



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
15 Timothy Lane
Wednesday, May 4, 2016**

MINUTES

In attendance: Diane Prescod
Myron Stewart
Penny Jackson
Harriette Howard
Jeff Olmstead
Chris Weiland, Vision Management

Call to Order

The meeting was called to order by Diane Prescod, President, at 6:32 pm. All board members were present. The notice of the meeting and a generic agenda had been previously posted on the Association's website.

Homeowner participation and comment

Bobby Woods of 22 Arrowwood Lane was present to describe the situation regarding his property and adjoining common property that he has been maintaining (mowing, fertilizing, etc.) for almost 15 years. The issues had been outlined by Bobby in a detailed email to board members on May 3rd.

The Woods' goal is to acquire the strip of common property that adjoins their lot from the Association. The immediate impetus for this issue is that the Woods plan to install an irrigation system in their lawn and extending into the common property in mid-June.

Bobby briefly described the ways that the Woods could acquire this common property, and also some of the questions that still need to be addressed about the acquisition process. He has already consulted two attorneys about the options for and requirements of acquisition.

One issue that must be considered is the percentage of the entire Sinnott Farm development that was approved by the Town of Bloomfield as common property when the PUD was first developed in the 1980s. There may be restrictions on changing this percentage if the town approved the development of Sinnott Farm based on a specified amount of common property relative to the entire PUD. Bobby will research this question with the Town clerk's office.

The board agreed to discuss the Woods' situation in Executive Session later in the meeting. Bobby then left the meeting.

Prior meeting minutes

A motion was made by Penny Jackson to approve the minutes of the April 6 Executive Board meeting. The motion was seconded by Myron Stewart and passed unanimously.

Financial Report

Penny Jackson delivered the financial report. An old water bill was recently received and paid promptly, although it was a late payment. The explanation for the late payment is that APM did not forward the bill to Vision for payment on a timely basis. Diane Prescod directed that any late fees on the MDC payment should be deducted from the Association's final payment to APM.

Penny noted that the Payment Report for 2016 distributed by Vision Management was not accurate. Chris Weiland will update the report with current information about homeowner maintenance fees and email the corrected report to Penny. For any accounts that are not current, Vision will prepare and distribute letters to homeowners as required by our Rules.

There is one homeowner account that is still not paid for the 1st quarter.

Manager's Report

Chris Weiland delivered the Manager's Report per the written report delivered via email to board members in advance of the meeting.

In the discussion about Resale Certificates, Myron Stewart asked whether Vision knows whether newly purchased homes are being rented to tenants instead of being owner-occupied. Vision agreed to make this a standard inquiry of new homeowners.

Correspondence Report

There was no correspondence received from homeowners since the last meeting.

Old Business

Community Gathering

Harriette Howard reported that she has received no phone calls from homeowners offering assistance with the community gathering that will be held on Saturday, June 18.

Diane Prescod distributed the final copy of the mailing that will be sent to homeowners. Diane would like the mailing sent during the week of May 9. Penny Jackson has donated stamps and Jeff Olmstead will prepare mailing labels.

Catch Basins

Penny Jackson distributed a copy of the invoice from 2013 for repair of seven catch basins on Spring Hill Lane (\$6,900), and an estimate from Maglieri Construction and Paving for repaving Spring Hill Lane (\$78,000).

Diane Prescod reported on her review and inventory of deteriorated catch basins. Based on her assessment, a total of 5 are in need of immediate repair. Penny indicated that there is nothing in the 2016 budget for catch basin replacement but that the Reserve Fund could be tapped as an emergency measure. Chris Weiland will look at the catch basins and also the condition of Spring Hill Lane to assess what work needs to be done, and will report back to the board.

New Business

Communication Concerns

Diane Prescod had noted there were homeowner concerns about communications with Vision Management. Chris Weiland indicated that problems were mostly related to requests for Resale Certificates. Chris promised that problems have been addressed and will not continue.

Rules Revisions

Jeff Olmstead discussed the proposed revision to the Association's Rules that has been prepared by the Bylaws/Covenants Committee. He described the documents that had been previously distributed to board members, and outlined the process for adopting revisions to the Rules.

Board members were asked to review the proposed revisions and be prepared to discuss their comments and questions at the next board meeting. Jeff encouraged board members to raise questions and concerns via email in advance of the next board meeting so that the Bylaws/Covenants Committee could consider the issues and address them at the meeting.

Committee Reports

Website

Vision Management is sending updated information regarding the process for requesting Resale Certificates to Bobby Woods for posting to the website.

Welcome Committee

Six new homeowners have been identified through Resale Certificate requests. There have been no contacts with new homeowners by the Welcome Committee. Jeff Olmstead indicated that outreach will begin once phone numbers for the new homeowners have been received.

Executive Session – The meeting moved to Executive Session at 7:58. Executive Session was adjourned at 8:12. There were no matters discussed in Executive Session that required a vote.

Landscaping

There was general discussion regarding landscaping and gardening in the common areas. Myron Stewart indicated that the corners where Ryefield Hollow intersects with Quail Run and Spice Bush Lanes need to be improved, perhaps by thatching, fertilization and/or irrigation. Penny Jackson reported that she had done some hand-pruning of the shrubbery in front of the sign on Ryefield Hollow, but that additional work needs to be done to improve the look at the entrance to the community.

Jeff Olmstead suggested that an inventory of all our landscaping and gardening needs be prepared so the board could prioritize the work and budget for any expenses that need to be incurred to improve the common areas. Penny Jackson will prepare a list of all landscaping/gardening needs for discussion at the next board meeting.

Jeff Olmstead moved to close the meeting; Myron Stewart seconded the motion. The meeting was adjourned at 8:17 pm.

Respectfully submitted,
Jeff Olmstead, Secretary