



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

P.O. Box 681  
Bloomfield  
Connecticut 06002

The Common at Sinnott Farm  
Executive Board Meeting  
Minutes

Date: December 7, 2011

Place: 36 Arrowwood Lane, Hank's Residence

Attendees: Bobby Woods, President  
Ann Hanks, Vice President  
Jeff Olmstead, Treasurer  
Patrick DeLorenzo, Secretary  
Laurie Price, Assistant Secretary/Treasurer  
Diane Prescod, New Board Member

Guests: Patricia Williams, Advance Property Management, Property Manager  
Leslie Woods, Chair By-laws Committee

Call to Order:

The regular monthly meeting of the Board of Directors of the Common at Sinnott Farm was called to order at 7:10 PM by the President, Bobby Woods.

Secretary's Report:

The September 14, 2011 minutes were approved with comments from Mr. Olmstead. No other comments for the September minutes. Mr. Olmstead made the motion to approve the September minutes as amended and Mr. Woods seconded it. All approved. Mr. DeLorenzo will forward the final copy of the minutes to Ms. Hanks for posting on the web site.

The October 26, 2011 minutes were reviewed and amended as follows: update new business on page 2, and clarify homeowner's communication with the comments from Mr. Woods. Mr. Olmstead made the motion to approve the October minutes as amended and Ms. Hanks seconded. All approved. Mr. DeLorenzo will make the changes and forward the final copy to Ms. Hanks for posting to the website.

The November minutes from the Annual Meeting of the Homeowners are in progress and a preliminary draft will be posted to the website pending approval at the next Annual meeting in November 2012.

Homeowner Input/Discussion:

There were no homeowners present for this meeting and no new topics to discuss.

Old Business:

- Discussion/Approval of By-Laws amendments (based on homeowner input at annual meeting) – Leslie Woods:
  - Ms. Woods discussed the comments received on the By-laws at the Annual Meeting in November
  - There is room for some improvement on the verbiage in some of the amendments
  - The final amendments need to be decided upon by the Board with input from the new property management company
  - Some of the By-laws may be too restrictive but there is an option for requesting a variance



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- Ms. Woods expects that the Board will review the comments from the annual meeting and determine what changes need to be made and then make the amendments final
- There were no written or email comments received from any homeowner after the Annual Meeting
- The amended By-laws will be posted on the website for homeowners

Mr. Woods suggested that the Board review each of the amendments and what needs to be changed, then approve or disapprove the final revised amendment as follows:

- Preamble – No changes noted
  - Mr. Woods motioned to approve the Preamble as written and Mr. Olmstead seconded. All approved
- A-1: Tag Sales – Comment received was that the hours were too restrictive. After discussion – no changes
  - Mr. Olmstead motioned to approve the Tag Sales as written and Mr. DeLorenzo seconded. All approved.
- B-1: Parking Restrictions – Comments received had to do with number of vehicles parked in a driveway. The amendment clarified overnight parking and it is now consistent with the Town of Bloomfield overnight parking. Mr. Woods will make the changes to wording and rewrite of Section 4
  - Amendment not approved at this time pending further rework by the Committee
- C-1: Variance and Appeals Process – No changes required
  - Mr. Olmstead made the motion to approve Variance and Appeals Process as written and Ms. Price seconded it. All approved
- D-1: Plantings, Landscaping, Outside Structures and Fencing – This amendment does require some minor edits around height restrictions and flag poles. Flag poles cannot be in excess of 20 feet tall. Permanently installed benches and flag poles require approval. There needs to be clarification on the diameter of the flag poles.
  - Rewrite required and remove last two sentences in entirety
  - Amendment not approved at this time pending further rework by the Committee
- E-1: Board Conduct & Communications – Changes need to be made to be consistent with new laws such as the 5 days for posting the meeting agenda. Also, there is a need to clarify wording around the Budget Report such that this will be not less than once a quarter rather than monthly.
  - Amendment not approved at this time pending further rework by the Committee
- F-1: Committees – No changes required to this Amendment.
  - Mr. Olmstead made the motion to approve the Committees Amendment as written and Ms. Price seconded it. All approved.
- H: General ByLaws Update – Voting section needs to be looked at but no other changes.
  - Mr. Olmstead made the motion to approve the General ByLaws section and Mr. DeLorenzo seconded it. All approved.

It was noted that the website should be updated to add information about Committees including the name of the Committee and a description of the Committee and what the members do.

#### New Business:

- Election of New Officers:
  - The new officers were proposed as follows:
    - President – Bobby Woods
    - Vice President – Ann Hanks
    - Treasurer – Jeff Olmstead
    - Secretary – Diane Prescod
    - Assistant Secretary/Treasurer – Laurie Price

Mr. DeLorenzo made a motion that the proposed officers be confirmed as the new Board of Directors for 2012 and Mr. Olmstead seconded it. All Approved. Congratulations to all the Board Members!



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- Homeowner Communications:
  - Mr. Woods stated that a anonymous letter was received that contained negative comments about the Sinnott Farm Community and some neighbors. Mr. Woods distributed copies of the letter to the Board. Since no one signed the letter, Mr. Woods is unable to reply to the upset homeowner.
  - Mr. Olmstead reported that the home on Quail Run Lane was sold and there is a new homeowner.
  - There is a homeowner on Spring Hill Lane who requested that the Board look at downed trees in the back yard of the homeowner's property to determine if the Board needs to do something about them depending if they are on Common property or on the homeowner's private property.
  
- Recap of Annual Meeting:
  - The Board discussed the Annual Meeting and some of the action items including:
    - The office of the Town Manager of Bloomfield confirmed that storm debris will be picked up on all 5 of the Lanes
    - Mr. Olmstead has been in contact with the Director of Public Works and is working with him to get the date for pick up of the debris from the Lanes
    - Quotes have been received or are in the process of being requested from Bartlett Tree and Russo
      - Members of the Board and other homeowners volunteered to do some of the clean-up around the Common property. Some quotes may need to be updated because of the work already done.
    - Other comments regarding Russo included the plowing of streets during winter storms and Ms. Hanks will be sending a note to Kevin Salter regarding the Board's expectations for improved snow removal such as getting closer to curbs and mailboxes – these were specific comments received from homeowners at the annual meeting
    - Damage to Property that is vacant – there is a tree leaning against the house that is unsightly and potentially dangerous to homeowners. This property is vacant and the Board is deciding if the tree should be removed and the homeowner charged.
    - It was noted that this could take some time as many Arborists are booked up. This work could not be done by Russo but requires a tree specialist and equipment
    - Letter needs to be sent to the property owner via the Association attorney (Board can draft and send to Alan Silver)
    - Also note SavATree, Bluestone cost \$40/hour per worker – need to determine how many workers it would take for how many hours to do the clean up
  
- Discussion of Storm Damage and Debris Clean-up:
  - This topic was discussed above. Refer to the recap of the Annual Meeting above for this information
  
- Transition to APM / (Next Steps) – Pat Williams
  - Mr. Olmstead will work with Pat Williams on the transition activities
  - Letter from APM will be sent to all homeowners introducing the new service
  - Board members reviewed the APM contract and made some recommendations for changes
  - Instructions will also be sent to homeowners regarding where to send payments (address change to Glastonbury PO Box)
  - Pat Williams reviewed a list of items the Association needs to provide to APM
  - Board approved the purchase of envelopes by APM for billing and payment

Additional Item added to New Business:

- Mr. Olmstead produced a resale certificate for 16 Timothy Lane (sold recently)
- Mr. Woods approved renewal for GoDaddy the host for the Sinnott Farm Website



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#### Treasurer's Report:

Mr. Olmstead presented the Treasurer's report indicating that there are 10 homeowners owing past due maintenance fees. One new homeowner not previously on the list was added. Other notes:

- Board agreed to accept the payment plan of a homeowner who is behind paying maintenance fees
- Finances - year end projections are coming in at budget
  - Reserve and Capitol Account – Mr. Olmstead will move \$3,200 back from the Operating fund and put into the reserve fund
- Mr. Olmstead advised Mr. Brian Spooner that his services will no longer be required. Mr. Spooner will wrap up the work and transition over to APM
- 4 foreclosures filed by the Attorney – update Mr. Olmstead heard verbally from attorney Silver that the mortgage holder for one of the foreclosed properties will be paying the maintenance fee.
  - Assessments have been ordered for the other 3 properties in foreclosure

A motion was made by Mr. Woods to accept the Treasurer's Report and it was seconded by Ms. Price. All Approved.

- Discussion of Overdue Association Fees:
  - Noted above
- Discussion of Foreclosure Actions:
  - As discussed above in Treasurer's report

#### Committee Reports:

- Covenant – Ann Hanks
  - Nothing new to report
- Streets/Catch Basins – Patrick DeLorenzo
  - Nothing new to report
- Irrigation and Property Maintenance – Bobby Woods/Ann Hanks
  - Discussed previously under review of Annual Meeting
- Website – Bobby Woods/Ann Hanks
  - Ms. Hanks will be changing the restricted page due to the transition in Board Members

#### Next Meeting Dates

The Board agreed to the dates and place for the next three meetings and the Annual Meeting and further agreed to post these dates on the website. The Executive Board Meetings will be held on the following dates and places:

- January 19, 2012 – Home of Laurie Price
- February 22, 2012 – Home of Diane Prescod
- March 28, 2012 – Home of Bobby Woods

All meetings begin at 7:00 PM

#### Adjournment:

Ms. Hanks made the motion to adjourn the meeting and it was seconded by Mr. DeLorenzo. The motion was approved by all and the meeting was adjourned at 10:21 PM.



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Respectfully Submitted By:  
Patrick DeLorenzo, Secretary

Approved: DRAFT