



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
85 Arrowwood Lane
Wednesday, April 6, 2016**

MINUTES

In attendance: Diane Prescod
Myron Stewart
Penny Jackson
Jeff Olmstead (via teleconference)

Call to Order

The meeting was called to order by Diane Prescod, President, at 6:32 pm. Four of five board members were present; Harriette Howard was the only board member not in attendance. The notice of the meeting and a generic agenda had been previously posted on the Association's website as required by CT law.

Homeowner participation and comment

There were no homeowners present other than the four members of the Executive Board.

Prior meeting minutes

A motion was made by Penny Jackson to approve the minutes of the March 2 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. Diane noted that the minutes from the February 3rd meeting were not yet on the website. Jeff will resend those minutes to Bobby for publication.

Financial Report

Penny Jackson delivered the financial report. Finances are in good order. Homeowner and financial records have been received from APM. Steve Hintz, the Association's accountant, has received the information needed to prepare the Association's federal tax return, but has filed an extension for extra time needed to complete the return.

Penny noted that APM has not yet been paid for December. It was agreed that if all homeowner and financial records forwarded by APM to Vision are complete and satisfactory, then APM should be paid by the Association to close out our account.

Manager's Report

The manager was not present at the meeting, therefore there was no Manager's Report.

Correspondence Report

There was no Correspondence Report.

New Business

Catch Basins

Diane Prescod reported that a preliminary review and inventory of deteriorated catch basins has been completed. A total of 4 or 5 are in very bad repair, and 10-12 are in various degrees of deterioration. A complete inventory will be prepared and provided by Diane for discussion at the next meeting.

Penny Jackson indicated that she has asked Maglieri Construction & Paving to provide her with an estimate of the cost for repaving Spring Hill Road. She will also look for the paperwork related to past repair/replacement of the catch basins.

Committee Reports

Website

Diane Prescod reported that there are still some areas of the website that need to be updated. She will continue working with Bobby Woods over the next couple of weeks to be sure all info contained on the website is current and accurate, especially information for realtors.

Welcome Committee

Penny Jackson reported that she thinks there are four new or soon-to-be new homeowners in the community. Jeff Olmstead noted that the Executive Board has not received any information from Vision Management regarding resale certificates that are issued, or closings that have occurred. Jeff will contact Chris Weiland to discuss the best way to assure that the Executive Board receives timely information about resale certificates and closings.

Bylaws/Covenants Committee

Work has been continuing on the rewrite of the Association's Rules. A draft proposal incorporating all applicable Amendments has been completed and sent to the Bylaws/Covenants Committee for review. The draft proposal will be discussed in an upcoming committee meeting on Saturday, April 9.

Executive Session – The meeting moved to Executive Session at 6:58. Executive Session was adjourned at 7:21. There were no matters coming out of Executive Session that required a vote.

Old Business

Community Gathering

Discussion was held about logistics for the community gathering that will be held on Saturday, June 18, from 2:00 to 6:00, at the town park located in Sinnott Farm.

Homeowners will be asked to provide their own chairs. Myron Stewart has access to a number of tables that he can obtain for the event. Since there is no money budgeted for the event, agreement was reached that any costs will be borne by Executive Board members individually rather than drawing upon the Association's finances.

Notification to homeowners will occur through a standalone mailing to all households. Diane Prescod has prepared a draft of the mailing which will serve as the basis for the final communication. The target date to send the mailing is the end of May. Penny Jackson will donate stamps. Jeff Olmstead will print mailing labels.

Myron Stewart moved to close the meeting; Penny Jackson seconded the motion. The meeting was adjourned at 7:35 pm.

Respectfully submitted,
Jeff Olmstead, Secretary