



PINE ORCHARD ASSOCIATION  
Branford, Connecticut

**PINE ORCHARD ASSOCIATION  
EXECUTIVE BOARD MEETING NOTICE  
AND AGENDA  
MONDAY, Jan. 13th, 2025**

At the call of the President, The Pine Orchard Executive Board will hold its' January board meeting at the POA office at 180 Pine Orchard Road and via Zoom on Monday Jan. 13th, 2025, at 7PM. All are welcomed to attend.

- 1) Call to order
- 2) Approve minutes from Nov. 4th, 2024, Executive Board Meeting
- 3) Officers and Committee Reports:
  - Treasurer – John Grathwol
  - Tax Collection - John Grathwol
  - Zoning - Matt Barez & Thomas Roche
  - Nominating - George O'Dowd
  - Building - Andrew Ruff
  - Waterfront - David Silverstone, Karen Jubanyik
  - By Laws & Beautification – David Scheer
  - Office Manager - Peter Robinson
- 4) New Business
- 5) Old Business **(a)** Short Term Rental Update **(b)** Beach Access Update **(c)** Security Update **(d)** Spring Rock Road Sight line update.
- 6) The Executive Board reserves the right to move to Executive Session related to any of the subjects brought before the Board.

**Public Comment Rules:**

1. Individual public comments are limited to 3 minutes.
2. Individuals shall identify themselves by name and address.
3. The public portion of the meeting shall be limited to 15 minutes in total.
4. Proper and respectful conduct is expected from any speaker during the public comment section of the meeting. Those not adhering to such guidelines will be given a warning, and absent restoration of orderly questions and/or comments the speaker's privilege to participate in the public comment via this meeting site will be terminated.

## Zoom meeting info

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Vincent Giordano

President, POA Executive Board

Pine Orchard Association | 180 Pine Orchard Road | Branford, CT 06405 US

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# Pine Orchard Association Meeting Minutes

**Date:** January 13<sup>th</sup>, 2025

## 1. Roll Call and Approval of Minutes

- Roll call was conducted, confirming quorum. Members present:

Vincent Giordano, David Silverstone, Kerri Beckert, John Grathwol, Karen Jubanyik, Matt Barez, George O'Dowd, David Scheer, Niall Ferguson (virtual), Andrew Ruff, Frank Telo.

Members absent: Thomas Roche (excused)

- Vincent Giordano called for the minutes from the November 2024 meeting. David Scheer made the motion, John Grathwol seconded. Motion carried unanimously.

## 2. Officer and Committee Reports

### Treasurer's Report (John Grathwol):

- Six-month budget performance reviewed.
- Key highlights:
  - **Tax Revenue:** Slightly exceeded expectations due to minor estimation errors (<1%).
  - **Building Permits/Fees:** \$2,200 collected of \$5,700 budgeted, with most activity expected in summer.
  - **Expenditures:** On track for most categories; insurance (40% remaining) and utilities (50% expended) align with projections.
  - **Legal Budget:** No invoices yet; lower activity predicted, but \$17,750 remains allocated.
  - **Overages:** \$573 over budget for accounting software due to unexpected vendor charges.

### Discussion:

- Upcoming property tax increases noted (average 70%–80% rise). Members discussed potential mill rate adjustments to address revenue needs without overburdening residents.

### **Zoning Report: (Matt Barez)**

- **Short-Term Rentals:**
  - Continued enforcement efforts on a known violation; letters sent since 2023.
  - Recommendation to involve legal counsel for issuing fines and contacting platforms like Airbnb/VRBO.
  - Maximum fine of \$150/day may be insufficient to deter violations.
- **Building Applications:**
  - One recent application reviewed; Pine Orchard Country Club's application was received today and may need special hearing due to commercial property and non-conforming use.

### **Nomination Committee:**

- George O'Dowd states that preparations underway to identify candidates for upcoming positions.

### **Building Committee: (Andrew Ruff)**

- Building has been winterized, and standard maintenance is ongoing.

### **Waterfront and Shoreline Maintenance: (Karen Jubanyik and David Scheer)**

- **Island View Wall:** Structural repairs needed on sound-side buttress wall; estimate pending from contractor Gary Lyon. Estimated cost may reach tens of thousands due to tidal challenges.
- **Crescent Bluff Railing:** Lower part requires replacement; full replacement under consideration. Quotes forthcoming.
- **Selden Avenue Stairs and Landing:**
  - Repairs needed on stairs and platform. Ownership clarification between Pine Orchard Association and Town of Branford pending.
  - Proposal to conduct "make-safe" maintenance until ownership is resolved.
- **Spring Rock Road intersection**
  - David Scheer and Greg Stak, (virtually,) informed the board of the improvements made to the sight lines at the intersection of Spring

Rock Road and Pine Orchard Road. The Town has been receptive to improvement suggestion.

- A speed monitoring sign has been placed along Pine Orchard Road, but the board feels that it may be better placed in the opposite direction to slow the speed of traffic coming into our neighborhoods.
- Vincent Giordano suggested that members of the committee attend the Town's next Board of Police Commissioners Traffic Meeting.

### **3. Old Business**

#### **Short-Term Rentals Update:**

- Further legal consultation needed to impose fines and pursue resolution.
- Proposal to send formal notice to Airbnb/VRBO regarding non-compliance.

#### **Beach Access and Property Ownership:**

- Continued discussions on Selden Avenue ownership and public access implications. Historical title research may indicate partial ownership by the town.

### **4. New Business**

Resident Bob Dahill brought to the board a concern about the access to the beach of Spring Rock Road which is over private property. The owners (David Scheer, board member) have made it clear that Pine Orchard residents have unrestricted access to the beach through their property. Discussion continued for 5 minutes with commentary from Niall Ferguson and Karen Jubanyik. Vin Giordano said that at this time, access is not being restricted, and that if it would be in the future, we could address it then.

#### **Adjournment:**

Vincent Giordano called for adjournment. The motion was made by Matt Barez and seconded by Kerri Beckert. Meeting adjourned at 8:15 pm.

**Minutes prepared by:** Kerri Beckert, Clerk, Pine Orchard Association



**POA - Treasurer's Report - January 2025**  
**Current Budget vs. Expenditure Activity YTD**  
as of 12/31/2024

	Approved Budget FY 24/25	Budget Activity YTD	\$ Remain. Budget	% Remain. Budget	
<b>RECEIPTS</b>					
Tax Collections	\$ 96,878	\$ 97,661	\$ 783	-1%	<<< Complete
Rent	\$ 5,200	\$ 4,600	\$ 600	12%	<<<
Building & Permit Fees	\$ 5,700	\$ 2,200	\$ 3,500	61%	
Other (Int., Moorings)	\$ 55	\$ 34	\$ 21	39%	
Use of Capital Savings	\$ 17,000	\$ -	\$ 17,000	100%	
<b>Total</b>	<b>\$ 124,833</b>	<b>\$ 104,495</b>	<b>\$ 20,338</b>	<b>16%</b>	
<b>DISBURSEMENTS</b>					
Security	\$ -	\$ -	\$ -	-	
Shorefront Maintenance	\$ 60,000	\$ 3,420	\$ 56,580	94%	<<<
Building Maint/Utilities	\$ 9,000	\$ 4,508	\$ 4,492	50%	
Property Improvements	\$ -	\$ -	\$ -	-	
Office/General	\$ 18,000	\$ 9,074	\$ 8,926	50%	
Insurance	\$ 7,800	\$ 4,676	\$ 3,124	40%	
Legal**	\$ 17,750	\$ -	\$ 17,750	100%	<< No bills YTD
Zoning	\$ 5,000	\$ 50	\$ 4,950	99%	
PO Web	\$ -	\$ -	\$ -	0%	
Ann. Acctg / Tax Softwar	\$ 4,400	\$ 4,973	\$ (573)	-13%	
Beautification Com.	\$ 3,500	\$ -	\$ 3,500	100%	
Sidewalks	\$ -	\$ -	\$ -	-	
<b>Total</b>	<b>\$ 125,450</b>	<b>\$ 26,700</b>	<b>\$ 98,750</b>	<b>79%</b>	
<b>NET INCOME (LOSS)</b>	<b>\$ (617)</b>	<b>\$ 77,794</b>	<b>N/A</b>		

<b>Account Balances</b>	
As of 12/31/2024	
BOA checking	<b>\$119,813</b>
BOA Savings	<b>\$67,866</b>
<b>BOA total balance</b>	<b>\$187,679</b>

\* The planned transfer of \$17,000 from BOA saving, to BOA checking, has not yet been made.

**POA - Treasurer's Report - January 2025**  
**FY 24/25 Budget vs. Prior Year Actuals**

	<b>FY 22/23</b>	<b>FY 23/24</b>	<b>FY 24/25</b>	
	<b>Actuals</b>	<b>Actuals</b>	<b>Budget</b>	
	6/30/23	6/30/24	5/13/24	
	Mil rate 4	Mil rate 5	Mil rate 5	
<b>RECEIPTS</b>				
Tax Collections	\$ 77,036	\$ 96,860	\$ 96,878	
Rent	\$ 5,800	\$ 4,600	\$ 5,200	
Building & Permit Fees	\$ 7,850	\$ 4,375	\$ 5,700	
Other (Int. inc., Other)	\$ 94	\$ 27	\$ 55	
Use of Capital Savings	\$ 60,500	\$ -	\$ 17,000	<<< *Not done yet.
<b>Total</b>	<b>\$ 151,280</b>	<b>\$ 105,862</b>	<b>\$ 124,833</b>	
<b>DISBURSEMENTS</b>				
Security	\$ -	\$ -	\$ -	
Shorefront Maintenance	\$ 63,420	\$ 42,408	\$ 60,000	<<< 5/24 Annual Est.
Building Maint/Utilities	\$ 9,226	\$ 15,450	\$ 9,000	
Property Improvements	\$ -	\$ -	\$ -	
Office/General	\$ 17,266	\$ 19,159	\$ 18,000	
Insurance	\$ 7,846	\$ 7,862	\$ 7,800	
Legal**	\$ 41,872	\$ 15,544	\$ 17,750	<<< Attorney Est.
Zoning	\$ 4,960	\$ 4,580	\$ 5,000	
PO Web	\$ -	\$ -	\$ -	
Acctg. Review /Tax Tech.	\$ 4,064	\$ 4,135	\$ 4,400	
Beautification Committee	\$ 1,019	\$ 327	\$ 3,500	<<< 5/24 Est.
Sidewalks	\$ -	\$ -	\$ -	
<b>Total</b>	<b>\$ 149,673</b>	<b>\$ 109,465</b>	<b>\$ 125,450</b>	
<b>NET INCOME (LOSS)</b>	<b>\$ 1,607</b>	<b>\$ (3,603)</b>	<b>\$ (617)</b>	

<b>Account Balances</b>	
As of 12/31/2024	
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BOA Savings	<b>\$67,866</b>
<b>BOA total balance</b>	<b>\$187,679</b>

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## Office Manager Report for Nov. and Dec. 2024

1) **POA Tax Collection: Defer to John.**

2) **Zoning: Defer to Matt Barez and Thomas Roche**

3) **POA Office:**

**Outreach:**

- a. We have 76% coverage via email for all POA residences (510 emails).
- b. I continue to get back to 90% of the POA inquiries within 24 hours.
- c. Sent out 2 welcome letters this period.
- d. Sent out TAX Exempt status form to Frontier Comm.
- e. Worked with treasurer to file 1099 with account.

4) **Building:**

- a. Water turned off – building winterized
- b. Furnace cleaned and serviced
- c. Generator serviced
- d. Mouse traps set
- e. Tightened up the Beach Access Gate at the end of Chapel Drive.
- f. Asked Perfect Turf not to plow for snowfall <3"

5) **Community:**

- a. Will continue to support the Union Chapel with email announcement of their 2024/25 events.
- b. *Neighborhood Secure* webpage is up to date. No new activity since Nov. 6<sup>th</sup> on SRR
- c. Set out notice to cut back vegetation with follow-up planned for the week of 11/11 will follow-up with the 14 properties identified in March 2025.