



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
54 Arrowwood Lane
Wednesday, February 3, 2016**

MINUTES

In attendance: Diane Prescod
Myron Stewart
Penny Jackson
Harriette Howard
Jeff Olmstead (via teleconference)
Mark Weiland, Vision Management

Call to Order

The meeting was called to order by Diane Prescod, President, at 6:38 pm. All board members were present. The meeting agenda had been previously distributed electronically by Vision Management.

Homeowner participation and comment

There were no homeowners present other than Board members.

Prior meeting minutes

A motion was made by Penny Jackson to approve the minutes of the January 5 Executive Board meeting. The motion was seconded by Myron Stewart and passed unanimously. Jeff Olmstead will send the approved minutes to Bobby Woods for posting on the Association website.

Financial Report

Penny Jackson indicated that a complete financial report could not be provided since she was still working with APM to finalize the yearend numbers.

The Union Bank accounts now contain \$17,577.49. This includes the \$5,000 transferred from the Webster Bank checking account last month as well as deposits received from homeowners in January for 1st quarter maintenance fees. The Webster Bank account is still open.

Vision Management indicated that they would automatically transfer \$766 each month from the Union Bank checking account to the reserve account per the 2016 approved budget.

Payments made since the last meeting include a check to Russo for services under contract and a \$90 payment to GoDaddy for website services for the next 10 years. The website services expense was lower than expected and will result in a favorable variance for the Administration category of the budget.

The December payment to APM is being withheld pending completion of year end financials and transfer of all financial information from APM to Vision Management.

Manager's Report

Vision Management notified Eversource/CL&P that two streetlights - one on Ryefield Hollow North and another on Arrowwood Lane - are not working properly. Diane Prescod reported that these are now operational.

Correspondence Report

Vision Management provided a Resale Certificate to the owners of 2 Timothy Lane. A closing date for the sale of this home has not been determined.

The Association's electronic email account has been set up by Bobby Woods so that any incoming email correspondence will also be automatically received by Diane Prescod's personal email as well. This action will assure prompt attention to any incoming electronic correspondence. Jeff Olmstead asked that any incoming correspondence be shared with all Board members either at the time it is received, or in no event later than the next Executive Board meeting, as appropriate to the circumstances.

Old Business

The dates and locations of the 2016 Executive Board meetings are posted on the website. In addition, a generic meeting agenda has been posted for public notification of anticipated meeting topics.

New Business

Executive Board Goals for 2016

Board members offered their proposed goals for the Executive Board in 2016. The following were discussed:

1. Examine the expense of sealing the streets that had crack repairs last year and assess the condition of all catch basins in the community, especially the upper portion of Spring Hill Lane. Decide what action needs to be taken.
2. Establish a community picnic or similar get together for some time in the warm weather months to bring everyone together and create community spirit.
3. Create a Beautification Committee to improve common areas and specifically address the landscaping look at the entrance to Sinnott Farm on Ryefield Hollow North and also the entrances to the lanes, notably Spice Bush Lane.
4. Investigate whether there is a way to replace all the mailboxes in the community with a common style for a uniform look.

5. Bring the work of the Bylaws/Covenants Committee to revise the Association's Rules to a conclusion.
6. Improve the timeliness, relevance and accuracy of information posted on the Association's website.

Agreement was reached that all proposed goals for 2016 should be adopted by the Executive Board with the exception of the suggestion for uniform mailboxes.

Spring Newsletter

Diane reviewed a list of proposed topics for the upcoming Spring Newsletter. She will develop a draft of the newsletter for review by the Executive Board at the next board meeting.

Committee Reports

Website

Diane Prescod has been working closely with Bobby Woods to have him update the website with new and current information. Much progress has been made and Diane noted that Bobby has been very cooperative and patient in making the changes.

The password for the protected page of the website has been changed. Diane will email the new password to the Board members.

Welcome Committee

Jeff Olmstead described the function of the Welcome Committee and reported there have been no ownership changes in the community since last year. It was noted that only Jeff and his wife Gwen are on the committee at this time. Jeff suggested that the committee should be expanded to include new members. Harriette Howard volunteered to be on the committee. A request for other new members will be included in the Spring Newsletter.

Bylaws/Covenants Committee

1. Agreement was reached that the Bylaws/Covenants Committee will follow the same procedure for request and approval of homeowner property alterations that was established under APM. Jeff Olmstead noted that the documents on the website pertaining to the procedures still had references to APM and need to be revised. Diane will address this with Bobby Woods.
2. The next walkabout of the community by members of the Covenant Committee is scheduled for Saturday, June 11, beginning at 10:00.
3. The committee has been working for at least a couple of years on a complete update and rewrite of the Association's Rules. Jeff Olmstead described the process that the committee has taken up to this point and also outlined the expected next steps for approval and implementation. A polished draft is being prepared which will then be submitted to the Executive Board for review and discussion. Penny Jackson suggested excluding Vision Management from initial discussion among Executive Board members due to time and expense considerations related to our property manager.

Executive Session

The meeting was adjourned to Executive Session at 7:47 pm.
The meeting was adjourned from Executive Session at 8:20 pm.

Resume Regular Session

Following Executive Session, Penny Jackson made a motion regarding issues discussed by the Executive Board:

Harriette Howard will speak with a homeowner who has had repeated violations regarding the storage of trash containers and weeds along the curb line with a follow-up letter to be sent to the homeowner from the property manager; Penny Jackson will speak informally with a second homeowner about a potential safety issue involving vehicles, but no formal letter will be sent to the homeowner at this time.

Myron Stewart seconded the motion and it passed unanimously.

The next meeting will be held on Wednesday, March 2, at 7 Spice Bush Lane, beginning at 6:30 pm.

The meeting was adjourned at 8:22 pm.

Respectfully submitted,
Jeff Olmstead, Secretary