



The Common at

**Sinnott Farm**

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, Inc.  
Executive Board Meeting  
85 Arrowwood Lane  
Tuesday, Jan. 5, 2016**

**MINUTES**

**In attendance:** Diane Prescod  
Myron Stewart  
Penny Jackson  
Jeff Olmstead  
Harriette Howard  
Chris Weiland, Vision Management

**Call to Order**

The meeting was called to order by Diane Prescod, President, at 6:33 pm. All board members were present. The agenda was distributed by Chris Weiland.

**Homeowner participation and comment**

There were no homeowners present other than Directors.

**Prior meeting minutes**

A motion was made by Penny Jackson to approve the minutes of the December 9 Executive Board meeting. The motion was seconded by Myron Stewart and passed unanimously.

Jeff Olmstead suggested that a draft version of the minutes from the November 19<sup>th</sup> annual meeting be posted on the website and clearly labeled as a draft, pending approval by homeowners at next year's annual meeting. All agreed. Jeff will send the draft minutes to Bobby Woods for posting.

**Financial Report**

Penny Jackson provided the financial report. The Association was off budget by \$30.75 for the full year 2015.

A discussion was held about the Association's insurance policies and costs. Penny suggested that a review of insurance would be a good idea. Jeff Olmstead offered to assist in an analysis of insurance expense.

The transition from APM to Vision is proceeding satisfactorily. Chris Weiland will pick up archives from APM later in the week. APM has not been paid for December pending successful transfer of all archives and financial records to Vision Management.

A motion was made by Jeff Olmstead and seconded by Diane Prescod to authorize withdrawal of \$5,000 from the Webster checking account for deposit in the new Union Bank account. These funds are needed to establish the new account and enable the payment of expenses by Vision Management. Penny Jackson will execute the transfer. The Webster checking account will remain open at this time.

### **Manager's Report**

Vision Management will obtain a debit bank card from Union Bank for payment of the annual filing fee with the State of Connecticut and for incidental expenses, should they arise.

The formal management contract with Vision management has been executed. The signed contract will be scanned by Vision Management and distributed to all Board members. Chris Weiland answered several questions posed by the Board about the contract.

Discussion regarding the Association's website and its contents resulted in several observations and recommendations from Vision Management. The Board agreed with recommendations and will implement changes to modify the contents of the website as discussed.

Diane Prescod will contact Bobby Woods, the Association's webmaster, and ask that he create a new password for access to the proprietary information contained on the website. Only Board members and Vision Management will have the new password.

### **Homeowner Incident**

A discussion was held about a recent incident in the community involving a homeowner and the snow plow contractor working for Russo. Diane Prescod has drafted a letter to the homeowner describing concerns of the Board regarding the homeowner's actions, and describing consequences if the homeowner's behavior is repeated. The Board agreed that the letter should be sent to the homeowner immediately. Diane will forward the letter to Vision Management, and the manager will send the letter to the homeowner on behalf of the Board.

### **Old Business**

The Board agreed to meet on the first Wednesday of each month (this is a change from the decision reached at the December 9<sup>th</sup> Board meeting). Due to the provisions regarding the number of meetings that will be attended by the manager in a calendar year, the Board will not meet every month. Meetings will not be held in April or July unless necessary. A transition meeting will be held in December, 2016, to constitute the new Board, but Vision will not participate.

A standard agenda for use at all Board meetings for the year will be developed and will be posted to the Association website. In addition, the dates and locations of all Board meetings for 2016 will be published on the website.

## **Executive Session**

The meeting was adjourned to Executive Session at 8:15 pm.

The meeting was adjourned from Executive Session at 8:25 pm. There were no items requiring a vote following Executive Session.

## **New Business**

Association Attorney: Agreement was reached among all Board members to continue the relationship with the Association's attorney.

Russo: It had been observed that Russo was treating an area near the playground that is owned by the town and is not common property. Myron Stewart has discussed the issue with Russo; no further action is needed. Also, concern was expressed that Russo had not adequately followed up with a second clean-up of the snow following last week's snow storm.

Lighting Issues: Diane Prescod identified two street lights – one on Arrowwood and the other on Ryefield Hollow North – that are not working properly. Vision Management will contact Eversource (CL&P) to investigate and correct the situation.

Welcome Committee: There are no new homeowners in the community.

Board Goals: Jeff Olmstead described what his idea was for articulating the goals for the Board in 2016. Diane Prescod suggested that these should be published in the quarterly newsletter for all homeowners. Agreement was reached that this would be discussed at the February Board meeting. All Board members were asked to come to the next meeting prepared to discuss their goals for the Board.

Quarterly Newsletter: Newsletters will be continued in 2016. The content and format of the newsletter will be the responsibility of the Board, not the manager.

## **Next Meeting**

The next meeting will be on Wednesday, February 3, at Diane Prescod's house. The following meeting will be at Harriette Howard's house on Wednesday, March 2.

The meeting was adjourned at 8:58 pm.

Respectfully submitted,  
Jeff Olmstead, Secretary