

**MINUTES OF MEETING
POND PLACE ASSOCIATION, INC.
BOARD MEETING
SEPTEMBER 23, 2019
AVON ROOM, TOWN HALL**

POND PLACE ASSOCIATION, INC. BOARD OF Directors

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

Absent: N/A

Also present Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE ASSOCIATION meeting at 7:03 pm.

MINUTES OF PREVIOUS MEETINGS

The Minutes of the July 22, 2019 Meeting were amended as follows:

- Charles Wall, Vice President was absent from the meeting.
- Page 3, NEW BUSINESS, State Forestry Service. The recommendation was made by Mitch Uzwick, not Dom Zacchio. Mr. Uzwick will report his findings to the Board, not Mr. Zacchio.

The Minutes of the August 26, 2019 Meeting were amended as follows:

- Susan Jansen, Treasurer was present.
- Page 2, NEW BUSINESS, second bullet point, change flower “bulbs” to flower “buds”.

Upon a motion by Mitch Uzwick seconded by Charles Wall and unanimously carried the Minutes to the July 22, 2019 and August 26, 2019 were approved as amended.

TREASURER’S REPORT

The Board reviewed the Financial Report for the month ending 8/31/19 for Pond Place Association, Inc. The following items were noted:

Mr. Famiglietti reported that the Association currently has \$25,711.84 in the TD Bank operating checking account; and other assets totaling \$71,857.26 for total assets of \$97,569.10.

In an effort to provide a truer and more accurate figures, the association’s income and expenses are being booked per month, as opposed to spreading out over a 12-month period.

Mr. Uzwack inquired as to the need to keep \$25,711 in the checking account and would it make more sense to put a portion of these funds in some type of CD that could be transferred readily if needed? Following discussion, it was decided to defer this question to Joe Barry and table this topic until the next Board meeting.

The Accounts Payable report shows cash disbursements of \$4,323.78.

- A second payment has been made to Northington Meadows in the amount of \$3,000. The account has been fully funded at the budgeted amount of \$6,000.

Mr. Famiglietti reviewed the Accounts Receivable Report for the benefit of the Board. Currently 12-units have been turned over to the attorney for collections. Two units have brought their account current. 10 accounts remain with the attorney for collection.

Following a brief question and answer period, the Board accepted the August 2019 Financial Statement as presented.

OLD BUSINESS

- State Forestry Service – Mitch Uzwack reported that he has scheduled a meeting with the State Forestry Service for October 15, 2019. He indicated once a time is confirmed he would email the Board with details. The Board will meet in the circle area in front of the bridge prior to Pond Place as this is the first area of concern.

NEW BUSINESS

NONE

PUBLIC COMMENT

Officer Reardon - Report

- Vehicle Break-Ins - Officer Reardon reported that two vehicles were rummaged through on Finch Run on 9/17/19 in the area of Finch Run near the path leading to Big Y. Although this sounds simple, the most effective way to prevent this type of activity is to lock your vehicle and remove valuables. Officer Reardon will try to provide a digital notice that can be posted on the website. If the information cannot be provided digitally, CM will prepare a notice for posting on the website.
- Vacant Units - Officer Reardon recommended if a unit is vacant the chimneys should be closed, and the unit sealed, to prevent squirrels, racoons and other animals entering the home.
- Bear Activity – It was reported that a large black bear has been seen in the area and on individual unit decks. A picture of the bear and a warning will be posted on the website for the benefit of the unit owners.

Officer Reardon concluded his reported and indicated that he would not be available to be present at next month's meeting. The Board thanked Officer Reardon for his time.

- Security – In follow-up to the vehicle break-ins, CM Property Management was directed to obtain a quote from Donnelly Security for the installation of a on motion censored security camera with wi-fi accessibility located in the area of the foot path leading to Big-Y.

There being no further business to come before POND PLACE ASSOCIATION meeting, the President adjourned the meeting at 7:28 pm.

Respectfully submitted,
Mike Famiglietti, CPM

**MINUTES OF MEETING
POND PLACE TAX DISTRICT
BOARD MEETING
SEPTEMBER 23, 2019
AVON ROOM, TOWN HALL**

POND PLACE ASSOCIATION, INC. BOARD OF DIRECTORS

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

Absent: N/A

Also present Michael Famiglietti, Property Manager

Domenic A. Zacchio convened the POND PLACE TAX DISTRICT meeting at 7:45 pm.

MINUTES OF PREVIOUS MEETING

The Minutes of the July 22, 2019 Meeting were amended as follows:

- Charles Wall, Vice President was absent from the meeting.

The Minutes of the August 26, 2019 Meeting were amended as follows:

- Susan Jansen, Treasurer was present

Upon a motion by Joseph Barry seconded by Mitch Uzwack and carried, the Minutes of the July 22, 2019 and August 26, 2019 were approved as amended.

TREASURER'S REPORT

The Board reviewed the Financial Report for the month ending 8/31/19 for Pond Place Tax District Association, Inc. The following items was noted:

Mr. Famiglietti reported that the Association currently has \$\$95,591.86 in the TD Bank operating checking account; Capital Reserve Trust Fund of \$293,445.40 and other assets totaling \$729,420.06 for total assets of \$1,118,457.32.

Mr. Famiglietti reported that the transaction for 2018/19 Capital Expenditure Projects was transferred from the LPL to the Operating Checking Account. 1

Mike Famiglietti reviewed the Accounts Payable report for the benefit of the Board.

Mr. Famiglietti reviewed the Accounts Receivable Report for the benefit of the Board. Those owners who have not paid will be turned over to the Association's attorney for collection.

Following a brief question and answer period, the Board accepted the July 2019 Financial Statement as presented with the following comments be addressed:

- Lizz from CM Property Management is to call Sue Jansen to explain how prepaids are recorded.
- The Board requested an update from Attorney McChristian.
- Status from the Auditor's on a better amortization program. Currently, no entries can be made for 2019 until 2018 is closed out.

OLD BUSINESS

- Main Road Storm Drain – The soil has been flushed out of the catch basin on Pond Place and Nuthatch.
- Crack Sealing on Main Road – Mr. Famiglietti reported that Brite Line Paving has completed the crack sealing on the Main Road. The line striping should be completed this week.
- Fencing – Fencing material has been ordered. CM Property will be removing the existing fence between Pond Place and Rt 44 with a new fence. It will be painted and reinforced with better material and wheels for a longer lasting fence. The removal and installation of the fencing will be completed in sections. Trash behind the fence will be cleaned up.
- Signage – Most of the signage has been reset throughout the complex. The project will be completed by the end of September.
- Dead Trees – CM Property Management will follow up with McClellan Tree Service as to the status of their proposal asap.
- Update on Bocce Court Project - CM Property Management is to forward copies of the bocce ball court installation quotes, spectator benches and storage for Board review. It was indicated that once a location is decided, it should take approximately one week to complete the installation of the bocce court. The Board would like to see the project completed prior to Memorial Day 2020. In addition, CM Property Management was directed to provide a quote for the installation of a horseshoe pit.
- Shed Removal Update – The removal of the shed will take place in October. Rebuilding will take place shortly thereafter.
- Footbridge Update – The footbridge and steps by Grey Pine Commons will be repaired at the same time that the shed is removed in October.
- Pruning of Invasive Plants – CM Property Management was directed to coordinate the trimming of the Phragmites invading the pond area with Gary Gianinni who will be overseeing this project.

NEW BUSINESS - NONE

PUBLIC COMMENT - NONE

There being no further business to come before POND PLACE ASSOCIATION meeting,
the President adjourned the meeting at 8:06 pm.

Respectfully submitted,
Mike Famiglietti, CPM
