



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 30, 2017
6:30 p.m.

MINUTES

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

Homeowners Present: Julius Prescod

Call to Order: The meeting was called to order by President, Jeff Olmstead, at 6:30 p.m.

Homeowner Comment:

-Julius Prescod commented that there were some items from the previous meeting that had been tabled and he was interested in hearing the discussion of said items.

Minutes: A motion to approve the minutes of the January 4, 2017 meeting was made by Cameron Toper and seconded by Diane Prescod. The board voted unanimously to accept the minutes.

Financial Report:

-Discussion regarding closing accounts (checking and reserve) at Webster Bank and transferring funds to Union Bank. The funds in the Webster checking account will be transferred into the existing Union Bank operating reserve account. A second operating reserve account will be opened at Union Bank with \$5,000 to be used in the event of an emergency. The only remaining funds at Webster Bank will be our CD. The goal is to have this completed by the February 22nd homeowner's meeting.

-Chris informed the Board that most first quarter maintenance fees are in – there are just a few outstanding. He will run a report at the end of the week and email the Board with updated information on any outstanding accounts or issues.

Manager's Report:

-**Snow** - Complaint received from a homeowner on Spring Hill Lane that snow is left piled up in apron of her driveway and that Russo is not clearing the roads close enough to the curb. Chris responded that the apron is the homeowner's responsibility but he would present the issue at the Board meeting. Chris will let the homeowner know that the issue was discussed and that clearing the apron is her responsibility.

-Homeowners on Arrowwood and Timothy Lanes sustained turf damage caused by the show plow during the last storm. In addition, the homeowner on Timothy Lane lost a sprinkler head. Chris has contacted Russo but has not yet spoken directly to anyone.

-Chris will contact Russo again about the damage and about clearing closer to curb lines. Jeff stated that this needs to be done as soon as possible, we must have Russo acknowledge that they will repair damages.

-Insurance – Crime policy is in place. The new policy, with The Hartford, is stronger than the previous policy and covers the association to the extent required by law. The new cost may have a very slight impact on the proposed 2017 budget but it looks to be minimal.

-Electrical – We are currently paying an above average rate. Chris will change our provider back to Eversource which has a very competitive rate at this time. This rate will be in place for six (6) months. During that time, he will seek more favorable, 12 month fixed, rates. Jeff stated that we need to be certain that a new provider is secured at the end of the six months so that we aren't paying a higher rate at the end of the period.

-Street Light on Spring Hill Lane – The street lamp still has not been repaired despite numerous calls and work orders. Chris called Eversource again and was told that someone would be in touch early this week. He will wait a day or two and then call back. He will email the Board with updates/resolution.

-Board Meeting Location – March 15th – Chris will find out if the meeting room at BPD is available. If not, Cameron offered his home for the meeting.

Service Requests:

-Eversource – Street lamp repair on Spring Hill Lane

Correspondence Report:

-Street lamp on Spring Hill

-Complaint from homeowner on Spring Hill regarding snow plowing

-No correspondence in gmail

-Email to Jeff from Harriette Howard regarding having the Town plow our lanes. The gist of Jeff's discussion with Harriette and her email is that the Town would plow our lanes if we agreed to sign a waiver holding them harmless from any damage, accident or injury that might be caused. After much discussion of the pros and cons, it was decided that it would not be in the best interest of the association to pursue this matter at this time.

Old Business:

-Goals and Priorities 2017

-Financial Plan (i.e. 5 year plan)

-Revised rules – make changes based on homeowner feedback and redistribute

-Increase confidence in Board of Directors and sense of community – more personalized communication; continue newsletter; plan second annual community gathering

-Streamline Costs – Seek other management and maintenance companies.

-Modify website so it is more “user friendly”

-Monitor water usage in cul-de-sacs – fewer days, shorter watering season

Much discussion ensued regarding goals and priorities. It was decided that seeking new management and maintenance companies would not be a priority for this year but might be better suited for 2018. Jeff will summarize the goals and priorities and send them out to Board members via email. This will be an agenda item for the March 15th Board meeting.

-Transition to email communications

-There are a number of issues to consider – do people want more email, is it legal to send all communication electronically, how do we collect and maintain an up-to-date list of all email addresses.

-Chris explained that some communication (financial) cannot be sent electronically, however it is an approved method for sending annual and homeowner meeting notices.

-Jeff asked if any Board member would be willing to work with Chris to investigate the issues and create a proposal for the Board to examine. Cameron and Syed volunteered to take on the task. The goal is to have the proposal prepared for discussion at the March 15, 2017 board meeting.

-Chris informed the Board that if we do move to email communication, each homeowner must complete and sign a form with their email address. Jeff suggested this could be done when the spring newsletter is mailed and that we could enclose a return envelope.

New Business:

-Homeowners Meeting – February 22nd

-All have received mailing

-Parking has been cleared with BPD and Wells Fargo Bank

-Agenda – only 3 items: Approve minutes from November 2016 Annual Meeting;
Removal of three Directors; Vote on proposed 2017 budget.

Committee Reports:

A. Website – Jeff continues to update the website

B. Welcome – No report at this time.

C. Bylaws/Covenants – No report at this time.

D. Beautification – Both Diane and Jeff have spoken with Penny Jackson. She will attend the March meeting if she is available. If not, she will send her proposed plan via email.

Homeowner Comment Period 2:

-No comments

Executive Session:

-The Board did not adjourn to Executive Session as there were no items to discuss – no actions, no votes.

The meeting was adjourned with a motion made by Cameron Topper, seconded by Syed Hussain, and passed unanimously at 8:34 p.m.

**Respectfully submitted,
Dane Prescod
Secretary**