



The Common at
Sinnott Farm

www.sinnottfarm.com

Homeowner's Association for:

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

**The Common at Sinnott Farm, Inc.
Executive Board Meeting (Virtual)
April 20, 2023
6:00 p.m.**

MINUTES

In Attendance: Jonathan (Jonny) Baranowski, President
Patrick DeLorenzo, Vice President
Wayne Wnuck, Treasurer
Diane Prescod, Secretary
Julius Prescod, Director

Sentry Management: Kelli Jackson

Homeowners Present: Sue Petke
Clark Winchell
Deanne Lawrence
Marcia Brown

Call to Order:
The meeting was called to order by President, Jonny Baranowski, at 6:06 p.m.

Minutes:
The minutes of the January 12, 2023 meeting were approved via email and posted to the website. Going forward, the Board will follow this procedure so that community members will have access to minutes in a timely manner.

Financial Report:
Wayne Wnuck reviewed the financial reports for the first quarter of 2023 provided by Sentry. At this time we are under budget for Grounds Maintenance and Utilities. As of 4/28/23 we will have a new electric supplier (Town Square Energy) which, although it offers the lowest rate, the delivery charge remains the same across all providers. Nevertheless, this should add up to a savings of \$300-\$400 for the year.
We are over budget on several Administrative Items. Kelli will reach out to Denis to try and determine what the costs were for.
There are some questions regarding tax filings. Jonny has a letter from the CPA stating that he is preparing returns for 2021 and 2022. He will reach out and confirm that all has been properly filed, we were not overcharged, and to try and figure out why 2021 was never done. This was during the transition period from Vision Management to Sentry Management.

We have three (3) insurance policies. Wayne will follow up with our agent to determine the reason for this.

The greatest opportunity for coming in under budget/saving is in the area of Grounds Maintenance.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, met with the committee and provided a report. Sentry needs to be contacted to fix the mulch that was placed too high around the trees; committee members will continue to plant seasonal flowers in the beds at the end of our lanes as well as at the CSF entrance; the committee would like to have a \$300 budget for trimming of some lilacs – they are in the process of obtaining an estimate for this work; there is a question about the trees on the Timothy Lane island – remove or trim. In response, Jonny stated that he has already contacted SJN about fixing the mulch and the Board will wait until May or June and then look at the island on Timothy again and try to determine the best course of action. We already have an estimate for tree removal in case that is what we need to do.

Welcome Committee – Jeff Olmstead, chair, was not able to attend the meeting, however, there have not been any new members to our community this quarter.

Bylaws/Covenants Committee – Diane reported that the committee received and approved two (2) requests for solar panels, one which included a new roof. A request for a vegetable garden was received and approved as well.

Website – Julius has assumed the role of chair of this committee. At this time, information has been updated to include names and emails of Board members, posting of January minutes, winter and spring newsletters and our new property manager name and contact information. Julius thanked Jeff Olmstead for taking the time to send an email thanking him for all the work that has been done. If anyone has any questions or suggestions, please email Julius.

Paving Committee – Clark Winchell is chairing this committee. He and Wayne worked with the specs from the engineering company that the Board hired a few years back. Spring Hill is in the worst condition so should be done first, Arrowwood second. Bids have been solicited from three (3) contractors with a response from one at this time. The cost for Spring Hill would be \$148,465 and for Arrowwood \$225,000. Prices fluctuate as they are based on oil prices. The committee feels that it is important that we explore all options as we do not have sufficient funds to completely replace these lanes. There is a possibility that crack sealing can be done on Arrowwood using the material that was used on Timothy as it is a higher grade than what was used on Arrowwood a few years ago. The Town has not yet determined if Ryefield will be repaved this year, but if so, a meeting will be set up with Dan Carter (Public Works) to discuss having Spring Hill done at the same time. Although this would likely be more economical for us, we would be under a separate contract and still responsible for the cost of the project on Spring Hill.

Unfinished Business:

Reserve Account requirements, Types of accounts, Local bank – The State of CT has no requirement for keeping a reserve account/emergency fund so should we decide to, we can merge accounts. Regarding a local bank, Sentry works with Pacific Western Bank which is why our funds were transferred there. If we wanted to change to a local bank, Sentry would charge us a fee. We were going to put some funds in a CD for a better interest rate but if there is any possibility that we will have work done on Spring Hill, it is best not to move funds at this time.

Kelli will reach out to the banking department at Sentry to see if Pacific Western can provide a better options for us and what the penalty is for CD early withdrawal

Town responsibility for mowing Ryefield Hollow Drive North – We have determined that it is in our best interest to continue to have SJN take care of mowing as the Town would likely only mow once in a while and the look of the entrance to our community would suffer.

Unsolicited mailings from Sentry – There was a three (3) page mailing that went out in January that we did not request. Kelli will look into the charges we have incurred for copying, paper and postage as they seem very high and are over the projected budget.

Clarification of the number of meetings Property Manager required to attend per year – In addition to the 4 quarterly meetings and the annual meeting, the contract appears to stipulate an annual budget meeting as well. Kelli will consult with her supervisor.

Explanation of Financial Reports – Already discussed.

Cost and efficacy of brush hogging twice per year - This was considered as a possible solution to the complaints about the odor and vermin around the pond, however, last summer was very hot and dry. In addition, some homeowners around the pond were leaving trash bins out. We have only budgeted for brush hogging once per year and at this time will leave it at that.

Lawn Tech fertilization location, schedule, cost – According to the contract, only the islands will be fertilized, four (4) applications for crab grass/weed control and one (1) application for insect/grub control. To treat all common areas multiple times per year would be too costly at this time.

Drought-resistant grass for islands – Wayne reported that SJN could “slice seed” (fertilizer and seed) at a cost of \$9,000 for all islands. This is not in the budget. Given that there was no fertilization done last year, and we had a very hot, dry summer, we will monitor conditions this year prior to making any additional plans.

Trees on Timothy Lane – We have estimates for a few options but will get one for just trimming branches. We will watch and see what happens this spring and then determine which option is best both for the trees and our budget.

Homeowner survey results – During the January 2023 meeting, a survey was sent out to homeowners. The results and Board responses have been posted to the website.

New Business:

New Board Member – Julius Prescod volunteered to fill the position vacated by Amber Carasone. The Board accepted his offer and his position is Director as well as Chair of the Website Committee.

Budget for Beautification – See Committee Report

Picnic Plans – The Board would like to revive our Community Picnic and has set a date of Saturday, June 3, 2023 from 1:00 – 3:00 p.m. in the park on Deerfield Road with a rain date of Saturday, June 10, 2023. Details are on the website and in the Spring Newsletter. Deanne mentioned that the picnic was discontinued due to lack of interest and asked how we could revive interest. In addition to posting the information, we will send an email to everyone in the community with details and request a tentative RSVP. The Board members will provide water, ice and paper goods.

Potholes on Ryefield Hollow Drive North – Diane contacted Public Works and repairs have been made. She called back to thank them on behalf of the community.

Tax Filing - See Financial Report

Administrative Items:

Management Report – Kelli Jackson introduced herself as our new Property Manager effective March 13, 2023. She is working with Denis to get up to speed with everything pertaining to our community.

Correspondence – Items will be discussed in Executive Session

Work Order Report – It was discussed that this item does not really apply to our community as we are a PUD and not a condominium. We agreed to remove it from future agendas.

Resale Report – None this quarter.

Annual Calendar – Diane requested that the October 12, 2023 meeting date be changed as she and Julius have a conflict. Board members and Kelli agreed it was not a problem to change it and the new date is October 19, 2023.

Owner's Forum:

-Sue Petke questioned the recent removal of trees by homeowners on Spice Bush and Quail Run and why that work was done. Jonny responded that the Board was not aware of the work before it was started and neither homeowner submitted an Alterations Request and we are looking into the situation.

-Jonny brought up a concern about drivers who are speeding and running stop signs. He requested that everyone drive at the appropriate speed and pay attention to stop signs, especially now with the nicer weather because there are children playing and many folks out walking.

-Additional items were discussed at various points during the meeting to include: areas in the budget where we might be able to realize some savings; why we have three (3) insurance policies; and why the cost for tax filing is over budget.

Executive Session:

The Board adjourned to Executive Session at 8:05 p.m. and concluded at 8:39 p.m. No votes taken.

Adjournment:

The meeting was adjourned with a motion made by Julius, seconded by Patrick , and approved unanimously at 8:40 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**