



The Common at  
**Sinnott Farm**

[www.sinnottfarm.com](http://www.sinnottfarm.com)

Homeowner's Association for:

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

**The Common at Sinnott Farm, Inc.**

**Executive Board Meeting**

**May 3, 2017**

**6:30 p.m.**

**MINUTES**

**In Attendance:** Jeff Olmstead  
Myron Stewart  
Diane Prescod  
Cameron Toper  
Syed Hussain (arrived during Financial Report portion of meeting)  
Chris Weiland, Vision Management

**Homeowners Present:** Julius Prescod

**Call to Order:**

The meeting was called to order by President, Jeff Olmstead, at 6:33 p.m.

**Homeowner Comment:**

Julius Prescod, the only homeowner present, had no comment for this period.

**Minutes:**

Jeff noted a date error in the minutes and requested that it be corrected. With that correction, a motion to approve the minutes of the March 15, 2017 meeting was made by Myron and seconded by Cameron. The board voted unanimously to approve the minutes.

**Financial Report**

- Sign cap for Timothy Lane has been replaced and paid.
- Water will now be billed monthly.
- 2016 tax return has been completed along with the financial statement. Jeff will post on website in appropriate places (tax return on restricted page).
- There are 9 homeowners who have not paid second quarter maintenance fees. Mark will send letters to those homeowners with the notice that a late fee has been assessed.
- 2 accounts are delinquent and have been turned over to our attorney for collection.
- Cameron has an appointment on Friday, May 5<sup>th</sup> to close Webster Bank checking account and transfer funds into an existing account with Union Bank as was discussed at the January 30, 2017 meeting.

**Manager's Report**

- A total of 17 (25%) of homeowners have responded to receive correspondence electronically. Chris suggested we send forms again with June mailing. Form needs to be updated to include homeowner address. Jeff stated we can include this information in the Summer newsletter and reminded Chris that all who have submitted their forms will need to get the June correspondence via email.
- Timothy Lane street sign has been repaired.

-MDC turned water on 4/21/17. Russo did not shut valves off when system was winterized which was why it ran unexpectedly. Going forward, valves will have to be checked to ensure they are off at end of season.

-Chris contacted 3 engineering firms for paving study quotes – only one sent bid. (This is in addition to the one quote we already have.)

### **Service Requests**

-None at this time however it was pointed out that Russo was on the property today and did not do clean up along curbs in front of individual homeowner properties where grass clippings were blown. Chris will contact them to return to property to finish clean up immediately.

### **Correspondence Report**

-Three alteration requests were received and approved.

-Two emails were received containing suggestions which will be addressed under New Business

-One email was received regarding new bulbs in streetlamps in town. It is unclear when, or if, this change over will occur in Sinnott Farm.

### **Old Business**

-**Community Gathering** – The date is June 17<sup>th</sup> from 2:00 – 5:00 in the park off of Deerfield Road. Diane will update the flier and send it to Board members for approval. Myron volunteered to be the contact person as well as have a sign made to post on Ryefield Hollow Drive North as an announcement and reminder. Diane will copy the flier once approved, Jeff will contribute postage, Myron will print labels and contribute envelopes. The flier will be sent out by the end of the month.

-**Spring Walk About** – After much discussion relative to the merits of the walk abouts, it was decided that they are a benefit to the community and should continue. Wednesday, May 17<sup>th</sup> at 4:30 was the date chosen for this spring. Chris has letters that went out last year so any outstanding issues can be addressed.

-**Blockwatch** – Diane did not attend April meeting but plans to attend May and will email report to Board members. She reported that a letter, followed up by a phone call, was received from the Town Manager regarding the request for lighting in the parking lot off of Deerfield Road. The response indicated that the request is being considered – cost is being investigated – and we will be notified of any decision.

-**Paving Study** – After reviewing both proposals and discussing the need for the study as well as the process to be followed, Jeff called for a motion to hire CPE to conduct the paving study for the amount of \$1,497 as per their 12/28/16 letter. Syed made the motion which was seconded by Cameron and passed unanimously.

-**Revised Rules** – Jeff reported that the Covenants Committee is in agreement that the latest revision (which was sent via email to Board members) is ready for homeowner review (notice and comment). He suggested that the Board members take this month to carefully review the document and that at the June meeting any necessary discussion would take place and a vote taken on whether or not to send the rules to homeowners. Board approved rules would then be sent as part of the June mailing. Jeff also suggested the possibility of holding a community forum in July so that homeowners could express opinions and ask questions prior to the Board taking a final vote at the August meeting. All present agreed with this plan.

### **New Business**

-**Water –Usage & Irrigation Schedule** – Chris will contact Russo to get system ready for start-up and to adjust sprinkler heads to that they are appropriately directed on each island. He will also investigate the cost of sensors to be used so that system does not run when it is raining. It was agreed that sprinklers will not be set to run until June, they will run 3 days per week for a maximum of 30 minutes per day. Jeff commented that we need to keep records of watering so that we can use the data for future

planning and he requested a written plan to be passed along to new Board members. Myron will coordinate drafting of the plan.

### **-Homeowner Suggestions**

-An email was received from Lynn Toper suggesting a page be created on our website where homeowners could post information for residents to share. After lengthy discussion it was concluded that this would be a time-consuming task for the Board to manage as the page would have to be continually monitored and was not necessarily something the Board was willing to undertake at this time. Jeff shared a postcard that was mailed regarding an online forum for our area (Nextdoor Bloomfield Hill) that might address Lynn's idea. He will investigate this further, pass the information along to Lynn, and if appropriate, perhaps include something in our next newsletter.

-An email was received from a homeowner regarding lending libraries – small structures similar to bird houses in which books are deposited to be shared – “leave a book, take a book”. Jeff will respond to the homeowner that if at some future time there is homeowner interest, the Board will consider this but that currently we have several items we are working on so it would not be prudent to proceed with this right now.

-An email was received from a homeowner regarding a homeowner directory that would be accessible to all homeowners. The homeowner wrote that all associations provide this information, but the Board was able to ascertain that this is not the case, nor is it required. A lengthy discussion took place regarding obtaining permission, whether or not it was necessary, and the amount of time and work required to keep the listing current. Jeff called for a motion that the Board would not pursue creating a making public a homeowner directory at this time. The motion was made by Myron, seconded by Syed and a vote was taken. The motion carried 4 in favor, 1 opposed.

### **Committee Reports**

**Beautification** – Penny was unable to attend the meeting but had contacted Diane. She is requesting permission to begin some spring clean-up around lane signs. She further stated she will submit a detailed plan to the Board at the next meeting. Permission was granted for the clean-up and Diane will contact her with the decision.

### **Second Homeowner Comment Period -**

-Julius Prescod thanked Jeff for hosting the meeting. He asked a few questions regarding the paving study and the next step (obtaining the specifications). He further stated that he was in agreement that the walkabouts are beneficial to the community as they help homeowners understand how their property impacts the community at large and that maintaining our homes helps to keep property values for everyone.

### **Executive Session**

The Board adjourned to Executive Session at 9:17 p.m. and concluded at 9:22 p.m. No votes taken.

### **Next Meeting**

The next meeting will be held on June 7, 2017 at 6:30 p.m. at the home of Jeff Olmstead.

The meeting was adjourned with a motion made by Cameron, seconded by Myron, and approved unanimously at 9:24 p.m.

**Respectfully submitted**

**Diane Prescod**

**Secretary**