



The Common at

**Sinnott Farm**

www.sinnottfarm.com

Homeowner's Association for:

Quail Run | Spice Bush | Arrowwood | Spring Hill | Timothy Lanes

P.O. Box 681  
Bloomfield  
Connecticut 06002

**The Common at Sinnott Farm, Inc.  
Executive Board Meeting  
54 Arrowwood Lane  
Wednesday, March 2, 2016**

**MINUTES**

**In attendance:** Diane Prescod  
Myron Stewart  
Penny Jackson  
Harriette Howard  
Jeff Olmstead (via teleconference)  
Leslie Woods, Chairperson, Bylaws/Covenants Committee  
Chris Weiland, Vision Management

**Call to Order**

The meeting was called to order by Diane Prescod, President, at 6:33 pm. All board members were present. The meeting agenda had been previously distributed electronically by Vision Management.

**Homeowner participation and comment**

Leslie Woods, Chairperson of the Bylaws/Covenants Committee, was in attendance to discuss the function of the committee and the ongoing work of the committee to rewrite the Association's Rules. Leslie also reviewed the Committee's handling of homeowner violations of the Rules.

Diane Prescod requested that the Board members be informed of any action taken by or communications from the Bylaws/Covenants Committee. Agreement was reached that the two committee members who are also on the Board will be responsible for keeping all Board members informed. The two committee members are Diane Prescod and Jeff Olmstead. Also, Vision Management will include copies of any formal correspondence issued by the committee in future Board meeting packages.

Leslie informed the Board that the Bylaws/Covenants Committee will conduct its Spring inspection of the community on Saturday, June 11, beginning at 10:00.

**Prior meeting minutes**

A motion was made by Penny Jackson to approve the minutes of the February 3rd Executive Board meeting. The motion was seconded by Myron Stewart and passed unanimously. Jeff Olmstead will send the approved minutes to Bobby Woods for posting on the Association website.

## **Financial Report**

Penny Jackson delivered the financial report. The combined funds in the Association's bank accounts are \$101,681. Expenses for the month of February were light.

Five homeowners have not paid 1<sup>st</sup> quarter maintenance fees. However, it was noted that payment may have been remitted to APM during the transition to the new management company. Since APM has not yet turned over year-end financial statements and homeowner records, there is uncertainty about the status of these five accounts. Chris Weiland, Penny Jackson and Diane Prescod will work together to research bank records and, if necessary, make inquiries of the homeowners to determine the status of these five accounts.

Myron Stewart will go to APM's office in Glastonbury to secure a commitment from APM regarding completion and transfer of the Association's year-end financial records and any other files that need to be turned over to the Association or its manager. Agreement was reached that APM's December payment will continue to be withheld until all files and records are received and determined to be satisfactory.

Penny Jackson distributed an exhibit that updated the proposed costs for repaving the Association's lanes. The estimate costs are based on 2012 estimates, updated with a 6% annual inflation factor through 2019. An estimate of the costs for replacing storm drains using a similar methodology was also included. Penny indicated that she would continue to work on and refine the cost projections.

## **Manager's Report**

Payments to GoDaddy for website services include an amount to secure the Sinnott Farm domain name for another 10 years, and also a 2 year renewal of the software contract (through 2018). The total expense for 2016 is \$242.

Vision Management will contact the accountant to request filing an extension for the tax return (due March 15) since year-end financial information has not yet been received from APM. Jeff Olmstead will contact the Association's accountant to inform him of the change in the Association's manager.

A letter was sent by Vision Management on behalf of the Association to the homeowner at 16 Quail Run Lane regarding trash receptacles. Trash receptacles are no longer being stored on the exterior of the property and the issue has therefore been resolved.

## **Correspondence Report**

There was no correspondence received from homeowners by Vision Management or by the Executive Board since the last Board meeting.

## **Old Business**

Penny Jackson indicated that she has not yet had a conversation with the homeowner regarding a vehicle issue discussed at the last Executive Board meeting. While it was noted that there is no violation of the Association's Rules, the Board agreed that that Penny should still have an informal conversation with the homeowner about the potential for a safety issue involving the vehicle.

## **New Business**

### *Spring Newsletter*

A draft of the proposed Spring Newsletter was reviewed and approved. Diane will make changes that were discussed and forward the newsletter to Vision Management for mailing to homeowners.

### *Community Gathering*

The community gathering will be held on Saturday, June 18, 2:00-4:00, at the town park located in Sinnott Farm. Harriette Howard will coordinate this event on behalf of the Board. Diane Prescod asked Harriette to determine what is needed to hold the event and email this information along with any requests or suggestions to all Board members.

### *Lawn Damage*

It was noted that there is lawn damage at the curb of 20 Timothy Lane caused by Russo while plowing the street. Chris Weiland will contact Russo to notify them that repairs are needed.

## **Committee Reports**

### *Website*

Diane Prescod is continuing to work with Vision Management and Bobby Woods to assure that all information on the website is accurate and up-to-date. There are still some documents and other information that need to be updated.

### *Welcome Committee*

There have been no closings since the last Board meeting. Chris Weiland indicated that there has been a couple of Resale Certificates issued since the beginning of the year. Jeff Olmstead asked Vision Management to include information in each Board package about Resale Certificates requested and/or issued so the Board can be kept apprised of property sales in the community.

### **Executive Session** – There were no topics for Executive Session

There was brief discussion about formation of the Beautification Committee. Penny Jackson agreed to chair the committee.

The next meeting will be held on Wednesday, May 4, at 15 Timothy Lane, beginning at 6:30 pm.

Myron Stewart moved to close the meeting; Harriette Howard seconded the motion. The meeting was adjourned at 7:52 pm.

Respectfully submitted,  
Jeff Olmstead, Secretary