



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, September 14, 2016**

MINUTES

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

Call to Order

The meeting was called to order by Diane Prescod, President, at 6:30 pm. The notice of the meeting and a specific meeting 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 Myron Stewart to approve the minutes of the August 3 Executive Board meeting. The motion was seconded by Jeff Olmstead and was passed unanimously.

A motion was made by Myron Stewart to approve the minutes of the August 27 Emergency Meeting of the Board. The motion was seconded by Harriette Howard and was passed unanimously.

Financial Report

Chris Weiland led the discussion of the Association's financials. The accountant's annual review has been completed and was distributed to all Board members in advance of the meeting.

Vision Management recommends that the Board consider discontinuing the annual review performed by the accountant as it appears to provide very little value to the Association. After discussion, the Board decided to defer a decision on this until the 2017 budget is being prepared.

The Association's tax return for 2015 has been filed.

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. Discussion regarding catch basins was postponed until New Business.

Correspondence Report

Chris Weiland reported that one homeowner had contacted Vision Management in response to a letter that was sent following the Spring Inspection. The homeowner indicated that the requested work had been completed the previous year. The Board agreed to not pursue the matter further since the homeowner has been noted to be making efforts to improve the property.

Diane Prescod indicated that there was one communication received from a homeowner in the Association's gmail address regarding a past due balance for maintenance fees. The issue was the subject of a hearing before the Board meeting and was not discussed again.

Old Business

Catch Basins

The Board reviewed and discussed proposals from three contractors for replacing damaged or deteriorated catch basins in the community. Agreement was reached that work would be deferred to the spring of 2017 and the estimated cost for replacing catch basins would be incorporated into the budget for the upcoming year.

Three estimates for repaving Spring Hill Lane were also reviewed and discussed. No decision was reached regarding next steps.

Annual Meeting

Harriette Howard reported that the Annual Meeting on November 17 will be held at Sacred Heart Church.

Fall Newsletter

Diane Prescod will send a revised draft of the Fall Newsletter to Board members for review and comment. This will be mailed by Vision Management to all homeowners later this month.

Rules Revisions

Jeff Olmstead reviewed the most recent changes prepared to the proposed Rules by the Bylaws/Covenants Committee. Feedback and suggestions from Vision Management have been incorporated into the draft document. Board members expressed agreement with the revised Rules document.

One issue remained unresolved in the draft document and was discussed by the Board. The topic was acceleration of maintenance fees when a homeowner has not paid within the time period specified in the Rules. The Board agreed to adopt a policy that, following Notice and Hearing, acceleration will be applied for the remainder of the current fiscal year, not a full 12 months, to be consistent with the procedure described in the Declaration. Jeff Olmstead will revise the proposed Rules and distribute to all Board members for review and comment.

The Board will work to approve the proposed Rules prior to the upcoming Annual Meeting. This means that the proposed Rules must be mailed to all homeowners for Notice and Comment in the coming weeks. Jeff Olmstead will work with Vision Management to prepare mailings to homeowners once the proposed Rules have been revised.

Agreement was reached that the proposed Rules would not be reviewed by an attorney prior to sending the document to homeowners for Notice and Comment.

New Business

Annual Meeting

The Annual Homeowners Meeting is scheduled for Thursday, November 17 at 7:00 pm. Diane Prescod will email a copy of last year's agenda and presentation to Board members as a reminder of what was covered. She will also prepare a draft of the agenda for this year's meeting and email it to Board members for review and comment.

Penny Jackson will work with Vision Management to prepare a proposed 2017 budget for distribution to Board members in advance of the next Board meeting.

Hearings

There were two hearings scheduled before the Executive Board meeting due to past due maintenance fees. Neither homeowner appeared before the Board.

The Board voted to apply a \$300 penalty and acceleration to the account of a homeowner on Arrowwood Lane as a result of non-payment of third quarter maintenance fees.

The second homeowner has paid the third quarter maintenance fee but not the \$25 late fee or the certified mailing expense for notification of the hearing. This homeowner had contacted the Board president and requested that the fees be waived due to financial difficulty. Since the maintenance fee has been paid and the homeowner proactively contacted the Board to ask for consideration of a waiver, the Board voted to forego collection of the \$25 late fee and the certified mailing expense.

Chris Weiland noted that Vision Management incurs the certified mailing expense and will not be seeking reimbursement of this cost from the Association.

Executive Session

There were no topics requiring Executive Session.

Committee Reports

Website

Jeff Olmstead described additions, improvements and updates that have been made to the website since the last Executive Board meeting.

Welcome Committee

Harriette Howard reported that no contacts have been made with new homeowners since the last Executive Board meeting. Rather than trying to schedule appointments with new homeowners, Harriette and Penny Jackson agreed to drive around the neighborhood together in the coming weeks to visit new homeowners, deliver the Homeowners Guide, and offer a small flowering plant as a welcome gift.

Bylaws/Covenants Committee

No report.

Beautification Committee

No report.

The next scheduled Executive Board meeting will be held on Wednesday, October 5, at 7 Spice Bush Lane.

Myron Stewart made a motion to close the meeting and Harriette Howard seconded the motion. The meeting was adjourned at 8:10 pm.

Respectfully submitted,
Jeff Olmstead, Secretary