



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
October 13, 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 6:32pm.

Regular Session:

-Public Participation - None

-Agenda – Emailed to board before meeting.

-Minutes – A motion to approve the minutes of September 9, 2015 was made by Penny Jackson and seconded by Diane Prescod. The board voted to accept the minutes.

-Financial Reports – The financial reports for the month-end September 30, 2015 were reviewed.

Checking	\$ 15,218.50
Savings	\$ 50,992.93
CD	\$ 25,533.99
TOTAL	\$91,745.42

There was some discussion about whether or not it was necessary to pay for an audit. Penny explained that it really is a review of the books and filing of tax return for the association. Joe thought that it might only be necessary to file the tax return as the association does not have a complicated financial statement. This could be a savings for the association so the board will do some research to see if it is necessary.

Old Business:

A. Annual Meeting – This will be held at Sacred Heart Church in room 6 on November 19th at 7:00pm. Diane Prescod has been working on the handout and copies will be made based on the estimated attendance. Joe will take care of sending out the meeting notification to the

homeowners as well as the proxies. The membership will be voting on three new officers for a two year term and one officer for a one year term.

- B. Maintenance Contract** – The board has decided to renew the contract with Russo Lawn & Landscape, Inc. Diane Prescod pointed out a number of discrepancies that needed to be clarified before the signing. Ann Hanks will bring these to the attention of Kevin. The contract calls for a small increase that will be held for three years from November 1, 2015 to October 31, 2018.
- C. Homeowners Welcome Handout** – Ann will email a copy to Joe Timbro so that copies can be made and be distributed at the Annual Meeting on Nov. 19th. These will be passed out to all homeowners in attendance. Additional copies will be available to homeowners not in attendance by contacting the board.
- D. Irrigation System** – Myron Stewart reported that all water has been turned off. Joe will notify Kevin at Russo to make arrangements to blow out the pipes and winterize our sprinklers.

New Business :

- A. Property Management Contracts** – The Board reviewed and discussed the two Management companies that were interviewed last week, (Westford and Vision).All board members expressed their opinions and all agreed that Vision Management was the best fit for The Common at Sinnott Farm. Ann Hanks checked the references and the feedback from other clients was positive. Ann Hanks will request a contract from Vision Management for the board to review and hopefully sign.
- B. Quarterly Newsletter** – This should include information about giving the snowplows the right of way when they are doing their job. Homeowners should not be stopping the snowplow drivers or interfering with their job. Homeowners are responsible for clearing their own driveways and mailboxes. The letter should also include any news from the Annual Meeting that Homeowners need to be aware of.
- C. Next Meeting** – The next meeting will be the Annual Meeting on November 19, 2015 at Sacred Heart Church meeting room #6. The meeting will begin at 7:00pm.

Committee Reports:

- A. Welcome Committee** – No report.
- B. Website** – No report.
- C. Bylaws/Covenant** – No report.

The meeting was adjourned to Executive Session at 7:56pm
Adjourned from Executive Session at 8:20pm.

The meeting was adjourned with a motion made by Penny Jackson, seconded by Myron Stewart, and passed unanimously at 8:21 p.m.

Respectfully submitted,
Maria Stonecipher, Secretary