



PINE ORCHARD ASSOCIATION
Branford, Connecticut

**NOTICE: PINE ORCHARD ASSOCIATION
EXECUTIVE BOARD MEETING
MONDAY JANUARY 5th, 2026, AT 7PM
AGENDA NOTED BELOW**

At the call of the President, The Pine Orchard Executive Board will hold its January Executive Board Meeting at the POA offices at 180 Pine Orchards Road and via Zoom™ on Monday Jan. 5th, 2026, at 7PM. All are welcome to attend.

1) Call to order

2) Approve minutes from Nov. 8th, 2025, Executive Board Meeting

3) Officers and Committee Reports

- By Laws
- Treasurer
- Tax Collection
- Zoning
- Nominating - Replacing Frank Telo
- Building - garage rental update, quote to replace floor
- Waterfront - Gate at Island View and replacement steps
- Office Manager
- Other Issues

4) Old Business –

5) New Business –

6) Public Comments

7) Executive Session - (optional) The Executive Board reserves the right to move to Executive Session related to any of the subjects brought before the Board

8) Public Comments

9) Adjournment.

Meeting ID: 846 3077 9226

Passcode: 116765

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Matt Barez
President, POA Executive Board

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Pine Orchard Association Executive Board Meeting Minutes 5 January 2026

Roll call and Call to order:

In attendance:

Matt Barez, Kerri Beckert, George O'Dowd, Richard Greenalch, jr., Vincent Giordano, Karen Jubanyik, Thomas Roche, Andrew Ruff, David Scheer, David Silverstone, Office Manager Peter Robinson.

Absent: Niall Ferguson

A quorum was established.

The meeting was called to order at 7:02 PM by Matt Barez.

Approval of Prior Minutes

Motion to approve the minutes of the November 8, 2025 Executive Board Meeting by Thomas Roche. Seconded by Richard Greenalch, jr. Approved unanimously.

Officers and Committee Reports

Bylaws

No report; no current activity.

Treasurer

Financials are approximately six months into the fiscal year and generally on track. A \$770 discrepancy was noted between tax collections and the budget and is pending reconciliation. Shoreline maintenance work at Island View exhausted the current waterfront budget allocation. Beautification funds have not yet been expended and may carry over. A surplus remains in the legal budget with no immediate legal expenses anticipated.

Tax Collection

All taxes were paid as of mid-December. No liens are required currently.

Zoning

4 Recent zoning applications approved include 199 Totoket Road, 60 Juniper Point Road, 8 Gaylea Drive, and a ZBA setback approval for 12 Pinewood Road.

Nominating Committee

Efforts continue to identify candidates. Two residents have agreed to assist on the committee, per the bylaw requirement. Discussion was held regarding identifying needed Board skill sets and proactive recruitment.

Kerri Beckert will write a letter for distribution seeking participants for nomination.

Building Committee

The garage remains unrented. One interested party proposed storing nonprofit records; discussion is ongoing.

Moisture issues were identified with the basement floor installed in Fall 2023. A replacement quote of approximately \$15,000 was received. Board will investigate whether or

not the flooring was suitable for space and if there is a warranty with the installer and or manufacturer. Follow-up with the contractor is planned.

Waterfront

Recent shoreline work at Island View prevented major storm damage. The Chapel Drive access steps were destroyed during recent storm; signage will be installed and replacement quotes obtained. Gate repairs at the end Island View Ave were discussed and deferred until spring.

Office Manager

IRS 1099 forms have been completed and submitted to the accountant. Administrative operations remain unchanged.

Beautification

The Beautification Committee will coordinate with the Town of Branford to discuss Spring Rock improvements for the upcoming season.

Old Business

No substantive updates on the Whitby case.

New Business

Brief discussion continued regarding liability insurance coverage. Board discussed POA building parking lot lighting for safety.

Public Comments

None.

Executive Session

The Board did not enter Executive Session.

Adjournment

The meeting was adjourned following a motion by Thomas Roche, seconded by George O'Dowd, and unanimous approval.

The next regular Executive Board meeting is scheduled for March 2, 2026.

Respectfully submitted,

Kerri C. Beckert
Clerk, Pine Orchard Association

Pine Orchard Association Treasurer's Budget Report November 3, 2025
Current Approved Budget vs. Expenditure Activity YTD
as of 12/31/2025

| | Approved Budget FY 25/26 | Budget Activity YTD | \$ Remain. Budget | % Remain. Budget |
|----------------------------|--------------------------------|---------------------------|-------------------------|------------------------|
| RECEIPTS | | | | |
| Tax Collections | \$ 105,867 | \$ 105,097 | \$ 770 | 1% |
| Rent | \$ 5,200 | \$ 2,800 | \$ 2,400 | 46% |
| Building & Permit Fees | \$ 5,000 | \$ 1,650 | \$ 3,350 | 67% |
| Other Income (Int., Books) | \$ 43 | \$ 1,449 | \$ (1,406) | -3270% |
| Use of Funds/Savings | \$ 29,590 | \$ - | \$ 29,590 | 100% |
| Total | \$ 145,700 | \$ 110,996 | \$ 34,704 | 24% |
| DISBURSEMENTS | | | | |
| Security | \$ - | \$ - | \$ - | - |
| Shorefront Maintenance | \$ 59,000 | \$ 58,122 | \$ 878 | 1% |
| Building Maint/Utilities | \$ 15,000 | \$ 5,013 | \$ 9,987 | 67% |
| Property Improvements | \$ - | \$ - | \$ - | - |
| Office/General | \$ 18,000 | \$ 11,784 | \$ 6,216 | 35% |
| Insurance | \$ 7,800 | \$ 5,780 | \$ 2,021 | 26% |
| Legal | \$ 33,000 | \$ 8,236 | \$ 24,764 | 75% |
| Zoning | \$ 5,000 | \$ - | \$ 5,000 | 100% |
| PO Web | \$ - | \$ - | \$ - | 0% |
| Ann. Acctg /Tax Software | \$ 4,400 | \$ 2,930 | \$ 1,470 | 33% |
| Beautification Com. | \$ 3,500 | \$ - | \$ 3,500 | 100% |
| Sidewalks | \$ - | \$ - | \$ - | - |
| Total | \$ 145,700 | \$ 91,865 | \$ 53,835 | 37% |
| NET INCOME (LOSS) | \$ - | \$ 19,132 | N/A | |

| Account Balances | |
|--------------------------|---------------------|
| Bank of America | As of 12/31/2025 |
| Checking | \$49,363.77 |
| Saving | \$20,005.58 |
| 7 month CD | \$40,930.81 |
| 12 month CD | \$40,756.52 |
| BOA total balance | \$151,056.68 |

Bontatibus Floors LLC
 170 FORT PATH RD
 UNIT # 8
 MADISON CT 06443

Phone 203-245-2191

Invoice

Date 7/27/2023
 Invoice # 12309

Bill To
 PINE ORCHARD ASSOCIATION
 180 PINE ORCHARD RD
 BRANFORD CT 06405

Ship To
 PINE ORCHARD ASSOCIATION
 180 PINE ORCHARD RD
 BRANFORD, CT 06405
 PETER ROBINSON 203-215-9560
 VIN GIORDANO 203-410-4428

| P.O. No. | Terms | Rep | Ship Date | Via | FOB | Project |
|----------|--------|------|-----------|-----|-----|---------|
| VINNIE | CUSTOM | GENE | 7/27/2023 | | | |

| Description | Qty | Rate | Amount |
|--|-----|--------|----------|
| 1ST FLOOR MAIN LEVEL OFFICE FROM STREET LARGE OFFICE/ PRIME 0616V-00509 WASHED OAK 4" COVE BASE CARPET TILE | 51 | 35.00 | 1,785.00 |
| PREP WORK GO TO BE VERY HARD RIP UP/DOUBLE GLUE DOWN | 36 | 4.00 | 144.00 |
| 5 MEN / | | 920.00 | 920.00 |
| CARPET Tile | | | |

| | |
|-----------------------|---|
| Total | \$2,849.00 |
| Pymnts/Credits | \$0.00 |
| Balance Due | \$2,849.00 \$2,000 |

PLEASE SEND CHECK TO
 BONTATIBUS FLOORS
 36 ROSE ST UNIT 409
 BRANFORD CT 06405

Bontatibus Floors LLC
 170 FORT PATH RD
 UNIT # 8
 MADISON CT 06443

Phone 203-245-2191

Invoice

Date 7/27/2023
 Invoice # 12309A

Bill To
 PINE ORCHARD ASSOCIATION
 180 PINE ORCHARD RD
 BRANFORD CT 06405

Ship To
 PINE ORCHARD ASSOCIATION
 180 PINE ORCHARD RD
 BRANFORD, CT 06405
 PETER ROBINSON 203-215-9560
 VIN GIORDANO 203-410-4428

| P.O. No. | Terms | Rep | Ship Date | Via | FOB | Project |
|----------|--------|------|-----------|-----|-----|---------|
| VINNIE | CUSTOM | GENE | 7/27/2023 | | | |

| Description | Qty | Rate | Amount |
|--|-----|----------------|------------------|
| BASEMENT HALL, CONFERENCE ROOM, AND BATH ROOM PRIME 0616V-00509 WASHED OAK | 790 | 8.00 | 6,320.00 |
| REMOVE BOWL AND RESET WITH NEW RING 40 1/4 NEEDED OR COVE BASE 2 VINYL REDUCER | 40 | 100.00 4.00 | 100.00 160.00 |
| RIP UP AND REMOVE DOUBLE GLUE DOWN (GOING TO BE VERY HARD) | | 1,570.00 | 1,570.00 |

| | |
|-----------------------|-----------------------|
| Total | \$8,150.00 |
| Pymnts/Credits | \$0.00 |
| Balance Due | \$8,150.00 |

\$8,000

PLEASE SEND CHECK TO
 BONTATIBUS FLOORS
 36 ROSE ST UNIT 409
 BRANFORD CT 06405

Bontatibus Floors LLC

170 FORT PATH RD
 UNIT # 8
 MADISON CT 06443

Invoice

Invoice #: 14717
Invoice Date: 12/12/2025
Due Date: 12/12/2025
Case:
P.O. Number: PETER

Bill To:

PINE ORCHARD ASSOCIATION
 180 PINE ORCHARD RD
 BRANFORD CT 06405

| Description | Hours/Qty | Rate | Amount |
|---|-----------|----------|----------|
| PETER 203-215-9560-/// 203-488-5180 BASEMENT HALL, OFFICE, BATH | | | |
| PREP RIP UP AND REMOVE EXISTING FLOOR COVERING CLEAN CONCRETE SCRAPE , SAND , PREP, REMOVE AND THEN REINSTALL WHEN FLOOR IS COMPLETE 2 PART SEALER APPLY TO CONCRETE TOTAL PREPWORK SUPPLIES AND LABOR | | 5,500.00 | 5,500.00 |
| #5417V ORGANIC STRUCTURE | 97 | 82.00 | 7,954.00 |
| HEAT WELDING ALL SEAMS | 110 | 20.00 | 2,200.00 |

please send check
 BONTATIBUS FLOORS 36 ROSE ST UNIT 409 BRANFORD 06405

| | |
|-------------------------|--------------------|
| Total | \$15,654.00 |
| Payments/Credits | \$0.00 |
| Balance Due | \$15,654.00 |

OM@POA-CT.org

Report for Office Manager for Nov. and Dec. 2025

1) **POA Tax Collection: Defer to George O-Dowd**

2) **Zoning: Defer to Thomas Roche**

3) **POA Office:**

1099 for 2025: working with Michele Loso of Seward and Monde to get all 1099 out in Jan.

Outreach:

- a. We have 76% coverage via email for all POA residents (510 emails).
- b. I continue to get back to 90% of the POA inquiries within 24 hours.
- c. Sent out 1 welcome letter this period.

4) **Building:**

- a. Floor downstairs is oozing glue. I have reached out to the installer (BONTATIBUS FLOORS LLC). They provided a quote (attached).
- b. Garage Rental – defer to Andrew Ruff

5) **Community:**

- a. Will continue to support the Union Chapel with email announcements of their 2026/27 events.
- b. *Neighborhood Secure* webpage is up to date. No new activity since Nov. 6th, 2024.













LYON / MEIJA
2025



6:43

📶 100%



Select



4 Photos



