



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 (Virtual)
January 15, 2025
6:00 p.m.**

MINUTES

In Attendance:

Wayne Wnuck, President
Julius Prescod, Vice President
Susan Sturtevant, Treasurer
Diane Prescod, Secretary

Westford Management: Mason Brennan, Property Manager

Homeowners Present:

Patrick DeLorenzo
John Mayar
Bo Zhao
Mary Winchell (for part of the meeting)
Deanne Lawrence (for part of the meeting)

Call to Order:

The meeting was called to order by President, Wayne Wnuck, at 6:03 p.m.

Minutes:

Diane reported that the minutes of the October 2025 meeting were approved via email and posted to the website.

Financial Report:

Susan Sturtevant, Treasurer, reviewed the statements sent by Westford:

- Association in good standing with assets greater than liabilities
- No notable changes with the balance sheet to report at this time
- MTD is showing no income due to Common charges being annualized – YTD is on track
- Interest was added for the year
- No monthly expenses made outside of annual budget
- Tree maintenance for 2005 was a bit over budget but has been paid in full

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, indicated via email that there was no new information to report at this time.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that there were no new Alterations Requests or other business to come before the committee this quarter. She did remind homeowners that if

there are projects planned for this spring to please complete and submit the Alterations Request prior to any work beginning. The form is on our website under “For Homeowners”.

Welcome Committee – Jeff Olmstead, chair, was unable to attend the meeting however, he sent the following report:

The Welcome Committee was notified of two closings during the 4th quarter.

One home is located at 39 Quail Run Lane. We reached out and connected via phone with the new homeowner on November 21. The homeowner has moved to Sinnott Farm from Hartford with his wife and two children. Following the phone call, a welcome letter was sent to the homeowner with more information, including a link to the Association website. Also, a copy of the weekly newsletter from Prosser Library was forwarded as the homeowner had expressed a specific interest in this town amenity and resource.

The second home is located at 15 Spring Hill Lane. We connected with the homeowner via phone during the weekend of Dec 12-13. Subsequently, a follow-up welcome email was sent to the homeowner with information about the community. This homeowner has moved to Sinnott Farm from Bloomfield.

There have been no other closings in Sinnott Farm during the 4th quarter of 2025.

Website – Julius Prescod, chair, reported that the website has been updated for 2026 and includes current information. While it gets reviewed frequently, it is possible some things are overlooked. It was pointed out by someone that some of the headings on the Members & Meeting Info page still said 2025 even though other things on the page said 2026. Those headings now say 2026. If anyone finds anything that is not accurate, please let us know.

The website is running well and Julius encouraged people to use it as a place to find information about our town, our community, and to communicate with the Board.

Unfinished Business:

-Tree Work – On December 16, 2025, we hired GBE(Guifarro) to remove 5 trees in the community – one on the Arrowwood south island, one on the Timothy island, and three others. In addition, work was done on a pine tree to remove an invasive vine and hopefully that tree will survive. Stump grinding was also done on the two islands. Although the cost of this work was about \$500 over budget, the Board decided to go ahead as the work needed to be done and it was more cost effective to do it all at once. There is \$2,000 in the 2026 budget for tree work to use for further maintenance later this year.

-Update on Westford Responses to Communications from Homeowners – Mason reported that he has reviewed communications and procedures with Mireya, most of which have come in through TownSq. Susan asked if responses were time tracked and Mason replied that the goal is a 24-48 hour response time.

New Business:

-Homeowner Survey and Results – Diane provided a summary of the survey results. Only 8 responses were received this year compared to 10 received last year. The major issues were ensuring that delinquent accounts are paid in full, upkeep of a particular property, compliance with rules, and saving for

future road maintenance and repairs. In addition, the homeowners who responded stated that they did use the website although the frequency varied to a great degree. The results were used to create the Board Goals for 2026.

-Board Vacancy – Wayne stated that there remains a vacancy on the Board for a one-year term which will end in November 2026. Anyone interested should contact a Board member.

-Board Goals for 2026

Diane reported that the survey results were used to compile the Board Goals for 2026 and they are as follows:

1. Work with Westford to reduce the number of homeowners behind in fees
2. Work with Westford to address properties not being kept to standard and rules violations
3. Continue to maintain communication with community via website, newsletter and eblasts
4. Continue to work with SJN to ensure that common areas are maintained to standard
5. Work with Westford to improve responses to communications sent by homeowners
6. Continue to seek out ways to maximize investment return on reserve accounts

-Meeting Dates for 2026– Mason reported that the following are the meeting dates for 2026.

Today – Thursday, January 15, 2026

Thursday, April 23, 2026

Thursday, July 9, 2026

Thursday, October 8, 2026

Quarterly Board meetings will begin at 6:00 p.m. via Zoom

The Annual Meeting is in person and scheduled for: Thursday, November 19, 2026 at 6:30 p.m.

Mason will reach out to BPD to secure the Community Room again for this meeting.

Administrative Items:

Management Report –Mason stated that his next drive through on the property will be next Tuesday and he will update the Board once it is completed.

Correspondence – Nothing to report at this time

Resale Report- Mason reported that 39 Quail Run closed in October and 15 Spring Hill closed in November.

Annual Calendar – Mason stated that the most important item currently is the upcoming insurance renewal in March. New policy proposals will be coming out in February and will be shared with the Board for review and vote. Wayne noted that he had been informed that we will incur an extremely minimal increase in our premium for the coming year. In addition, the fertilization contract needs to be reviewed as well. We currently use Lawn Tech but SJN expressed interest as well.

Owner's Forum:

-Bo Zhao asked what insurance covers. Wayne responded that we have liability insurance as well as insurance for Board members and a crime bond which provides protection should there be an issue

with the management company. Property insurance covers common elements. Bo then asked about the cost of the premium to which Wayne responded that it was \$6,490 and for the year March 2026-March 2027 will be \$6,495 according to what he has been told. The premium has increased significantly in recent years due to increased coverage and cost of liability insurance due to market.

-Bo Zhao asked if homeowners could get the financial report once per quarter. Wayne responded that we do not post that information to the website because it is not password protected. Mason said that the balance sheet and budget comparative report could be posted in TownSq and sent to homeowners quarterly because that is password protected.

-Patrick DeLorenzo shared that he thought the folks who did the tree work did a great job – they were efficient, did good clean up and for a fair price. He suggested that we keep them in mind for future work. He then asked if any thoughts had been given to replacing any of the trees that had been removed and how we would finance that. Wayne replied that the Board has not discussed this but we should. Susan stated that we have a tree maintenance line in the 2026 budget so that if there is no necessary maintenance, we could use those funds for new trees.

-Bo Zhao asked if trees on a homeowners property were their responsibility. Wayne answered that yes, they are, however, per our rules, no living tree can be removed without the prior approval of the Bylaws/Covenants Committee and that an Alterations Request must be submitted prior to any work being done. She then asked if that pertained to small bushes and Diane answered that small landscaping projects do not need prior approval.

Executive Session: Wayne asked to adjourn to Executive Session at 6:40 p.m. Board returned to regular session at 7:36 p.m. No votes were taken.

Adjournment: The meeting was adjourned with a motion made by Julius, seconded by Wayne, and approved unanimously at 7:37 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**