



P.O. Box 681  
Bloomfield  
Connecticut 06002

The Common at  
**Sinnott Farm**

[www.sinnottfarm.com](http://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**

**22 Arrowwood Lane**

**April 25, 2012**

**7:00 p.m.**

**In Attendance:** Bobby Woods, President  
Ann Hanks, Vice President  
Jeff Olmstead, Treasurer  
Laurie Price, Second Treasurer  
Diane Prescod, Secretary  
Pat Williams, APM

**Call to Order:** Pat called the meeting to order at 7:05 p.m. All members of the Executive Board were in attendance, there was a quorum.

**Regular Session:**

**1. Public Participation**



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-Jeff raised issue of signs – feedback from homeowners that no one knows what is going on with the work Board has done. Also that second quarter maintenance fee invoices came without any information from Board. Pat stated that both of these items are on the agenda and will be addressed later in the meeting.

-Minutes from March 2012 meeting accepted – Ann made a motion to accept and Jeff seconded.

-Pat will email December, 2011 minutes to Ann for website. Jeff will contact Patrick for minutes of Annual Meeting that was held in November, 2011. Laurie offered to work from notes if necessary.

## 2. Financial Report

-Pat reviewed Balance Sheet with Board. We are right on track with expenditures for the year to date. Documents still being adjusted to reflect the unique needs of the Common at Sinnott Farm.

-The status of our cash accounts is as follows:

-Checking	\$16,461.09
-Savings for Capital Exp.	\$13,486.06
-Savings	\$20,302.11
-CD	<u>\$14,989.12</u>
TOTAL	\$65,238.38

-Pat stated that the CD matures on August 23<sup>rd</sup> and within the next few months



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a decision must be made on how to proceed with that.

-Tax returns are completed and have been filed. We have a \$6.00 credit on our taxes.

-Jeff will schedule a meeting with Eric S. for a tutorial on financials – Laurie will attend with him.

### 3. **New Business**

**A.** Spring Site Inspection – Ann, Laurie and Pat spent time touring property. Pat prepared a report. Bobby and Jeff will review the portion regarding issues with trees and will see if there are things they can do themselves. Pat will wait until she hears from them prior to contacting someone to come in.

Power washing – All houses on Quail and Spice Bush need to be power washed. Ann will send a notice with the name of a company – she will try and get a better price if several homeowners agree. If owners of homes that are in dire need of power washing do not respond, they will receive a letter. The Board can have homes in poor condition washed and bill the homeowner.

**B.** Individual issues will be addressed via letters from Pat.

**C.** Pat will send a letter to homeowner on Spring Hill regarding a shed that was



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put up without Board approval. The letter will ask the homeowner to submit a formal request to the Board for approval of the shed to include a timeline for submission.

**D. New Street Signs** – Jeff made a motion for the \$489.21 expenditure for new signs. Laurie seconded. Signs ordered and will be ready next Wednesday.

**E.** A homeowner contacted Pat about cleaning up the pond area and to treat it to keep it clean. Treatment of pond requires a permit – \$320 and an additional \$750 for actual treatment. Pond looks better now – “mother nature” is taking care of it. Any work done will be done in fall.

A unit owner asked about cutting back the growth around the edge of the pond. This will be reviewed in the fall when it is more efficient and effective to cut back this growth.

**F.** Do we want signs to keep kids off pond? Board decided we don't want signs – it would spoil the look of the area. Signs would not diminish our liability as an Association should something happen. The individual whose children enter that area will be notified in writing that kids cannot be in that area. If it continues she will be fined.

**G.** Reserve study to include the roads, curbs and catch basins. Laurie, Jeff, and Pat to review the information received previously and submit a report to the Board of



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Directors.

H. Ann raised idea of a newsletter that would be included quarterly. Pat will put together a draft of something that will go out in June and we will review it at the May meeting. Jeff suggested that we send one out now to provide information about signs, power washing, spring cleaning, the pond. If there are any other ideas for inclusion Pat can be contacted this week.

I. The board suggested that we schedule the next several meetings. Due to various conflicts, we could not schedule long term – so the next meeting will be Wednesday, May 16 at Jeff's residence on Timothy Lane.

J. Jeff created a homeowner directory and Pat provided unit numbers and names of new owners who have recently purchased.

#### 4. Committee Reports

a. **Covenant** – Ann reported that area requested for shed on Spring Hill was looked at – Ann recommended we vote yes, homeowner is making best effort to ensure shed will be concealed as much as possible. Ann made a motion that we approve the shed, Laurie seconded, motion passed. Pat will notify homeowner via phone and in writing.





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**b. Streets and Sewers** –Laurie got all information from Patrick and will review and be in touch with Pat. One item to discuss will be estimates on repair of catch basins.

**c. Irrigation & Property Maintenance** - We contact MDC to turn water mains on – Bobby will take care of this. We then let landscaper know when mains will be activated and then they can set sprinklers. Laurie suggested we cut back a bit from every day watering depending on analysis of water bill. Initial setting will be every other day at 5 a.m. for 20 minutes per zone.

**d. Website** – Ann will post that street signs will be in place by week of May 7<sup>th</sup>. She will also post some of the suggestions Leslie sent us from the Hartford Courant regarding wildlife – specifically bears in the area.

Contract with Russo reviewed for what we would like to see in it and what we would like to see removed. Central Connecticut Lawn and Green Machine are two companies that will be asked to submit bids. Board members will submit names of additional companies to Pat. We do not have to have the same company do everything – we can put it out to bid as a complete contract or for different companies to perform different tasks. Jeff suggested contacting someone at Regency to see who they use, it may be David Burr. Dynamic Landscaping is interesting in bidding again – this company does not fertilize. Laurie suggested we might need to consider a separate tree company. In the past, we have had a contract with Bartlet.



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**Meeting did not adjourn to Executive Session as there were no items to discuss.**

**Motions:** None at this time.

**Motion made by Ann to adjourn meeting. Motion seconded by Laurie Meeting adjourned at 9:29.**

**Respectfully submitted:**

**Diane Prescod**