



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
23 Spice Bush Lane
Wednesday, June 1, 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 6:33 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

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

Prior meeting minutes

A correction to the minutes of the May 4 meeting was proposed by Harriette Howard. A motion was made by Myron Stewart to approve the minutes as amended. The motion was seconded by Penny Jackson and passed unanimously.

Financial Report

Penny Jackson led the discussion of the Association's financials. Chris Weiland pointed out that statements had been mailed on May 20 to 17 homeowners who had not paid maintenance fees for either the first and second quarter, or just the second quarter. Some payments have been received since the May 20 communication.

Jeff Olmstead pointed out that there are specific steps in the Association's Rules regarding penalties and acceleration of maintenance fees that must be imposed by the BOD in response to late payments by homeowners. Agreement was reached that a \$300 penalty and acceleration of maintenance fees for the next 12 months will be applied to the accounts of all homeowners who are not current on maintenance fees as of June 1.

Chris Weiland reported that Vision Management had mailed checks to 7 homeowners to balance the Association's accounts. Agreement was reached that Vision should not send checks of any type to homeowners in the future without express approval of the BOD. Penny Jackson will work with Vision Management to determine exactly why the checks were mailed to these homeowners and what further action needs to occur, if any.

APM, the Association's former Manager, has not been paid for their final month of their contract with the Association. Vision Management confirmed that all homeowner and financial records have been received from APM and are satisfactory. It was noted that MDC has assessed the Association \$12.21 in late fees for late payment of MDC bills while APM was the Association's Manager. Agreement was reached to send APM their final payment, minus the late fees imposed by MDC.

Manager's Report

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

Chris Weiland inquired about the community walk-through scheduled for June 11. Since the chairperson of the Covenants Committee, Leslie Woods, has resigned from the committee, Chris agreed to assume temporary chairmanship so the walk-through could still occur. Diane Prescod will confirm the date and time of the walk-through to other members of the Covenants Committee, and also communicate the change in chairmanship.

The irrigation system has been turned on by Myron Stewart but the timing of the sprinklers still needs to be established. Russo will be notified to have their sprinkler subcontractor inspect and adjust the heads as needed.

Chris reported that Spring Hill Lane is in need of repaving. In addition, he has prepared a catalog of catch basins that are in need of repair or replacement. Most of the catch basins are on Arrowwood Lane. Vision Management will ask our contractor to assess the catch basins in the community, provide an inventory of Priority 1 and Priority 2 work that needs to be done, and prepare a cost estimate to make the necessary repairs.

A new Resale Certificate has been received for a property on Arrowwood Lane.

Correspondence Report

Chris Weiland reported no correspondence has been received from homeowners since the last meeting. Jeff Olmstead noted that the BOD had received correspondence from a Homeowner via the Association's gmail account. In the future, Vision Management will include correspondence received directly by the Association in the Correspondence Report.

Old Business

Rules Revisions

Board members were generally in agreement with the proposed Rules. Harriette Howard indicated a concern about wording in one section. The wording was described by Chris Weiland as “boilerplate” language that is found in similar Rules documents for other community property associations in Connecticut.

Chris Weiland had several observations and comments with the proposed Rules. It was agreed that, in the interest of time, he would submit his observations and comments to the BOD via email for discussion at the next Executive Board meeting.

Community Gathering

Harriette Howard reported that she has received only one affirmative response to the community gathering that will be held on Saturday, June 18. Despite that there is only one RSVP, agreement was reached that the gathering will still be held as scheduled.

Landscaping and Gardening Needs

Penny Jackson distributed a comprehensive inventory she had prepared of landscaping and gardening work that needs to be done in the common areas throughout the community. The inventory includes both immediate needs that can be addressed right away as well as longer term projects that should be tackled. Jeff Olmstead asked that the landscaped area on Deerfield Road (at the end of Arrowwood Lane) be added to the list. Penny will continue working on the short term needs with help with volunteers, if available.

New Business

Sprinklers

The topic was previously discussed in the Manager’s Report.

Committee Reports

Website

Bobby Woods has expressed his intention to resign as the Association’s webmaster. Julius Prescod has offered to assume this responsibility for the Association. Jeff Olmstead made a motion that the Executive Board appoint Julius Prescod as interim webmaster until a permanent replacement can be identified; Myron Stewart seconded the motion. The motion passed unanimously. Diane Prescod will email Bobby Woods to arrange for the transfer of the account to Julius.

Welcome Committee

Jeff Olmstead expressed concern that he has only contacted one new homeowner, and that there are many new residents in the community. Harriette Howard volunteered to assume the chairmanship of the Welcome Committee. Jeff will meet with Harriette to review the process of officially welcoming new homeowners to Sinnott Farm and transfer this responsibility to her.

Covenants Committee

Leslie Woods has resigned from the committee. Diane Prescod will mail a letter of acknowledgement to Leslie with copies to other committee members. Chris Weiland will assume a temporary role as chairman of the committee until a permanent replacement can be identified.

Executive Session

The meeting moved to Executive Session at 8:10. Executive Session was adjourned at 8:38.

Following Executive Session, Jeff Olmstead moved that a letter be sent to the homeowners on Arrowwood Lane regarding an issue regarding their lot and common property. The motion was seconded by Diane Prescod and passed unanimously.

Also, Jeff Olmstead made a motion to send the account for a homeowner on Arrowwood Lane to our attorney for collection of past due maintenance fees. Diane seconded the motion and it passed unanimously.

Myron Stewart moved to close the meeting; Diane Prescod seconded the motion. The meeting was adjourned at 8:42 pm.

Respectfully submitted,
Jeff Olmstead, Secretary