



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, August 3, 2016**

**MINUTES**

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

**Call to Order**

The meeting was called to order by Diane Prescod, President, at 6:34 pm. All board members were present. The notice of the meeting and a generic agenda had been previously posted on the Association's website.

**Homeowner participation and comment**

There were no homeowners present other than members of the Executive Board.

**Prior meeting minutes**

A motion was made by Penny Jackson to approve the minutes of the June 1 Executive Board meeting. The motion was seconded by Jeff Olmstead and was passed unanimously.

A motion was made by Penny Jackson to approve the minutes of the June 29 Emergency Board meeting. The motion was seconded by Jeff Olmstead and was passed unanimously.

**Financial Report**

Mark Weiland led the discussion of the Association's financials. There are 12 homeowners who have not paid maintenance fees for the third quarter. Vision Management has mailed invoices to these homeowners for the amount due plus a \$25 late fee. If full payment is not received from any of these homeowners by August 10, a formal Notice of Hearing will be mailed to each as a next step prior to applying acceleration and a \$300 penalty. Hearings will be scheduled for the date of the next Executive Board meeting on September 7.

Mark Weiland will update all board members regarding the number of homeowners who have not paid maintenance fees by August 10 once that deadline passes.

### **Manager's Report**

Chris Weiland delivered the Manager's Report. The report addressed all the topics described in the written report provided via email to board members in advance of the meeting.

The board reviewed and discussed the proposal from New England Blacktop for replacing damaged or deteriorated catch basins in the community. Board members directed Vision Management to secure at least two other bids prior to deciding who will be awarded the work.

The consensus of the board was that much of the catch basin work should be done in the current fiscal year despite that there is no line item budget for this expense. Funds would be released from the Reserve Account to pay the expense.

Vision Management will also secure a competing bid for repaving Spring Hill Road. A bid for this work was previously received from Maglieri Construction & Paving. A decision whether to incorporate this capital expense into our budget for future years will be the subject of an upcoming board meeting.

### **Correspondence Report**

Chris Weiland reported that only two homeowners had contacted Vision Management in response to the letters that were distributed following the Spring Inspection.

Diane Prescod indicated that there were three emails sent by homeowners to the Association's gmail address since the last Executive Board meeting. All three emails have been reviewed with appropriate actions taken and/or responses provided.

### **Old Business**

#### **22 Arrowwood Lane**

The homeowners of 22 Arrowwood came to the May 4 board meeting with a request to purchase the common property adjacent to their property and bordering Arrowwood Lane. The homeowners planned to install an in-ground sprinkler system on their property and wanted to extend it to this portion of the common property that they had maintained for many years.

In a May 4<sup>th</sup> email to the BOD, the homeowners expressed interest in acquiring this portion of the common property from the Association. They acknowledged that there would be legal fees and potentially other costs associated with this purchase, and indicated that they would bear the cost of these expenses. The homeowners further asserted that they had been advised by an attorney that they could rightfully claim the portion of Association property as their own through Adverse Possession after 15 years of maintenance, but that the preferred approach would be relocation of the boundary lines with the agreement of the Association.

The board noted at that time that there were significant issues associated with this proposal and that the sprinkler system installation needed to be delayed until more information could be obtained. Upon further investigation, it was learned that the Executive Board was not authorized to sell or otherwise convey title to any common land under the Declaration that governs our PUD.

The board sought legal counsel to determine the best and most economical way to accommodate the homeowner's goal of extending an in-ground sprinkler system to the common property without actually owning the land. Among the options considered were an easement and revocable license, neither of which was acceptable to the homeowners. Finally, with verbal assent from the homeowners that it was a viable solution and that they would bear the cost of drafting it, a hold harmless agreement was created by the Association's attorney and presented to the homeowners for their approval. The homeowners rejected the proposal and disavowed any agreement to pay attorney's costs associated with the agreement.

The homeowners have since removed the in-ground sprinkler head(s) that were being installed on common property and have indicated that they will not proceed with the extension of the sprinkler system beyond their own property boundary. They have refused to pay the legal fees presented to them by the Association's attorney.

Agreement was reached to pay Attorney Harvey from the Association's funds for the expenses incurred to date on this matter. The board was resolute that the homeowners are responsible for this expense, however. The homeowners will be provided an opportunity for a hearing prior to sending them a bill for legal expenses and management fees incurred by the Association in dealing with the issues initiated by the homeowners. The hearing will be held Monday, August 22 at 6:30 pm at 85 Arrowwood Lane.

### Rules Revisions

Jeff Olmstead updated the board on the status of Rules revisions. Feedback and suggestions from Vision Management are being incorporated into the draft document by the Covenants/Bylaws Committee. A new proposed Rules document will be presented to the board for review and approval at a future board meeting.

### Community Gathering

The Community Gathering held on June 18 was very successful with over 30 individuals attending.

## **New Business**

### Collection Policy

This topic was previously discussed in the Financial Report. Vision Management will provide specific requirements to Jeff Olmstead for inclusion in the new Rules revisions being prepared by the Covenants/Bylaws Committee.

### Annual Meeting

The Annual Homeowners Meeting is scheduled for Thursday, November 17 at 7:00. Harriette Howard will investigate potential meeting locations, including Sacred Heart Church, Prosser Library, the Bloomfield Senior Center and the Bloomfield Police station.

### Covenant/Bylaws Committee Membership

Diane Prescod is preparing a draft of the next quarterly newsletter to homeowners and will include a notice that the board is seeking volunteers for all committees, including the Covenants/Bylaws Committee. A notice will also be included about the upcoming board election. Residents interested in serving on the board or one of the committees will be encouraged to talk to any current board member.

### **Committee Reports**

#### Website

Jeff Olmstead has assumed interim responsibilities as the Association webmaster. He provided a report on the updates that have been made to the website since the last board meeting. Diane Prescod will include a request in the next newsletter for volunteers to assume the role of permanent webmaster.

#### Welcome Committee

Jeff Olmstead and Harriette Howard met in June to review the process of officially welcoming new homeowners to Sinnott Farm and to assure consistency in topics covered.

Harriette reported that she was unable to meet with new homeowners during July due to personal circumstances, and is now targeting September for meetings. Jeff Olmstead reported that he had met with the two new homeowners on Timothy Lane at the end of June.

#### Covenants Committee

No report.

#### Beautification Committee

Improvements since the last meeting include cleanup of the cul-de-sac in Timothy Lane, extensive pruning and cleanup in the natural area overlooking the pond at the end of Arrowwood Lane, and planting of flowers at the entrance to the community on Ryefield Hollow. Many thanks were extended to Penny Jackson for securing volunteers and coordinating improvements in the community.

It was noted that many curb lines are growing weeds and that Russo needs to treat the lanes to be sure that the weeds are kept in check. Also, Russo began cutting back the brush along Ryefield Hollow North this summer but needs to resume and finish the work. Chris Weiland will contact Russo to address these issues.

Chris Weiland will also ask Russo to remove the fallen birch tree on Ryefield Hollow North. This is expected to be an additional expense to the Association.

The next scheduled Executive Board meeting will be held on Wednesday, September 7 at 54 Arrowwood Lane.

Harriette Howard moved to close the meeting and Myron Stewart seconded the motion. The meeting was adjourned at 8:48 pm.

Respectfully submitted,  
Jeff Olmstead, Secretary