents, however, he has not been included as a part of the Zoom meetings.

Upon a motion by Christopher Rossetti, seconded by Charles Wall and carried, the meeting adjourned at 8:28 p.m.

Respectfully submitted,
Mike Famiglietti, CPM
