



The Common at
Sinnott Farm

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Homeowner's Association for:

Quail Run | Spice Bush | Arrowwood | Spring Hill | Timothy Lanes

**The Common at Sinnott Farm, Inc.
Executive Board Meeting
January 4, 2017
6:30 p.m.**

MINUTES

In Attendance: Jeff Olmstead, President
Myron Stewart, Vice President
Diane Prescod, Secretary
Cameron Toper, Treasurer
Chris Weiland, Vision Management

Absent: Syed Hussain, Director

Homeowners Present: Julius Prescod
Lynn Toper
Richard Toper

Call to Order: The meeting was called to order by President, Jeff Olmstead, at 6:31 p.m.

Homeowner Comment:

-Julius Prescod commented that he had never attended a board meeting before and was interested in learning how meetings were conducted as well as information relative to the business of the association.

Minutes: A motion to approve the minutes of the December 6, 2016 meeting was made by Myron Stewart and seconded by Jeff Olmstead. The board voted unanimously to accept the minutes.

Financial Report:

-Chris Weiland began by discussing the issue of homeowners who remit maintenance fees far in advance of due dates. He stated that payments made in excess of one year ahead create difficulty in terms of accounting. Myron suggested that the Board advise homeowners – at the November annual meeting and perhaps in the newsletter - that they should not pay more than one year in advance. Jeff requested that if Vision Management has any suggestions on how to manage this situation to please advise the Board.

-Year-end expenditures have been calculated and we are over budget by \$324.24. Of note was the line item for water which was significantly higher than anticipated coming in at nearly \$6,000.

-Cameron and Jeff reported that our CD with Webster Bank matured on December 23, 2016. Given that this was close to the holidays and there was little time or opportunity to consult with Board members, they made the decision to renew the CD for another 12 months and increase the amount to \$50,000 due to the opportunity for a higher interest rate. Diane expressed concern that this decision was

made without the knowledge of the entire board and that an email could have been sent. Jeff agreed that, while these circumstances were extraordinary, going forward, the entire Board will be consulted prior to decisions of this type being made.

Manager's Report:

-Russo has winterized irrigation systems and the issue of plowing too far from the curb was addressed with them by Myron.

-Our quarterly statements, along with the letter to homeowners from Jeff and the newsletter, were finally mailed and arrived on December 31, 2016. Chris explained that the delay was caused by a significant amount of work to set up the new invoice system as we are no longer using the coupon books. He stated that going forward, invoices and enclosures will be mailed by the 15th of the month prior to the month maintenance fees are due (March 15th for April 1st fees, etc.).

-Mark will look into fidelity bond and any changes that need to be made – coverage is currently \$70,000 but it appears we need about \$103,000.

-CD renewal – previously discussed

-Board Meeting Locations – to be discussed under Old Business

-2017 Budget and Meeting – to be discussed under Old Business

Service Requests:

-Chris checked the street light at the corner of Ryefield and Spring Hill Lane and it is still out. He has submitted several work orders for repair and will submit yet another one, as well as one for the light at the corner of Timothy Lane and Deerfield Road. Diane had emailed the homeowner who reported the Spring Hill light outage asking if it was working but did not receive a reply.

Correspondence Report

-Chris shared emails that Vision received. Two were from a homeowner concerned about pet waste as well as the process being implemented to create a revised draft of the 2017 budget. Both concerns were answered. The Board concurred that pet waste is a problem and will monitor the situation. An email was received from a homeowner regarding a noise issue – there have been a total of 3 complaints by two different homeowners regarding the same property and noise. A letter was sent to the homeowner and Chris also had a phone conversation regarding the issue.

Old Business:

-2017 Budget – A lengthy discussion ensued regarding the proposed budget created by the committee charged with this task and some changes were made as a result:

- It was determined that more funding may be needed for catch basin repair. Myron and Cameron volunteered to photograph catch basins in need of repair so that the board can prioritize. A question was raised regarding whether or not the contractor we had chosen to perform the work would hold to the quote submitted given that we would not be repairing as many as originally anticipated.

-Capital Expenditures and Reserve – the budget submitted did not reflect the 10% of income required in reserve accounts. This will pose a problem for anyone wishing to sell or purchase a home in our community as mortgage companies will not issue a mortgage unless this amount appears in the budget.

-Water and Electricity – the budget submitted reflected numbers lower than what it is likely we will need based on 2016 expenditures – even with efforts to conserve water. Myron suggested investigating the possibility of installing sensors so that sprinklers do not run on days it is raining. Chris will look into this. Watering will be reduced to 3 days per week, we will schedule start up for later in the season, and shut off earlier at the end of the season. Chris will also investigate the possibility of utilizing a different supplier for our electricity if a more affordable rate is offered.

-Funding for paving was discussed along with the drafts of possible budgets for 2018, 2019, and 2020. These budgets reflect a maintenance fee increase of \$20/quarter. This will still not cover monies needed for road repair/paving and it was acknowledged that there still may be the need for an assessment. Diane stated that it is imperative that homeowners be aware of this as it was a major cause for the rejection of the 2017 budget proposed at the annual meeting in November, 2016. She stated that the Board needs to be completely transparent when presenting this new proposed budget to homeowners.

-The issue of a paving study was discussed at length with the result being that the expenditure was approved to be included in the proposed budget for 2017.

-Myron made a motion to accept the proposed 2017 budget with the modifications discussed and present it to the homeowners. The motion was seconded by Cameron and passed unanimously.

-Jeff asked that Cameron send the revised draft to the budget committee members along with an email thanking them for their service.

-Reserve Study – discussion took place during budget discussion.

-A tentative date for the next homeowners' meeting was set for Wednesday, February 22, 2017 at 7:00 p.m. at the Bloomfield Police Department. Chris will check the availability of the community room and advise the Board. There will be only two items on the agenda – the proposed 2017 budget and, as requested at the annual meeting in November, 2016, the possible removal of the three Board members in the second year of their terms. All necessary materials will be mailed to homeowners not less than 10 or more than 30 days before the meeting.

-2017 Board Meetings – The March meeting will be changed to the 22nd. There will be no meeting in April and no meeting in July. Possible locations for meetings was discussed. It was determined that Chris will attempt to secure the community room at the BPD for our February 1st meeting and we will then decide where we will hold subsequent meetings for the remainder of the year.

New Business:

-Diane suggested that, due to the late hour, the three items under New Business be tabled until the February 1st meeting. The suggestion was accepted, however Jeff asked to make a few short comments:

-Board members will please share suggestions for 2017 Board goals and priorities via email prior to the next meeting.

-Jeff has reached out to some members of the community who have expressed displeasure with the Board. He has done so in an effort to open communication and personalize what the Board is doing. He suggested that others might wish to do the same.

-Jeff asked that Board members consider how we might transition to email communication with homeowners in an effort to save money. There are some legal issues that Chris will share – this will be an agenda item for the February meeting.

Committee Reports:

- A. Website** – Jeff continues to update the website and he welcomes feedback
- B. Welcome** – Jeff reported that there are no new members to our community at this time. Jeff gave the copies of the Homeowner Pamphlet to Myron in the event we have any new homeowners move in within the next couple of months.
- C. Bylaws/Covenants** – No report at this time. Jeff stated we need to consider whether or not to dismantle this committee – it will be an agenda item for a future meeting.
- D. Beautification** – No report at this time. The Beautification Committee will continue to be led by Penny Jackson and will begin work again in the spring. Penny stated she will create a new plan. Diane will contact her and ask her if she would like to attend the March meeting to share her ideas with the Board.

Homeowner Comment Period 2:

-Lynn Toper stated that she applauds the efforts of the Board to be proactive, transparent and to build relationships. She also suggested we might consider Finex Credit Union for our CD as interest rates are better than Webster.

-Julius Prescod thanked the Board for the opportunity to attend the meeting. He stated it was very informative.

Executive Session:

-The Board adjourned to Executive Session from 9:21 p.m. until 9:28 p.m. There were no motions made nor votes taken.

The meeting was adjourned with a motion made by Diane Prescod, seconded by Myron Stewart, and passed unanimously at 9:29 p.m.

**Respectfully submitted,
Dane Prescod
Secretary**