



The Common at
Sinnott Farm

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Homeowner's Association for:

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

The Common at Sinnott Farm, Inc.

Executive Board Meeting

Jan. 28, 2015

6:30 p.m.

MINUTES

In Attendance: Ann Hanks, President
Diane Prescod, Vice President
Penny Jackson, Treasurer
Maria Stonecipher, Secretary
Myron Stewart, Director
Joe Timbro, APM

Call to Order: The meeting was called to order by President, Ann Hanks at 6:38pm.

Regular Session:

-Public Participation - None

-Agenda – Emailed to Board members before meeting

-Minutes – A motion to approve the minutes of the December 10, 2014 meeting was made by Myron Stewart and seconded by Maria Stonecipher. The board voted to accept the minutes.

-Financial Reports – The financial reports for the month-end December 31, 2014 were reviewed. Penny discussed concerns over accounting issues that needed to be worked out with APM. Our water bills for the year reflected a savings. This was due to a late turn on and early turn off of sprinklers as well as a not so hot summer.

Checking	\$ 28,284.46
Savings	\$ 33,852.42
CD	\$ 25,533.99

TOTAL **\$ 87,670.87**

Old Business:

- A. Board of Directors** -A new slate of officers was set up for 2015.
President – Ann Hanks
Vice President – Diane Prescod
Treasurer – Penny Jackson
Secretary – Maria Stonecipher
Director – Myron Stewart

New Business:

- A. Snow Damage Response to Contractor** – Russo’s response to damage done to mail boxes on Timothy Lane was timely. Three of the four boxes have been repaired and the last box will be replaced but is presently on order. Russo’s response for plowing after the Blizzard of 2015 was swift and the board did not receive any complaints.
- B. Review of Attorney Joan London Engagement Letter**– The board has decided to explore other options with the help of Joe Timbro as we had many questions that were unable to be answered by this attorney.
- C. Review of Management Contract and Expectations** – Joe stated that he was overwhelmed with the work and the time consumed by the Sinnott Farms Account. A discussion followed where both sides were able to share expectations. The board had some concerns with the management of our account and it was decided that a letter detailing some of the accounting concerns be sent to the owner, Eric Schaffer.
- D. Review of Website** – It was noted that the website needed to be updated. The following information and forms will be passed on to Bobby Woods to be placed on the website. Maria will send him all the minutes for 2014 board meetings and Annual Meeting Minutes. Penny will send a copy of the new budget and Ann will ask him to move contracts to open files to be viewed by all homeowners.
- E. Revision of Homeowners Directory** – Penny will contact Linda at APM to help with having this updated with new owners.
- F. Next Meeting** – The next meeting will be at 6:30pm on February 19th at the home of Maria Stonecipher, 1 Timothy Lane.

Committee Reports:

- A. Welcome Committee** –There is a new family at 34 Spice Bush. This information will be passed on to the welcoming committee.
- B. Irrigation and Property Maintenance** – No report.
- C. Website** – in the process of being updated to present.
- D. Bylaws/Covenant** – Next meeting will be at the home of Leslie Woods. There is no date scheduled at this time.

The meeting was adjourned to Executive Session at 8:04pm.

The meeting adjourned from Executive Session at 8:22pm.

A motion was made by Penny Jackson to turn over the account of a resident to our attorney for collections. The resident has not paid their dues, late fees and acceleration fees in a timely manner according to the Association’s collection policy. The motion was seconded by Diane Prescod.

The meeting was adjourned with a motion made by Myron Stewart, seconded by Maria Stonecipher, and passed unanimously at 8:30 pm.

Respectfully submitted,
Maria Stonecipher
Secretary

