



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 (Virtual)**

April 10, 2025

5:30 p.m.

MINUTES

In Attendance: Patrick DeLorenzo, Vice President
Wayne Wnuck, Treasurer
Diane Prescod, Secretary
Julius Prescod, Director

Absent: Jonny Baranowski, President

Westford Management: Mason Brennan, Property Manager

Homeowners Present: Susan Sturtevant
Will Distasio

Call to Order:

The meeting was called to order by Vice President, Patrick DeLorenzo, at 5:41p.m.

Minutes:

The minutes of the January 16, 2025 meeting were approved via email and posted to the website.

Financial Report:

Income –

Our income is almost exclusively from Maintenance Fees.

Accrual accounting assumes that all dues are paid and delinquencies are listed separately.

Expenses -

Management Fee – on target and includes CTA fee.

Office Expenses – significantly over budget. Website renewal cost, which is paid every other year, is included here but was not included when the budget was created which was an oversight. Another significant expense was the mailing for the annual meeting. We are required to send this information USPS unless a homeowner agrees to receive it electronically so we may want to ask again for consent from homeowners.

Accounting Fees – Although this line item appears to be over budget, we are OK – it is a one-time charge for tax filing and is within budget.

Legal Fees – None anticipated.

Landscaping/Snow Removal – Our current expense remains fixed through the end of October when the contract expires. An increase with a new contract is anticipated.

Fertilization – The cost is the same as last year, we are under the budgeted amount.

Road Maintenance – This will be used for the repair on Spring Hill and we should have sufficient funds for this.

Tree Maintenance – There is no planned work at this time so if there isn't any storm damage that requires attention, we should be able to take care of a few other minor issues that need attention.

Insurance – We budgeted \$5,200 however with a renewal of the policies in March, the actual cost for this year rose to \$6,500 – we will be significantly over budget (\$1,300) for this year.

Reserves Transfer – we are on target.

OVERALL – we will be over budget in Office Expenses and Insurance but potentially under in Legal, Fertilization, and Tree Work.

Operating Fund	\$26,628
Reserve	\$24,139
11 Month CD*	\$30,000 (4% interest)
23 Month CD*	\$30,000 (3.7% interest)

*Transfer to CDs done in March.

Patrick asked if we had discussed sending something to homeowners to ask them to agree to receiving communication electronically. Mason stated that we could update the “census” and included in that packet is a consent form which requires that the individual opt out, which if not done, is considered to be consent. Wayne reminded everyone that something had been sent out but much of the information required on the “census” form did not apply to us so most did not complete it. He asked if we could do a more targeted, specific email regarding electronic communication. Mason agreed.

Patrick then asked if it was required that a motion be made and vote taken to approve the insurance expenditure to which Wayne replied that he had approved the payment based on emails exchanged with board members. Patrick then asked if funds needed to be moved around, however, it was decided to wait until the end of the year to determine whether or not this was necessary.

Patrick asked about our 2024 tax filing and Wayne responded that it has been done.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, was unable to attend, ergo there is no report from this committee at this time.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that 2 Alterations Requests were received – one in February for Solar Panels and another in March for a landscaping project. Both requests were approved and homeowners notified.

Welcome Committee – Jeff Olmstead, chair, was not able to attend the meeting but submitted a report via email. (Note: Due to “technical issues”, Diane was not able to read the report in its entirety, however, a summary, which appears below, was shared – apologies to Jeff.)

The committee was notified of only one property sale during the first three months of 2025, 5 Timothy Lane. Jeff contacted the new homeowner by phone and extended a welcome to the community on behalf of the Association. He confirmed that association documents had been received as part of the property sale. In addition, he sent an email with a link to our website. Welcome Committee member Susan White stopped by with homemade banana bread as a welcome gift. Thanks to Susan!

Website – Julius Prescod, chair, reported that:

The website’s domain name was renewed on February 6, 2025 for \$44.34 and is good for 2 years. Renewal of the domain name is set for February 7, 2027. The website itself was renewed on February 24, 2025 for \$586.80 and is good for 2 years. Renewal for the website is set for March 4, 2027.

The message about car break-ins has been revised. It is more of a friendly reminder and has been moved lower on the landing page.

The landing page has been changed from winter to spring.

Unfinished Business:

Funds from Reserves to CD – Wayne reported that last month there was a suggestion to find out if local credit unions had better rates than larger banks so Wayne reached out to American Eagle and Dutch Point, along with Alliance Association Bank (has an association with Westford). Alliance had the best rates so that is the institution that was used. We need to stay on top of renewal dates for each CD.

Pond Committee Report – Jonny was not in attendance so there is no report at this time.

CTA Update – Mason reported that the Corporate Transparency Act (CTA) no longer applies to HOAs, therefore the amount we budgeted for the filing of our information can be removed from the budget. As for what happens to the information each board member was required to submit, Mason stated he did not know but will inquire.

New Business:

RFP for Landscaping and Snow Removal – Patrick stated that our snow removal contract with SJN expired on March 31st and our Landscaping contract with same expires on October 31st. Mason sent a draft of the RFP and stated that the current contract does not include a Scope of Services, rather it just includes prices and dates. We need to include the scope of work we expect and he requested input. Patrick suggested that we send an email to homeowners asking for their

input. Wayne added that we need to tailor the contract to our specific needs. Diane stated that, if we request input from homeowners, we need to manage expectations because not all suggestions would be feasible to include in the RFP. Mason suggested a board working group would be best. The RFP should have a 30 day response time so needs to go out by June or July so that we can have someone on board by September. It was decided that board members will review the draft and “meet” to discuss and provide input. Mason will create text for an eblast to homeowners requesting responses by May 31st. It will be sent to board members for approval prior to distribution.

Deerfield Bushes (opposite Timothy Lane) – Trimming of bushes on Deerfield opposite the entrance to Timothy Lane was a suggestion by a homeowner in the January 2025 Homeowner Survey. It appears that the trees are on common property so we can trim them. Currently, the lack of foliage makes it difficult to assess the scope of the issue and Patrick suggested we wait a bit and then ask Bloomfield DPW to take care of it given that Deerfield is a Town road. If they will not, we can then ask SJN. He further suggested that tree trimming might be something to consider for inclusion in the RFP for landscaping services. This item will be placed on the July agenda under Unfinished Business.

Request to Town for Speed Limit Sign for Deerfield – This was another item from the January 2025 Homeowner Survey. Mason was asked to contact Bloomfield DPW and check into having 2 signs posted – one near the corner of Ryefield and the other near the corner of Vista.

Community Picnic Dates – Posted in the agenda – Saturday, May 31st 1:00-3:00 in the park
Rain Date is Saturday, June 7th.

Outstanding Maintenance Fees – All protocols are being followed to ensure the prompt payment of quarterly fees. Wayne created and presented graphs depicting the number of homeowners delinquent month over month as well as the amount – both have decreased significantly. Most of those in collections have made payment arrangements.

Administrative Items:

Management Report – Mason reported that he continues to do monthly site visits and will forward his reports. He was on the property Tuesday and noted many trash and recycle bins out, however this is trash pick up day so no reminders are required at this time. Several homes still need power washing – a list will be created for the board. Wayne suggested an eblast to the community and then we can watch to see which homes still need the work done and send specific reminders as required.

Correspondence – None at this time.

Resale Report – One home on Timothy Lane.

Annual Calendar – Wayne requested that CD and website renewals be included on the calendar. The community picnic will also be added per Patrick’s request.

Owner's Forum:

Susan had some questions regarding the way in which Westford reports are written – accrual accounting versus cash. She also suggested that creating a list of service providers, something like an ad that could generate income for the community, would be useful for new homeowners or folks looking for a provider for a particular service. Patrick suggested that perhaps we could create a page on our website and asked that this be included under New Business for the July meeting.

Will stated he is removing some “trees” from his front yard and wanted to know if he could discard cut up branches and debris behind his house in the wooded area. Wayne stated he bundles branches and the trash removal service will take them. He also asked if there was anything specific in our Rules or Bylaws that required plantings of a certain size be approved for removal by the Covenants Committee. Diane responded that she has not seen anything referring to size, but the wording indicates that “any living tree” must have the approval of the Covenants Committee prior to it being removed and suggested that Will complete the Alterations Request Form. Julius explained exactly where to find it on the website and Diane offered any necessary assistance.

Executive Session:

The Board adjourned to Executive Session at 7:11 p.m. with a motion made by Wayne, seconded by Diane and approved unanimously. Executive Session concluded and the meeting adjourned at 7:29 p.m. with a motion made by Diane, seconded by Julius and passed unanimously. No votes taken.

Adjournment: The meeting adjourned at 7:29 p.m. at the conclusion of Executive Session.

**Respectfully submitted,
Diane Prescod
Secretary**