



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
7 Spice Bush Lane
Wednesday, October 5, 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. The notice of the meeting and a generic meeting 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 motion was made by Penny Jackson to approve the minutes of the September 14th Executive Board meeting. The motion was seconded by Harriette Howard and was passed unanimously.

Financial Report

There are no significant items of note regarding the financial condition of the Association since the last meeting. One homeowner continues to be late on payment of third quarter assessment. The homeowner's account has been assessed a \$300 penalty and the payment of quarterly Common Expense assessments has been accelerated for the remainder of the year.

Diane Prescod inquired about a \$10 bank charge in the income statement. Vision Management will look into this and report back to the Board.

Penny Jackson, Treasurer, projects that the Association will be over budget by approximately \$2,000 at year-end, primarily due to unexpected legal fees incurred previously. Agreement was reached that a firm forecast for year-end will be needed for presentation to homeowners at the Annual Meeting.

Manager's Report

Chris Weiland delivered the Manager's Report. The report addressed all the topics described in the written report provided via email to Board members in advance of the meeting.

Proposals for repair and/or replacement of catch basins and repaving Spring Hill Road were received from L&M Paving. The estimates from L&M were higher than any other paving contractor's quotes. Agreement was reached to use the proposal from New England Blacktop of Glastonbury in preparing the budget for 2017. Chris Weiland will contact New England Blacktop and secure a written commitment on the cost for next year, if possible.

Correspondence Report

Diane Prescod reported that there were three separate communications received from homeowners since the last meeting. All items have been addressed and responses sent to the homeowners.

Old Business

Rules Revisions

Jeff Olmstead reviewed the most recent revisions to Article XI that had been prepared and distributed prior to the meeting. All were in agreement that the revisions were acceptable and should be incorporated into the Proposed Rules.

Jeff Olmstead made a motion that the Proposed Rules should be sent to all homeowners for Notice and Comment. Penny Jackson seconded the motion and the motion was approved unanimously. Jeff will prepare a cover letter from the Board of Directors to be sent with the Proposed Rules and the Explanation of Changes to all homeowners. Vision Management will handle copying of the cover letter and documents, and mailing to homeowners. In addition, Jeff will post the revisions to the Rules on the Association's website.

An additional Board meeting is needed in advance of the Annual Meeting to review comments from homeowners and/or to vote to approve the Proposed Rules. A Board meeting will be held on Wednesday, October 26, at 7 Spice Bush Lane.

Annual Meeting

Diane Prescod reviewed the topics to be covered at the Annual Meeting, and also the format of the presentations.

Diane raised a concern about putting signs on common property announcing the date and time of the meeting. Signs are visible to the general public and could signal that homes in the community are unoccupied during the meeting. A decision on the use of the signs will be discussed at the October 26 Board meeting.

New Business

2017 Budget Draft

Penny Jackson presented and discussed the proposed budget for 2017. General agreement was reached on specific line items and also on the expenditure of \$15,500 to repair or replace catch basins that had been previously identified as needing attention. The \$15,500 expense would be drawn from the Reserve Fund and will not require an increase in the Common Expense assessment from homeowners. Chris Weiland will put the numbers into the format of the Annual Meeting presentation and forward this exhibit to Diane Prescod for inclusion in the Annual Meeting materials.

The Board next discussed ways to fund the repaving of Spring Hill Lane. Several options were identified, including (1) an increase in quarterly Common Expense assessments; (2) a special assessment specifically for the repaving project; or (3) a bank loan. The Board determined that a special assessment, collected over a period of multiple years, would be the most effective means of funding the repaving project.

Jeff Olmstead questioned why money from the Reserve Fund could not be used in part to pay for the repaving work. The answer was that the Reserve Fund must be maintained to pay for unexpected emergencies and eventually to fund the repaving of other lanes, notably Arrowwood. Also, the Reserve Fund can be used to help fund the repaving of Spring Hill Lane before the full special assessment is collected.

Penny Jackson made a motion that a special assessment of \$2,000 per homeowner be adopted by the Board, for the purpose of funding the repaving of Spring Hill Lane, and presented to homeowners at the Annual Meeting. The assessment will be payable by homeowners over 4 years and will be due in \$500 installments on July 1 of each year. Harriette Howard seconded the motion. The motion was approved unanimously.

Committee Reports

Website

Jeff Olmstead described changes that have been made to the website since the last Executive Board meeting. The section for Realtors has been updated with current information provided by Vision Management about ordering Resale Certificates.

Welcome Committee

Harriette Howard and Penny Jackson delivered a small flowering plant and the Homeowners Guide to homeowners who have moved into the community since the beginning of the year.

Bylaws/Covenants Committee

The report of the committee was covered during the discussion of the Rules Revisions under Old Business.

Beautification Committee

Penny Jackson reported that she would like to review the landscape plan that had been prepared earlier in the year. The plan needs to be updated with work that has been done this year and also to identify additional improvements that need to occur.

Executive Session

There were no topics requiring Executive Session.

The next scheduled Executive Board meeting will be held on Wednesday, October 26, at 7 Spice Bush Lane.

Myron Stewart made a motion to close the meeting and Diane Prescod seconded the motion. The meeting was adjourned at 8:53 pm.

Respectfully submitted,
Jeff Olmstead, Secretary