

## Minutes of Pine Orchard Executive Board Meeting(Meeting conducted via Zoom Application)

May 4, 2020

Present: Joe Thomas, Jon Schlesinger , Rick Ross, Richard Greenalch, Bob Dahill, Linda Sachs, Peggy Haering, , Bruce Caldarone, Carol Redden, Len Farber, and Robin Sandler

Absent: Seth Chaucer

Agenda Item 1: The meeting was called to order at 7:01 p.m. by President Robin Sandler.

Agenda Item 2: Communications:

- Robin received several emails regarding the COVID 19 beach access signs placed by the Association. (Some were positive; others objected to language about limiting beach access to Pine Orchard residents and placement of signs on private property.)
- The owner of a pizza truck wants to come to Pine Orchard; residents can order online and pick up a freshly-baked pizza at the truck; the Association will pursue this service.
- Robin read a letter from Barbara Colley on behalf of the Pine Orchard Chapel, which has asked the Association to consider donating \$50,000 to support the first phase of the restoration of the Chapel. The initial phase of the work will cost approximately \$150,000. Rick Ross and Dick Greenalch spoke in favor of making the donation. Peggy Haering said that we should seek community support before using a substantial amount of Association funds for this purpose. Carrol Redden agreed that we need membership buy-in for this project. Linda Sachs said that the Association has \$46,000 in checking, \$52,000 in a savings account and another \$50,000 in a CD. She observed that the Association had spent \$9500 in this fiscal year on beach access. Linda noted that the Association had spent \$61,000 in 2012 and \$37,000 in 2011 to repair damages from major storms. Rick Ross said that when he first joined the Board in 2011-12, the goal was to keep at least \$100,000 in savings and that he thought this was a reasonable sum of money to keep on hand. He also noted that the cost sidewalks and funds needed to address the Crescent Bluff improvements had not been included in the budget. Steve Ariyan wants to support the Chapel but feels that the board should exercise caution in using association funds. Jen Anniskovich, a member of the Chapel Board said that the Chapel had not expected to ask for this right now. However, fund raising for the Chapel restoration has not been sufficient. She asked whether they Board might consider making a special tax assessment to fund this project. Eric Rose said that the first phase of the repairs would be to lift the structure, restore termite damage, reinforce it to meet current codes, and to restore the cupola. He said there is no middle ground; the Chapel needs \$150,000 to fund this work, and the Chapel was at risk of losing its spot with the contractor. Greg Stak said that the Chapel is symbolic of this neighborhood. Bob Dahill stated that the Chapel is a treasure and recommended getting feedback from the Association as soon as possible. Barbara Colley said that she appreciated the Association's support for the Chapel. Eric Rose said the Chapel is an essential part of Pine Orchard history. Robin intends to put together a committee to work on this and asked that anyone interested in serving in that capacity contact the office manager, Peter Robinson.

Agenda Item 3: Upon motion and second, the minutes of the March 2, 2020 meeting were approved.

Agenda Item 4: Treasurer's Report. Linda Sachs presented the budget report. There are outstanding bills for the seawall repair at the end of Island View Ave and zoning and legal fees. Office expenses exceeded the budget by approximately \$2000. In all the Association will end the year approximately \$5000 plus over budget. Upon motion and second the budget report was approved.

Agenda Item 5: Committee Reports (a) By-Laws, no report; (b) Nominating, Joe Thomas reported that the committee had three candidates to replace the 3 board members reaching the end of their permitted terms. The nominees are Seth Hershman, Mark Law, and Peggy Taylor. Bob Dahill said that he had a nominee, Ray Seligson, who was interested in serving but had not heard from the committee. Rich Colbert said that he had asked to be considered but was not contacted by the committee. Joe Thomas said that he never received resumes from the latter two candidates. However, Peter Robinson confirmed that Rich Colbert had submitted his resume. Robin consulted the bylaws and said that the nominees for the Board had to be named no later than the May meeting. Upon motion and second, the Board decided that all names would be put forth at the annual meeting for election of 3 members; (c) Planning & Zoning, no report; (d) Communications, Jon Schlesinger reported that the website had been updated and that members could sign up to receive the Association's newsletter; (e) Shoreline Maintenance, Carol reported that additional funds were needed to repair the stairway on Spring Rock Road. She said that the seawall at the end of Island View Ave. is being fixed by bits and pieces and that eventually more extensive work might be required. She asked whether the Town has ever been asked to contribute to the cost of repairs. Bob Dahill estimated that it might cost at least \$10,000 to repair the stairs at Spring Rock Road. Another step has broken on the beach access point on Island View Ave. and will be repaired. (f) Building Maintenance, Peter Robinson reported that he has one quote for sealing the driveway; (g) Municipal Interface, no report. (h) Tax Collections, no report; (i) Beautification: no report; (j) Sidewalks: Robin said that the committee had done an initial query of 7 homeowners and most were in favor of the project. The committee asked for permission to spend \$4200 to create a survey map showing the location of sidewalks and to help generate support for the project. We still do not have estimates for the cost of the project. State and local funding will be sought. Mike Hopkins supports the sidewalk project because walking on Pine Orchard Rd. is dangerous. Upon motion and second, the use of \$4200 for the sidewalks project was approved.

Agenda Item 6 (none)

Agenda Item 7: President's Report. Robin said that the *Whibey* appeal is going forward. Mike Hopkins said that the Governor's Executive Order had banned use of short term rentals for leisure. He said that the website for VRBO has shown that Whibey property on Crescent Bluff Ave. is rented for the upcoming weekend. Mike questioned what could be done to enforce the Governor's ban. Bruce Calderone suggested contacting the East Shore Health District. Jaqueline Wolff asked about seeking help from the Police for enforcement of the ban. As to the Crescent Bluff settlement, Robin said that Ms. Sagesse had sought a 90-day extension of time to complete with the settlement process. Robin said that despite that development he was still optimistic about the settlement being concluded.

Agenda Item 8. Old Business. a) Summer concerts are cancelled; b) There have been no new developments on flooding of Totoket Rd.; c) Moorings—Carol Redden has had a couple of inquiries about renting moorings; d) Pine Orchard Tag Sale (has been canceled for 2020); e) New lighting for office—Peter Robinson has obtained a quote for installation of lighting for the headquarters building.

Agenda Item 9: New Business. a) Annual meeting location—Robin said that the chapel was not available and at present he planned to hold a virtual annual meeting via Zoom. The Pine Orchard Club may be available, but he was uncertain whether a live meeting would be feasible this year unless social distancing guidelines were lifted; b) We are considering appointing a Board member to be a liaison with the Pine Orchard Union Chapel; c) The issue of electronic participation and voting at the annual meeting was discussed. Peter Robinson said there was a feature in Zoom that allowed voting and he would research it. (d) 2020-2021 Budget and mil rate analysis . Linda presented various scenarios of funds that would be generated by different mil rates for the upcoming year. Her analysis showed that the Association would likely not generate sufficient funds to meet the proposed budget at the current rate of 3 mils. After some discussion, upon motion and second, the Board voted to set the mil rate for the upcoming fiscal year at 4. (e) Tax deferral—the Town of Branford is allowing eligible people to defer payment of real estate taxes for up to three months. Upon motion and second the board decided to piggyback the Town’s program for those who need deferral of Association taxes due to the COVID-19 pandemic.

Agenda Item 10: Office Manager’s Report: The Zoom teleconferencing App will be used for the upcoming ZBA hearing. Peter has obtained a quote for resealing the driveway and parking lot. He also has a quote for installing lights in the parking lot. All minutes of the POA meetings have been placed in a loose-leaf binder at the office along with all materials referred to during meetings. The newsletter was sent out by e-mail and had an extremely high “open” rate. Peter and Susan Dahill are working on follow-up edition.

Agenda Item 12. Adjournment. Upon motion and second, the meeting was adjourned at 10:34 p.m.

Respectfully submitted,

Margaret Haering, Clerk

**Future Meetings,**

Annual Meeting  
Monday, July 6, 2020

Documents received:  
Budget Report  
Office Manager’s Report  
Mill rate scenarios  
Sidewalk Committee—proposals and maps  
Letter from Pine Orchard Chapel Board

PINE ORCHARD ASSOCIATION EXECUTIVE BOARD  
MEETING NOTICE

Monday, May 04, 2020 @ 7:00 PM

At the call of the President, Robin Sandler, there will be a meeting of the Executive Board of the Pine Orchard Association at the Pine Orchard Association headquarters located at 180 Pine Orchard Rd, Pine Orchard, CT ***using the Zoom Application SEE INSTRUCTIONS & LINK BELOW***

1. Call to order
2. Communications Various emails regarding the Covid 19 beach access signs, Pine Orchard Union Chapel Request Letter (See button; link to letter Below)
3. Approval of Minutes of March 02, 2020 Meeting
4. Treasurer's Report (Linda)
5. Committee reports a) By-Laws (Len) b) Nominating (Joe) c) Planning & Zoning (Richard) d) Communications (John) e) Shoreline Maintenance & Access (Carol) f) Building Maintenance (Seth) g) Municipal Interface (Bruce) h) Tax Collector (Rick) i) Beautification ( Bob) j) Sidewalks ( Peter)
7. Presidents report: a) Whibey appeal, b) Status of Crescent Bluff settlement, including Mc Burney
8. Old Business: a. Summer concert series b. Report on Totoket Road flooding. c. Mooring procedure discussion, d) POA tag sale e) Updated lighting for office
9. New Business: a. Annual meeting location & virtual Annual meeting b. POA Executive Board liaison with The Pine Orchard Union Chapel c. Electronic participation in meetings d) 2020-2021 budget and impact on mill rate e) Tax deferral because of Covid -19 pandemic
10. Office manager: Peter Robinson report
12. Adjournment

Remaining 2019-2020 Meeting Dates: none



# PINE ORCHARD UNION CHAPEL ASSOCIATION

PINE ORCHARD, CONNECTICUT 06405

April 27, 2020

## Board of Directors

Barbara Colley  
*President*

Eunice Lasala  
*Vice-President*

Sheri Peterson  
*Treasurer*

Melodie O'Connor  
*Secretary*

Fran Acunzo

Jennifer Aniskovich

Geoff Hotz

Whitney Murphy

Wendy Wheeler

25 Chapel Drive  
Branford, CT 06405

*pineorchardchapel@gmail.com*

*The Pine Orchard Union Chapel is a 501(c)(3) nonprofit organization.*

*Contributions are eligible for a tax deduction.*

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Executive Board  
Pine Orchard Association  
180 Pine Orchard Road  
Branford, CT 06405

Dear Executive Board Members,

We are writing to share information with you about our efforts to renovate the Pine Orchard Union Chapel, and to ask the Association's help as we move forward.

As you know, the Chapel is a community asset, used by many for weddings, memorials, celebrations, and more. It is the site of the POA annual meeting, tag sale, and, in recent years, musical concerts. It has historically hosted the 4<sup>th</sup> of July Parade, kids' art camps, Halloween parties and other gatherings. It is an irreplaceable, historic building that distinguishes Pine Orchard as our home.

### **Assessing the Challenge**

Nancy Wheeler oversaw the Chapel for 60+ years. Following her passing in September 2018, the Chapel Association took on that responsibility and began to assess what improvements the 120+ year old building needed. We realized quickly that a fresh coat of paint would not be enough to preserve the Chapel. Pine Orchard resident Eric Rose, of Rose Construction, generously volunteered his time and resources to assess the current conditions and develop a professional scope of work for the structure, which is listed on the National Register of Historic Places.

Mr. Rose's scope envisions essential repairs and sensitive restoration work to be undertaken in three consecutive phases: (1) critical safety improvements; (2) historic preservation; and (3) beautification.

**Phase 1 – Critical Safety Improvements** includes raising the building off the ground for several weeks to add two girders, sister joists that are severely compromised by termite damage, repair brick piers to stabilize the floor, create crawl space access, rebuild the back stairs, relocate electrical, move and refit the water main, add a heat cable to the water line, insulate piping, and repair and restore the cupola louvres, trim, and adjoining roof. The estimated cost for this phase is \$150,000.

### **Increasing Outreach and Building Organizational Capacity**

In anticipation of undertaking renovations, our Board took a number of steps in 2019. We added several new members to the governing board, up to our current limit of nine. We secured tax exempt status as a 501(c)(3) nonprofit organization. We began to communicate Mr. Rose's findings and recommendations with Pine Orchard residents via mailings in the spring and fall of 2019.

Our two mailings included requests for support. Many generous residents stepped forward, and the Chapel was able to raise more than \$25,000, some of which has been spent on initial termite treatment under the building.

We hosted an information session about the Chapel project in the summer of 2019, which was well attended by local residents. Shortly thereafter, we established a Building Committee, made up of residents of Pine Orchard who have construction and engineering expertise. These individuals met with Mr. Rose and members of the Chapel Board to review the appropriateness of the project scope.

Based on their recommendations and community feedback, in the fall of 2019, the Board developed a set of donor materials related to the Chapel Project: a case statement, donor recognition opportunities (i.e., naming); and a pledge form. In December 2019, the members of the Chapel Board made personal leadership commitments of support totaling ~ \$85,000. Consistent with our campaign policies, these are in the form of 3-year pledges.

Our hope at the beginning of 2020 was to spend the spring bringing the community together to hear more about the project, and to ask residents to contribute the balance of the funds needed for Phase 1. We were optimistic, based on a great deal of positive feedback up to that point, that we would be able to raise the funds needed for phase 1. As a result, we secured a spot on the schedule of the contractor who will lift the building (lifting the building involves a specialty contractor, who schedules his calendar many months in advance), with the hope of beginning construction in the summer of this year.

### **Coronavirus Impact**

Our plans to engage in outreach and fundraising in March/April 2020 have been frustrated by the global coronavirus pandemic. Without the ability to assemble, tour the building, or meet with donors one-on-one, we are unable to advance the project. With so many residents still in Florida, and with the stock market creating economic uncertainty, it is not feasible or prudent to pursue major gift fundraising at this moment. Nonetheless, the building continues to deteriorate.

In recognition of this delay, we have released our summer date with the contractor lifting the building and he is instead holding September 28<sup>th</sup>, pending confirmation of funding.

### **How the POA Can Help**

Chapel Board members have agreed to accelerate their 3-year pledges and pay them in full in 2020. Those pledges, combined with a small reserve in our account, means we need to raise ~\$60,000 to fully fund Phase 1. Notwithstanding the challenges of fundraising during a pandemic, we believe we can raise ~ \$10,000 from local residents in the coming weeks.

**We respectfully request that the POA consider making a community support grant of \$50,000 toward Phase 1 of the Chapel Project.**

This would help launch a local, historic undertaking, provide leadership at a moment of national crisis, and be consistent with the POA's mission of caring for the "health, comfort, protection and convenience" of those living in Pine Orchard. By stepping forward to support our neighborhood treasure in this visible way, the POA will signify the importance of maintaining our traditions and fostering a shared culture. The POA will also be giving our community something to rally around at a time when we as a community very much need positive news.

### **Community Support & Partnership**

We recognize that this request is unusual. These are unusual times. We anticipate that this grant will create a stronger working relationship between the POA and the Chapel. The recent recommendation to

establish a POA Chapel Liaison, is, we believe, a valuable step in this direction. As the Chapel continues to grow and evolve, we look forward to working together even more frequently to engage and unite Pine Orchard residents.

**Timeline**

We must firm up our commitment to our lead contractor in the next several weeks, or risk losing our place on his schedule. Therefore, we respectfully request that you take up this letter at your May 4, 2020 meeting.

As we enter a new phase for the Pine Orchard Union Chapel, we are following in the footsteps of our ancestors and prior generations of Pine Orchard residents. In 1897, the Chapel was built when local residents donated the land and the community raised just over \$1,600 for its construction. Again, in 1963, when services stopped at the Chapel, residents came together to save the building. Today, our historic gathering place needs us all again.

In the spirit of fellowship and neighborly support, we hope the POA will commit its support to this community effort.

Thank you for your consideration,

Pine Orchard Union Chapel Association  
Board of Directors

**Pine Orchard Association Treasurer's Budget Report**  
**as of 5-01-2020**

	Approved Budget 1-Jul-19	Budget Activity Year to Date	Budget Remaining Year to Date	% of Budget Rec/Dsbrmnts Year to Date
<b>RECEIPTS</b>				
Tax Collections	\$ 54,000	\$ 54,137	\$ (137)	100%
Rent	\$ 3,900	\$ 4,000	\$ (100)	103%
Building & Permit Fees	\$ 5,000	\$ 3,700	\$ 1,300	74%
Other (Interest, Moorings)	\$ 1,000	\$ 5	\$ 995	1%
Use of Capital Savings	\$ -	\$ -	\$ -	
 Total	 \$ 63,900	 \$ 61,842	 \$ 2,058	 97%
<b>DISBURSEMENTS</b>				
Security	\$ -	\$ -	\$ -	
Shorefront Maintenance	\$ 5,700	\$ 9,459	\$ (3,759)	166%
Building Maint/Utilities	\$ 9,000	\$ 8,181	\$ 819	91%
Property Improvements	\$ -	\$ -	\$ -	
Office/General	\$ 14,000	\$ 13,854	\$ 146	99%
Insurance	\$ 9,000	\$ 3,510	\$ 5,490	39%
Legal	\$ 10,000	\$ 8,892	\$ 1,108	89%
Zoning	\$ 5,000	\$ 4,601	\$ 400	92%
PO Museum & Web	\$ 500	\$ 477	\$ 23	95%
Acctg Annual Review	\$ 2,300	\$ 2,360	\$ (60)	103%
Beautification Committee	\$ 5,000	\$ 3,645	\$ 1,355	73%
Community Activities	\$ 2,500	\$ 2,703	\$ (203)	108%
 Total	 \$ 63,000	 \$ 57,682		 92%
 <b>NET INCOME (LOSS)</b>	 \$ 900	 \$ 4,160		

Account Balance as of 5/1/2020	
BOA checking	<b>\$45,975.71</b>
Less outstanding checks	<b>\$0</b>
BOA net balance	<b>\$45,975.71</b>
BOA Savings	<b>\$52,342.26</b> Opened 12-2012
BOA 13-mo CD	<b>\$50,126.31</b> Opened 02-2020
Totoal "cash" available	<b>\$148,444</b>



**Pine Orchard Associati**

	<b>4 Mill 2010</b> Actual	<b>4 Mill 2011</b> Actual	<b>5 Mill 2012</b> Actual	<b>5 Mill 2013</b> Actual	<b>4 Mill 2014</b> Actual
<b>RECEIPTS</b>					
Tax Collections	\$ 69,912	\$ 69,474	\$ 87,938	\$ 90,113	\$ 71,745
Rent	\$ 2,800	\$ 2,600	\$ 2,600	\$ 2,600	\$ 3,800
Building & Permit Fees	\$ 3,591	\$ 4,850	\$ 8,100	\$ 5,770	\$ 4,250
Other (Interest, Moorings) <i>Use of Capital Savings</i>	\$ 664	\$ 180	\$ 286	\$ 88	\$ 150
<b>Total Receipts</b>	<b>\$ 76,967</b>	<b>\$ 77,104</b>	<b>\$ 98,924</b>	<b>\$ 98,571</b>	<b>\$ 79,945</b>

**DISBURSEMENTS**

Security	\$ 37,816	\$ 32,268	\$ 23,526	\$ 9,714	\$ -
Shorefront Maintenance	\$ 5,750	\$ 37,643	\$ 61,119	\$ 8,640	\$ 5,600
Building Maint/Utilities	\$ 7,420	\$ 6,312	\$ 8,147	\$ 7,117	\$ 13,447
Property Improvements				\$ 920	\$ 896
Office/General	\$ 4,144	\$ 2,105	\$ 2,020	\$ 4,287	\$ 4,716
Insurance	\$ 6,375	\$ 6,251	\$ 5,819	\$ 7,471	\$ 7,566
Legal			\$ 18,838	\$ 12,225	\$ 1,966
Zoning*	\$ 4,585	\$ 10,748	\$ 11,195	\$ 2,943	\$ 4,453
PO Web			\$ 875	\$ 503	\$ 229
Audit/Annual Review	\$ 1,956	\$ 1,930	\$ 1,900	\$ 1,900	\$ 2,400
Other	\$ 300	\$ 2,641			
Beautification Committee Concert Series Sidewalks***					
<b>Total Disbursements</b>	<b>\$ 68,346</b>	<b>\$ 99,898</b>	<b>\$ 133,439</b>	<b>\$ 55,719</b>	<b>\$ 41,273</b>

<b>NET INCOME (LOSS)</b>	<b>\$ 8,621</b>	<b>\$ (22,794)</b>	<b>\$ (34,515)</b>	<b>\$ 42,852</b>	<b>\$ 38,672</b>
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\* Zoning & Legal were consolidated prior to 2012

\*\* through 5/1/2020

\*\*\* proposed line items for 2020/2021

**Note:** these "Net Income" amounts can be considered to go towards building "Contingency / Savings" funds, which are

needed for unplanned/unspecified  
developments such as storm damage and legal

**on Treasurer's Budget PROPOSAL | 2019-2020**

4 Mill <b>2015</b> Actual	3 Mill <b>2016</b> Actual	3 Mill <b>2017</b> Actual	3 Mill <b>2018</b> Actual	3 Mill <b>2019 / 2020</b>		3 Mill <b>2020/2021</b> <b>DRAFT BUDGET</b>
				Budget	YTD Actual**	
\$ 71,271	\$ 54,288	\$ 56,104	\$ 54,001	\$ 54,000	\$ 54,137	\$ 57,380
\$ 3,596	\$ 2,700	\$ 3,900	\$ 3,900	\$ 3,900	\$ 4,000	\$ 4,000
\$ 5,247	\$ 3,750	\$ 5,850	\$ 3,750	\$ 5,000	\$ 3,700	\$ 4,000
\$ 101	\$ 51	\$ 50	\$ 105	\$ 1,000	\$ 5	\$ 735
			\$ 10,000	-	-	\$ -
\$ 80,214	\$ 60,789	\$ 65,904	\$ 71,756	\$ 63,900	\$ 61,842	\$ 66,115

\$ -	\$ -	\$ -	\$ -	-	\$ -	\$ -
\$ 3,850	\$ 1,750	\$ 3,985	\$ 9,536	\$ 5,700	\$ 9,459	\$ 10,000
\$ 11,102	\$ 8,441	\$ 6,910	\$ 7,763	\$ 9,000	\$ 8,181	\$ 14,000
\$ -	\$ -	\$ 9,317	\$ 9,522	-	-	\$ -
\$ 3,945	\$ 9,559	\$ 14,939	\$ 12,634	\$ 14,000	\$ 13,854	\$ 18,000
\$ 8,404	\$ 9,038	\$ 8,855	\$ 8,081	\$ 9,000	\$ 3,510	\$ 9,000
\$ 1,275	\$ 8,588	\$ 2,213	\$ 11,112	\$ 10,000	\$ 8,892	\$ 10,000
\$ 1,986	\$ 1,933	\$ 3,444	\$ 4,353	\$ 5,000	\$ 4,601	\$ 5,000
\$ 2,194	\$ 165	\$ 2,270	\$ -	\$ 500	\$ 477	\$ 500
\$ 1,950	\$ 2,000	\$ 2,100	\$ 2,260	\$ 2,300	\$ 2,360	\$ 2,500
			\$ 10,089		-	
				\$ 5,000	\$ 3,645	\$ 4,500
				\$ 2,500	\$ 2,703	\$ -
						\$ -
\$ 34,706	\$ 41,474	\$ 54,033	\$ 75,350	\$ 63,000	\$ 57,682	\$ 73,500
\$ 45,508	\$ 19,314	\$ 11,871	\$ (3,594)	\$ 900	\$ 4,160	\$ (7,385)

	<b>As of May 1, 2020</b>	<b>Estimated</b>
BOA checking	\$45,976	\$38,591
Less outstanding checks	\$0	\$0
BOA net balance	\$45,976	\$38,591
BOA Savings	\$52,342	\$52,342
BOA 13-mo. CD opened 2-11-2020	\$50,126	\$50,126
<b>Total "cash" available</b>	<b>\$148,444</b>	<b>\$141,059</b>

Mirror Lake Account: \$0

		<b>3.5 Mill</b>	<b>4 Mill</b>
	<b>Difference</b>	<b>2020/2021</b>	<b>2020/2021</b>
	<b>from</b>	<b>DRAFT BUDGET</b>	<b>DRAFT BUDGET</b>
	<b>2019 / 2020 Budget</b>		
\$	3,380	\$ 66,943	\$ 76,506
\$	100	\$ 4,000	\$ 4,000
\$	(1,000)	\$ 4,000	\$ 4,000
\$	(265)	\$ 735	\$ 735
\$	-	\$ -	\$ -
\$	2,215	\$ 75,678	\$ 85,241

\$	-	\$ -	\$ -
\$	4,300	\$ 10,000	\$ 10,000
\$	5,000	\$ 14,000	\$ 14,000
\$	-	\$ -	\$ -
\$	4,000	\$ 18,000	\$ 18,000
\$	-	\$ 9,000	\$ 9,000
\$	-	\$ 10,000	\$ 10,000
\$	-	\$ 5,000	\$ 5,000
\$	-	\$ 500	\$ 500
\$	200	\$ 2,500	\$ 2,500
\$	-	\$ -	\$ -
\$	(500)	\$ 4,500	\$ 4,500
\$	(2,500)	\$ -	\$ -
\$	-	\$ -	\$ -
\$	10,500	\$ 73,500	\$ 73,500
\$	(8,285)	\$ 2,178	\$ 11,741

<u>Estimated</u>	<u>Estimated</u>
\$48,154	\$57,717
\$0	\$0
\$48,154	\$57,717
\$52,342	\$52,342
\$50,126	\$50,126
\$150,622	\$160,185

**Pine Orchard Association Treasurer's Budget PROPOSAL | 2019-2020**

RECEIPTS	4 Mill	4 Mill	5 Mill	5 Mill	4 Mill	4 Mill	3 Mill	3 Mill	3 Mill	3 Mill		3 Mill	Difference	3.5 Mill	4 Mill
	2010	2011	2012	2013	2014	2015	2016	2017	2018	2019 / 2020		2020/2021	from	2020/2021	2020/2021
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	YTD Actual**	DRAFT BUDGET	2019 / 2020 Budget	DRAFT BUDGET	DRAFT BUDGET
Tax Collections	\$ 69,912	\$ 69,474	\$ 87,938	\$ 90,113	\$ 71,745	\$ 71,271	\$ 54,288	\$ 56,104	\$ 54,001	\$ 54,000	\$ 54,137	\$ 57,380	\$ 3,380	\$ 66,943	\$ 76,506
Rent	\$ 2,800	\$ 2,600	\$ 2,600	\$ 2,600	\$ 3,800	\$ 3,596	\$ 2,700	\$ 3,900	\$ 3,900	\$ 3,900	\$ 4,000	\$ 4,000	\$ 100	\$ 4,000	\$ 4,000
Building & Permit Fees	\$ 3,591	\$ 4,850	\$ 8,100	\$ 5,770	\$ 4,250	\$ 5,247	\$ 3,750	\$ 5,850	\$ 3,750	\$ 5,000	\$ 3,700	\$ 4,000	\$ (1,000)	\$ 4,000	\$ 4,000
Other (Interest, Moorings)	\$ 664	\$ 180	\$ 286	\$ 88	\$ 150	\$ 101	\$ 51	\$ 50	\$ 105	\$ 1,000	\$ 5	\$ 735	\$ (265)	\$ 735	\$ 735
Use of Capital Savings								\$ 10,000		-	-	-	-	-	-
<b>Total Receipts</b>	<b>\$ 76,967</b>	<b>\$ 77,104</b>	<b>\$ 98,924</b>	<b>\$ 98,571</b>	<b>\$ 79,945</b>	<b>\$ 80,214</b>	<b>\$ 60,789</b>	<b>\$ 65,904</b>	<b>\$ 71,756</b>	<b>\$ 63,900</b>	<b>\$ 61,842</b>	<b>\$ 66,115</b>	<b>\$ 2,215</b>	<b>\$ 75,678</b>	<b>\$ 85,241</b>

DISBURSEMENTS	4 Mill	4 Mill	5 Mill	5 Mill	4 Mill	4 Mill	3 Mill	3 Mill	3 Mill	3 Mill		3 Mill	Difference	3.5 Mill	4 Mill
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	YTD Actual**	2020/2021	from	2020/2021	2020/2021
	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Actual	Budget	YTD Actual**	DRAFT BUDGET	2019 / 2020 Budget	DRAFT BUDGET	DRAFT BUDGET
Security	\$ 37,816	\$ 32,268	\$ 23,526	\$ 9,714	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Shorefront Maintenance	\$ 5,750	\$ 37,643	\$ 61,119	\$ 8,640	\$ 5,600	\$ 3,850	\$ 1,750	\$ 3,985	\$ 9,536	\$ 5,700	\$ 9,459	\$ 10,000	\$ 4,300	\$ 10,000	\$ 10,000
Building Maint/Utilities	\$ 7,420	\$ 6,312	\$ 8,147	\$ 7,117	\$ 13,447	\$ 11,102	\$ 8,441	\$ 6,910	\$ 7,763	\$ 9,000	\$ 8,181	\$ 14,000	\$ 5,000	\$ 14,000	\$ 14,000
Property Improvements			\$ 920	\$ 896	\$ -	\$ -	\$ -	\$ 9,317	\$ 9,522			\$ -	\$ -	\$ -	\$ -
Office/General	\$ 4,144	\$ 2,105	\$ 2,020	\$ 4,287	\$ 4,716	\$ 3,945	\$ 9,559	\$ 14,939	\$ 12,634	\$ 14,000	\$ 13,854	\$ 18,000	\$ 4,000	\$ 18,000	\$ 18,000
Insurance	\$ 6,375	\$ 6,251	\$ 5,819	\$ 7,471	\$ 7,566	\$ 8,404	\$ 9,038	\$ 8,855	\$ 8,081	\$ 9,000	\$ 3,510	\$ 9,000	\$ -	\$ 9,000	\$ 9,000
Legal		\$ 18,838	\$ 12,225	\$ 1,966	\$ 1,275	\$ 8,588	\$ 2,213	\$ 11,112	\$ 10,000	\$ 8,892	\$ 10,000	\$ 10,000	\$ -	\$ 10,000	\$ 10,000
Zoning*	\$ 4,585	\$ 10,748	\$ 11,195	\$ 2,943	\$ 4,453	\$ 1,986	\$ 1,933	\$ 3,444	\$ 4,353	\$ 5,000	\$ 4,601	\$ 5,000	\$ -	\$ 5,000	\$ 5,000
PO Web			\$ 875	\$ 503	\$ 229	\$ 2,194	\$ 165	\$ 2,270	\$ -	\$ 500	\$ 477	\$ 500	\$ -	\$ 500	\$ 500
Audit/Annual Review	\$ 1,956	\$ 1,930	\$ 1,900	\$ 1,900	\$ 2,400	\$ 1,950	\$ 2,000	\$ 2,100	\$ 2,260	\$ 2,300	\$ 2,360	\$ 2,500	\$ 200	\$ 2,500	\$ 2,500
Other	\$ 300	\$ 2,641						\$ 10,089				\$ -	\$ -	\$ -	\$ -
Beautification Committee									\$ 5,000	\$ 3,645	\$ 4,500	\$ (500)	\$ 4,500	\$ 4,500	\$ 4,500
Concert Series									\$ 2,500	\$ 2,703	\$ -	\$ (2,500)	\$ -	\$ -	\$ -
Sidewalks***												\$ -	\$ -	\$ -	\$ -
<b>Total Disbursements</b>	<b>\$ 68,346</b>	<b>\$ 99,898</b>	<b>\$ 133,439</b>	<b>\$ 55,719</b>	<b>\$ 41,273</b>	<b>\$ 34,706</b>	<b>\$ 41,474</b>	<b>\$ 54,033</b>	<b>\$ 75,350</b>	<b>\$ 63,000</b>	<b>\$ 57,682</b>	<b>\$ 73,500</b>	<b>\$ 10,500</b>	<b>\$ 73,500</b>	<b>\$ 73,500</b>

<b>NET INCOME (LOSS)</b>	<b>\$ 8,621</b>	<b>\$ (22,794)</b>	<b>\$ (34,515)</b>	<b>\$ 42,852</b>	<b>\$ 38,672</b>	<b>\$ 45,508</b>	<b>\$ 19,314</b>	<b>\$ 11,871</b>	<b>\$ (3,594)</b>	<b>\$ 900</b>	<b>\$ 4,160</b>	<b>\$ (7,385)</b>	<b>\$ (8,285)</b>	<b>\$ 2,178</b>	<b>\$ 11,741</b>
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\* Zoning & Legal were consolidated prior to 2012  
 \*\* through 5/1/2020  
 \*\*\* proposed line items for 2020/2021

	As of May 1, 2020	Estimated
BOA checking	\$45,976	\$38,591
Less outstanding checks	\$0	\$0
BOA net balance	\$45,976	\$38,591
BOA Savings	\$52,342	\$52,342
BOA 13-mo. CD opened 2-11-2020	\$50,126	\$50,126
<b>Total "cash" available</b>	<b>\$148,444</b>	<b>\$141,059</b>

Estimated	Estimated
\$48,154	\$57,717
\$0	\$0
\$48,154	\$57,717
\$52,342	\$52,342
\$50,126	\$50,126
<b>\$150,622</b>	<b>\$160,185</b>

Mirror Lake Account: \$0

**Note:** these "Net Income" amounts can be considered to go towards building "Contingency / Savings" funds, which are needed for unplanned/unspecified developments such as storm damage and legal

## POA Executive Board Meeting (ZOOM) 5-4-2020

Hello all. Robin and I felt it important to present the entire sidewalk plan at this time to the Association members for their comment. We plan to do this in the Annual Meeting announcement and at the Annual Meeting. In preparation for this I have asked our surveyor (Juliano Associates) and potential contractor (JDL-Joe Lepre) to prepare quotes. Joe's quote is a "ballpark" as we will need the Feasibility information from the surveyor to complete the quoting process.

I had asked Peter Robinson to email you all the minutes (also on the POA web site) of the Sidewalk Committee's meetings, notes of my last Executive Board presentation, Juliano's and JDL's quotes. Please understand the timing and priority of installation are Sidewalk Committee recommendations and the recommended final locations (side of the roads) are subject to concurrence of the Town and on State roads, CT DOT. The Town has said they will participate both in services and financially (yet to be determined—need quotes for project. There is also State Grant money the Town will apply for on our behalf after firm quotes are received and the POA Executive Board approves the overall plan.

I am recommending the following actions;

1. POA Executive Board approval of \$4,200. This will give us a large paper and an electronic copy of the area showing locations as well as the other items identified in Juliano's quote. This information will always be of value now and in the future if the project is delayed.
2. A brief presentation with handouts being electronically distributed and in paper form at the Annual meeting.
3. Comments be encouraged via email when possible with the objective of having them by the end of July 2020.
4. A bid request be sent out in early August with responses due by August 21st.
5. Conduct a Sidewalk Committee meeting at the POA Office the last week in August to review the quote and position myself to present to the POA EB.
6. Present to the POA Executive Board at their September meeting the quotes and the Sidewalk Committee's recommendation as a result of the quotes and comments.

Pine Orchard Association (POA) Executive Board authorized sidewalk committee  
Meeting 7-23-2018 Minutes 7:30 PM at POA Offices

Attending: Peter Hugret (Chair), Michael Hopkins, Bob Massey, Patrick Doyle and Rick Ross  
Absent: Edward Perez

Peter began the meeting by briefly describing the actions of the first meeting for Patrick and Bob's benefit as they had not attended the May meeting. Agenda items discussed and agreed to recommendations to be made to the Pine Orchard Association (POA) Executive Board included;

- The minutes of the May 21, 2018 were approved for the record with Bob and Patrick abstaining.
- Should the POA Executive Board approve sidewalk(s) Bob recommended all agreements with the State, Town and contractors be in writing. The committee unanimously agreed.
- Mike reviewed the quote received from Criscuolo Engineering, LLC for \$ 9,500. (see attached copy of the quote for details). Subsequent to the June 4<sup>th</sup> quote a breakdown if only one side were surveyed was requested. The north side would be \$ 7,100. and the south would be \$ 5,100. (Mylar and iron pins are extra as quoted).
- Rick Ross identified the per square foot cost of installing a cement sidewalk ranged from \$8-\$12. This would include permits, excavation, forming, cement and backfilling along the edges. *Subsequent to the meeting Peter measured the north side and applied the square foot cost at \$10 for an approximate installation cost. The length of a sidewalk between Elizabeth Street and Blackstone along Pine Orchard Road is 830 feet with 5 curb cuts. A four foot wide sidewalk would call for 3,320 square feet of construction at a cost of \$33,200. This would bring the total cost to approximately \$40,300. (\$7,100 + \$33,200). This results in an average per linear foot cost of \$51.45.*
- Discussion regarding where best to recommend the location took place for the initial section. There was unanimous agreement the sidewalk be along the north side. Reasons included;
  1. The asphalt sidewalk connecting the above segment with Birch Road is already in place on the north side
  2. The crosswalk at the western end of the segment is already in place across Pine Orchard Road (Rt. 146)
  3. There are several pillars and trees along the south side that would be problematic.
  4. The electric lines along the north side provide better lighting at night. It may be one day the POA Executive Board will look to install lights along the sidewalks which would benefit from being near the existing power lines.
- The committee then discussed where do we go from here. The committee unanimously agreed a Master Plan for a "total" sidewalk project be recommended to the POA Executive Board for their consideration. The committee identified and prioritized their thoughts as to sidewalk segment locations and installation priority. They are (in order of prioritization);
  1. *Elizabeth Street/Pine Orchard Road to Blackstone Avenue-830 Feet* (POA sanctioned study area)
  2. *Spring Rock Road to Yowago Avenue-734 Feet* (north side of Elizabeth Street). At the same time this sidewalk section was done we believe a solid fog line should be painted along Yowago between Elizabeth and Pine Orchard Road identifying the walking area of the road-1,767 Feet. Additionally, the POA should request a painted crosswalk across Elizabeth Street connecting north/south Yowago from the State.
  3. *Birch Road to the Linear Trail 1,144 Feet* (north side of Pine Orchard Road).
  4. *Blackstone to Club Parkway 1,265 Feet* (south side of Pine Orchard Road). A crosswalk should be painted on Pine Orchard Road (State DOT to paint) just to the west of Blackstone. Another crosswalk on Blackstone (Town DPW to paint)
  5. *Blackstone to Young's Pond Park 1,170 Feet* (west side of Blackstone).

6. *Birch to Elizabeth 1,162 Feet* existing bituminous sidewalk to be replaced with cement for aesthetics
7. *Club Parkway to Juniper Point 1,083 Feet (south side of Pine Orchard Road and west side of Totoket).*

The preceding is an encompassing plan for sidewalks throughout lower Pine Orchard (south of the Amtrak rails)

8. The committee then discussed the process and timing of getting POA Executive Board approval. We never took a formal vote, but unanimously agreed the POA should receive this report at the September 2018 POA Executive Board meeting for the record. We see the next steps (assumes further consideration is recommended) to include;
  - A call for a general informational meeting (Chapel) regarding the proposed initial segment and an overview of what is being considered (Master Plan). Committee unanimously agreed on this action.

What follows are my thoughts as to possible near term actions by the Executive Committee after the Committee recommended “General Information” meeting has been held.

- A POA Executive Board member should be appointed to Chair a “new” committee to project plan and manage all activities leading to . . . .
- A Request for Quote being prepared and distributed by year end 2018 for construction to begin in the early Spring of 2019 for at least the segment 1.

The meeting was adjourned at 9:00 PM.

Respectively submitted by Peter Hugret, Sidewalk Committee Chair



## POA Executive Board Notes 9-17-2018

As you may remember at your May meeting I was asked to chair a committee to look into a sidewalk along Pine Orchard Road between Elizabeth Street and Blackstone Avenue. This was as a result of my discussing with Robin my belief a sidewalk for public safety in this stretch was long overdue.

I did form a committee consisting of; Rick Ross, Edward Perez, Michael Hopkins, Bobby Massey and myself. I added a sixth person in June, Patrick Doyle.

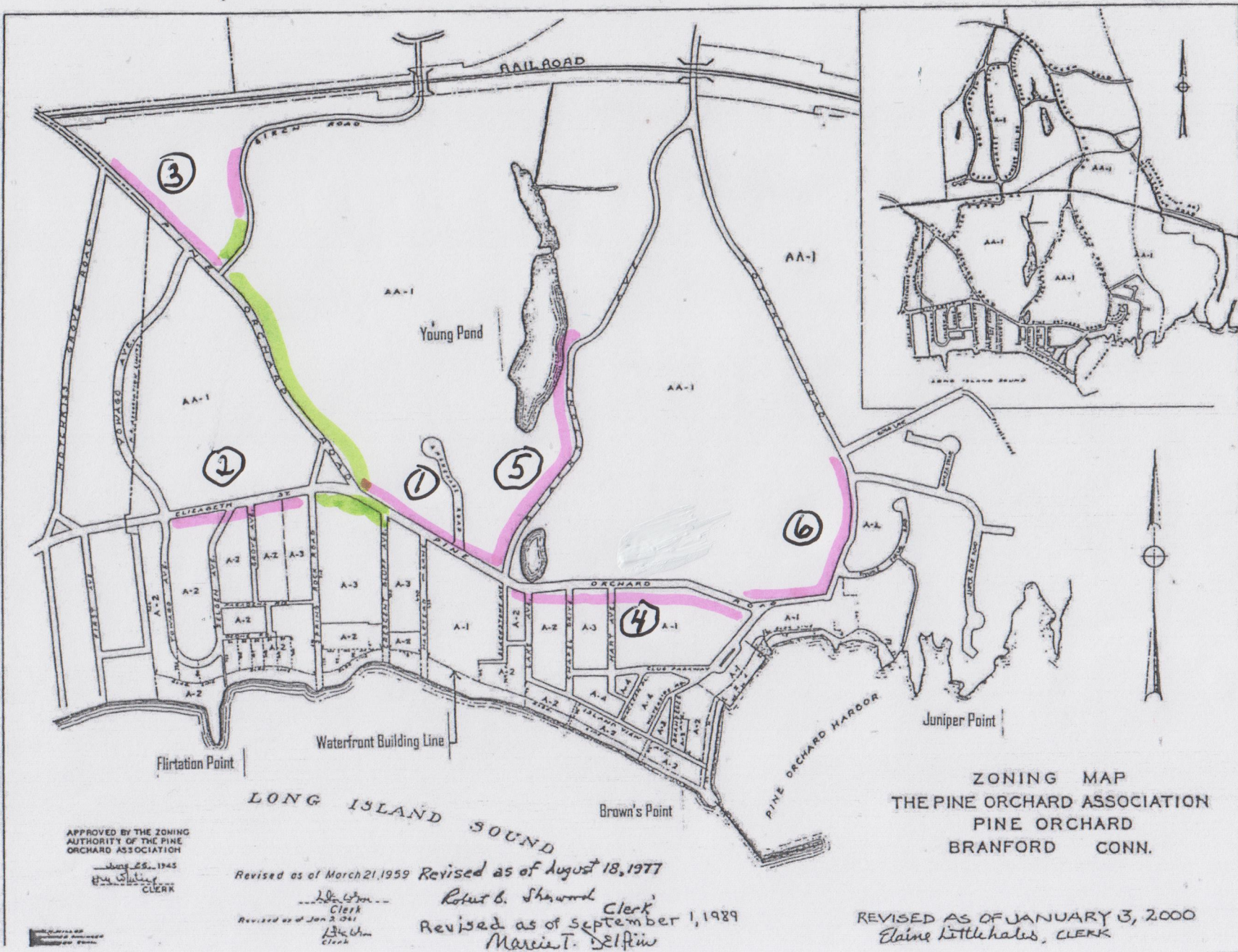
We had two meetings. May 21<sup>st</sup> and July 23<sup>rd</sup>. After getting committee concurrence, I forwarded the minutes from these meetings to all Board members at the time. I also copied Peter Robinson such that they could be posted on our web site.

It is the committee's feeling that sidewalks will significantly improve pedestrian safety and that a total sidewalk project plan (prioritized) should be adopted. We estimated total for the initially studied section (830 feet), as requested by this body to be \$40,300. This cost includes a survey (\$7,100) of the recommended northern side of Pine Orchard Road. Construction costs were estimated to be \$8-12 per square foot for the first phase. I used an average of \$10 sq/ft. We also agreed at our July meeting that all agreements should be in writing.

Peter R. Hugret

Sidewalk Committee Chair

EXISTING  
 PLANNED



APPROVED BY THE ZONING  
 AUTHORITY OF THE PINE  
 ORCHARD ASSOCIATION

1945  
 CLERK

Revised as of March 21, 1959 Revised as of August 18, 1977

Revised as of Jan 2, 1981  
 Robert B. Shawwood Clerk  
 Revised as of September 1, 1989  
 Marcie T. Delfino Clerk

REVISED AS OF JANUARY 3, 2000  
 Elaine Littlehales, CLERK



**Juliano Associates**  
405 Main Street (Yalesville)  
Wallingford, Connecticut 06492  
Voice: 203-265-1489  
Fax: 203-949-1523

April 27, 2020

Pine Orchard Association  
c/o Mr. Peter R. Hugret  
6 Elizabeth Street  
Branford, Connecticut 06405

RE: Right of Way Surveys and Sidewalk Design, Branford:

2. Elizabeth Street from Spring Rock Road to Yowago Avenue
3. Birch Road to the Linear Trail (north side of Pine Orchard Road)
4. Pine Orchard Road (south side) from Blackstone Avenue to Club Parkway
5. Blackstone Avenue from Pine Orchard Road to Young's Pond Park (west side)
6. Pine Orchard Road from Club Parkway to Shoreline Green-way Trail (west side)

Dear Mr. Hugret:

Thank you for contacting Juliano Associates LLC to discuss obtaining a fee proposal on behalf of the Pine Orchard Association (POA) for the survey and engineering design of sidewalks for the five (5) additional areas identified above. Based upon this understanding, we are pleased to offer the following:

Feasibility Study: Juliano Associates LLC will prepare a feasibility plan for the proposed sidewalk throughout the Pine Orchard Association per the plan received. This plan will look at the approximate location with respect to the Town and State roads as well as properties and obstacles along the Right-of-Ways.

SURVEY SERVICES: Juliano Associates LLC will provide the necessary land records research, office computations and mapping to prepare a **Right of Way Survey**. A Right of Way Survey is a type of survey which maps the limits of existing or proposed highways or public utility transmission easements, including the mapping of parcels to be acquired for such purpose(s), as referenced to an established baseline. the baseline to which the highway, easement or acquisition lines are referenced shall be a traverse line, project centerline or construction baseline, any of which shall be monumented or specifically tied to permanent reference markers and shall comply at a minimum with Horizontal Accuracy Class A-2. Highway or easement lines may be deed, occupation, notification or acquisition lines; shall be noted accordingly; and may be monumented. The features depicted on the mapping may be the



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result of aerial photogrammetric or field location surveys. All pertinent sources shall be noted. The method of determining the position of the property lines depicted shall be noted as shall the appropriate Horizontal Accuracy Class.

In addition to the Right of Way Survey, Juliano Associates LLC will also prepare a Class T-2 **Topographic Survey** of the project area. A Topographic Survey is a type of survey which depicts the configuration (relief) of the earth's surface (ground) and the location of natural and artificial objects thereon. The Topographic and Vertical Classes of Accuracy shall be noted. Benchmarks shall be depicted or noted on all Class T-2, T-2 and T-2 Surveys. Survey datum and contour interval shall be depicted or noted.

All work will be in conformance with regulations as defined in the **Standards for Surveys and Maps in the State of Connecticut** as adopted by the Connecticut Association of Land Surveyors, Inc. on September 26, 1996.

ENGINEERING SERVICES: Upon completion of the above described surveying services, our office will prepare an engineering plan for the design of a sidewalk for each of the five above identified areas. Included with the proposed layout of the proposed sidewalk, Juliano Associates LLC will prepare a profile of the sidewalk, include sedimentation and erosion controls and the appropriate construction details to comply with both local and state requirements. Finally, as part of our services we will meet with the appropriate authority (Connecticut Department of Transportation and/or Town of Branford Engineering Department) to discuss the proposed design and address any concerns or questions they might have with respect to the design of the proposed sidewalk.

Upon approval by the Connecticut Department of Transportation and/or the Town of Branford Engineering Department, Juliano Associates LLC will provide the client with signed and sealed paper copies for securing permits and prepare a mylar of the survey mapping suitable for filing on the Branford land records.

Prior to JULIANO ASSOCIATES, LLC undertaking the above scope of services, the Client will provide JULIANO ASSOCIATES, LLC with all available information pertinent to the services to be performed including, but not necessarily limited to: maps, drawings, deeds, agreements, easements, other encumbrances, correspondence, potential conflicts, etc.

JULIANO ASSOCIATES, LLC IS A FULL-SERVICE CONSULTING FIRM PROVIDING EXPERTISE IN MOST PHASES OF PLANNING, CIVIL ENGINEERING, AND LAND SURVEYING TO BOTH PUBLIC AND PRIVATE SECTOR



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CLIENTS. HOWEVER, UNDER THIS AGREEMENT, NO OTHER SERVICES ARE OFFERED OR IMPLIED OTHER THAN THOSE SPECIFICALLY STATED WITHIN THE ABOVE SCOPE OF SERVICES.

SCHEDULE: We will commence work on the project within five (5) business days of notice to proceed. Notice to proceed is understood to be the receipt of the signed agreement by Juliano Associates, LLC. The survey and mapping will be completed based upon our current work schedule and weather conditions. As each area is surveyed and mapped, Juliano Associates LLC will issue preliminary mapping to the POA for their review and comment.

Inclement weather (i.e. snow, ice, rain) which is beyond our control may delay the project. Should adverse weather conditions be encountered during work on the project, the Client will be notified in writing of any anticipated delays in completing the scope of services.

FEES: Juliano Associates LLC has developed a lump sum fee for the feasibility study as well as each of the five (5) identified areas as if they were to be issued as separate contracts over time. These fees are as follows:

1. Feasibility Study: Four thousand two hundred (\$4,200.00) dollars
2. Three thousand seven hundred and sixty-five (\$3,765.00) dollars
3. Five thousand nine hundred and twenty (\$5,920.00) dollars
4. Five thousand seven hundred and thirty (\$5,730.00) dollars
5. Six thousand and fifty-five (\$6,055.00) dollars
6. Five thousand three hundred and fifty (\$5,350.00) dollars

In addition, we have provided a lump sum fee to survey and map all the areas at one time. This fee would be twenty-one thousand four hundred and fifty-five (\$21,455.00) dollars which represents a savings of twenty percent.

Based upon our prior work experience with the Pine Orchard Association Juliano Associates LLC will not require a retainer prior to the commencement of services. Our fee, regardless of which method of contracting the POA desires, will be invoiced monthly based upon percentage of work completion. All invoices are due upon receipt. For the convenience of our clients, Juliano Associates LLC accepts all major credit and debit cards.

IN THE EVENT THAT SAID ACCOUNT IS UNPAID AFTER THE THIRTIETH DAY SUBSEQUENT TO THE DATE OF THE INVOICE, THE CLIENT WILL BE SUBJECT TO AND RESPONSIBLE FOR A MONTHLY SERVICE CHARGE OF ONE AND ONE-HALF PERCENT (1.5%) ON THE THEN UNPAID BALANCE (18% TRUE ANNUAL RATE). IN ADDITION, JULIANO ASSOCIATES, LLC WILL BE ENTITLED TO STOP WORK AND/OR WITHHOLD ANY AND



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ALL DOCUMENTS PREPARED FOR THE CLIENT INCLUDING DOCUMENTS FOR FILING ON THE PUBLIC LAND RECORDS WITHOUT BEING DEEMED IN BREACH OF CONTRACT OR LIABLE FOR ANY DAMAGES THAT MAY RESULT FROM STOPPING WORK AND/OR WITHHOLDING DOCUMENTS. IN THE EVENT THAT ANY PORTION OR ALL OF THE ACCOUNT REMAINS UNPAID NINETY (90) DAYS SUBSEQUENT TO THE FIRST BILLING DATE, THE CLIENT WILL PAY ALL COSTS OF COLLECTION INCLUDING REASONABLE ATTORNEY'S FEES.

Please sign below and to accept the terms of this agreement and the general conditions. Return of the signed original agreement will constitute notice to proceed. We suggest that you make and retain a copy of this contract for your records. **UNLESS NOTICE TO PROCEED IS RECEIVED WITHIN FIFTEEN (15) DAYS OF THE DATE OF THIS CONTRACT THIS OFFER OF SERVICES WILL EXPIRE.**

Thank you for this opportunity to be of service and we look forward to working with you on this project. Should you have any questions, please do not hesitate to contact us accordingly.

Very truly yours,

*Matthew M. Niski*

Juliano Associates, LLC  
Matthew M. Niski, P.E.

Accepted by: \_\_\_\_\_ Date \_\_\_\_\_  
Authorized Signatory  
Pine Orchard Association

The individual executing this Agreement, if acting on behalf of a partnership, corporation or funding agency represents that he/she has the authority to do so. This Agreement is not assignable and no assignment will relieve the undersigned from any obligations under this Agreement.

In the event that any provision of this Agreement shall be held to be invalid or unenforceable, all other provisions of this Agreement and the Terms and Conditions attached herewith, shall be valid and binding between Pine Orchard Association (collectively referred to as the Client) and Juliano Associates, LLC.

Pine Orchard Association Section 10 of the Charter

Section 10. Maintenance of Public and Private Thoroughfare Said executive board may order the owner or owners of any land fronting on any highway within the limits of said association to construct or repair sidewalks, curbs or gutters within the highway adjacent to said land, of the kind, in the manner, and in the time specified in said order, at such grade as may have been established in said highway. Notice of such order shall be signed and served in the same manner as prescribed for notices of meetings of the association. In case any land affected by any such order or by any assessment or tax shall be holden by two or more persons jointly, or two or more persons shall have different estates therein, said executive board may apportion between such persons the expenses of carrying out such order or the amount of such assessment or tax. If any such owner shall neglect or refuse to comply with such order, said executive board may cause the work required by said order to be done and the expense so incurred shall, from the time when said work is begun, be and continue a lien in favor of said association upon said land, and may be collected by suit or foreclosure in the name of said association. Said board may pass by-laws in relation to the keeping of said sidewalks free from obstructions, to be enforced in the same manner as provided in section nine.

## Office Manager Report for May 2020

### 1) Zoning & Zoom

- a. Going forward, the Zoom videoconferencing platform will be used by the ZBA until further notice. First Zoom ZBA Hearing will be on May 11<sup>th</sup>. Test meeting on Thursday May 7<sup>th</sup> at 3PM.
- b. To date, no one has submitted a Zoning Ordinance complaint form the form posted to POA website.

### 2) POA Building

- a. The new POA Mailbox installed. Seth and I removed the old mailbox and Seth took it to the town dump.
- b. Purchased a bag of fertilizer and grass seed for the lawn. Looking good! I will do a second feeding in early June and in September. About \$54/application.
- c. Need to revisit getting the asphalt repaired and new lines painted. Lose chunks of asphalt are now scattered over the driveway.
  - i. Driveway sealant only, - \$2,200 (driveway Dr.).
  - ii. Asphalt entire upper driveway - ~\$15,000 - \$20,000
- d. New Lighting system quote - \$2,732
  - i. 16' pole, concrete base with dual lamps - \$1,252
  - ii. Install by KMB Electrical - \$1,480 (\$200 for recessed lighting)

### 3) POA Credit Card

- a. Credit card is really helping. Limited raised \$1,000 per transaction.
- b. Constant Contact (Email outreach), MS 365 (MS Office) and PDF manager on POA card.

### 4) Office procedures

- a. All POA minutes and referenced documents now in a indexed binder in the POA office.
- b. The POA office Managers procedures manual has become a living document. Now at 14 pages.

### 5) Fall concert series

- a. Canceled

### 6) Pine Orchard Hero's

- a. First email sent out on Friday the 24<sup>th</sup>. 54% or 234 of 429 opened the email
- b. Only one objection to the email ...

"I think it's wonderful and justified that Judith is proud of her son working in Rhode Island, but as you note, this type of sharing is not part of the municipality's duties. "

- c. Working with Susan Dahil to do support this effort, we have two more to promote.
- d. Will promote on Social Media platform like Facebook™