



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
October 11, 2017
6:30 p.m.**

MINUTES

In Attendance: Jeff Olmstead
Diane Prescod
Myron Stewart
Cameron Toper
Syed Hussain
Chris Weiland, Vision Management

Call to Order:

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

Homeowner Comment Period 1:

No homeowners were present at this meeting.

Minutes:

A motion to approve the minutes of the September 6, 2017 meeting was made by Myron Stewart and seconded by Cameron Toper. The board voted unanimously to approve the minutes.

Financial Report

- We currently have 3 accounts in collections with one on a payment plan.
- Operating cash balance is \$5,631.45 with a reserve balance of \$102,078.58
- We are on track to be under budget with a year-end expenditure calculated to be \$66,890 which is \$430 under the 2017 total budget. The largest variances are expected to be water and administration.
- Total expenditure for water is expected to be between \$2,400 and \$2,600 – well under the budgeted amount of \$4,000.
- Administration will be over budget at approximately \$2,200, a \$1,000 variance from the \$1,200 budgeted amount. This is largely due to mailings of the Rules this year.

Manager's Report

- Road Work Funding – Cameron continues to update the funding scenarios for replacing the roadways.
- Catch Basin Replacements – Two double basins and 4 single basins will be replaced on Arrowwood Lane this fall by Central Sealing. New England Blacktop was our original choice but their prices

increased significantly since providing the estimate last year. Central Sealing agreed to hold their prices and visited the property with Chris. The total expenditure will be \$7,391.33 which is slightly more than the Board had agreed to spend. After discussion, it was decided to go ahead with this project at the quoted price.

-Street Lamps – The Deerfield street light has been repaired as has one of the two needing repair on Spring Hill Lane. Chris will check on it and if repair has not been completed will contact Eversource.

-Brush Hogging of Pond – Russo has been asked to do as much work as they can for allotted \$600 and will let Vision know when the work is scheduled.

-Insurance Policies – The D&O policy has been renewed for \$927. The Liberty Mutual policy renewal cost was \$500 which represents a savings of \$329 over last year's premium. The Board will review the new policy when it is received to ensure that there is appropriate coverage.

-Annual Meeting – Date is set for November 29th at the Bloomfield Police Department Community Meeting Room.

-Potholes on Ryefield Hollow Drive North – Chris has called the Town (Public Works Department) for repair. He will monitor and call again if need be.

Service Requests

None beyond the street lamp repair and pothole repair mentioned in the Manager's Report

Correspondence Report

-Received from a homeowner on Spring Hill – Property line issue

-Sent to a homeowner on Spice Bush – Property Maintenance (Note: Response due by October 27th. If none is received, Board will determine next steps. This will be an agenda item for the next meeting)

Jeff Olmstead added:

-Homeowner on Arrowwood requested a copy of the Paving Study which was provided via email

Committee Reports

Beautification Committee – Jeff and Cameron removed the dead bush at the entrance to the community and the Sinnott Farm sign is more visible as a result. They also weeded and provided some general cleaning of that area.

-Jeff traveled around the community with Penny Jackson to review the recommendations she submitted to the Board last month. There is weeding, pruning and general maintenance work that needs to be done as no real landscaping has been done for a number of years resulting in plantings and natural areas looking somewhat neglected. Jeff suggests that the Board consider engaging the services of a contractor to address some of the recommendations in Penny's report or perhaps organizing one or more community "work parties" to improve the landscaping.

Welcome Committee – Paula Casey visited with new neighbors Bill and Susan White on Timothy Lane. She brought a small plant and reported a pleasant visit.

Website Committee – Additions and updates have been made to the website. Jeff continues to work with Vision to be sure documents are uploaded as required – to include 4th quarter communications to homeowners, newly approved Rules effective October 1st and minutes of recent Board meetings. The notice about the Annual Meeting has been uploaded and the advisory about black bears updated.

Blockwatch – Diane and Julius Prescod attended the September meeting. There was general discussion however, homeowners are reminded to lock their cars and ensure that no valuables are visible – there have been some break ins in the general vicinity of the community. In addition, cars should not be left running in driveways – there have been a few thefts in town.

Old Business

Street Lamp for Park Area

Jeff and Myron met with the Town Manager regarding the installation of the street lamp in the park area. The response was the same as in the letter sent to Diane – at this time it is cost prohibitive, however, they were encouraged to attend Town Council meetings perhaps beginning in January before the budget process begins to request that it be considered for the new budget. Jeff followed up the meeting with a letter.

Annual Meeting Preparation – The meeting will be held on Wednesday, November 29th at 7:00 p.m in the community room of the Bloomfield Police Department. The next board meeting will be primarily dedicated to preparing for the annual meeting. Jeff stressed that Vision must be mindful of the timeline for mailings as we had an issue with the last mailing. Chris will contact BPD to find out if we can use their equipment so we can create a power point presentation which Syed offered to create. Diane stated she likely has power points from prior years so they could be used as a template to simply plug in current information. Cameron will prepare budget and financial information.

New Business

-2018 Operating Budget – We will likely be under budget this year. A maintenance fee increase will be proposed as per the 15 year plan. Funds will be distributed as follows before the annual meeting: We will keep the CD with Webster Bank. Union Bank will be used for our operating fund, our capital expenditure fund (road paving) and the emergency reserve fund (\$5,000).

-There is now a concern whether or not allocation of \$2,500 for water will be sufficient. Cameron will re-work the budget to raise this figure to \$3,000. The budgeted amount for tree removal and pruning is high so that amount can be reduced.

-Status of Goals for 2017 – The major goals set for 2017 were: to create a financial plan so road paving/repair could be accomplished; to complete and have the community approve the revised rules; to increase confidence in the Board of Directors and create a greater sense of community by providing more personalized communication, continuing our newsletter, holding the community gathering and responding to homeowner concerns as soon as possible; to continue to work on the website to make it more user friendly; to monitor water usage; to commission a paving study. Overall, these goals have been met.

-Vision Management Evaluation – Jeff solicited feedback from board members with the following results: Technical Competence – very good to excellent; Attendance at meetings – excellent to outstanding; Response to Board Members – good to very good; Interaction with Homeowners – good. The conclusion is that Vision is performing satisfactorily for our community. Jeff stressed that it is important to do evaluations so that Vision receives feedback and homeowners know that the Board is assessing and evaluating performance.

-Candidates for Open Board of Director Positions – Three director positions expire in November and none will run again. The Board can operate if only two of these three positions are filled.

-Website Options – The board will need to decide whether or not to renew with GoDaddy in February. Jeff spoke with Bob Hanks for names of some website developers. The individual contacted charges anywhere between \$1,300 and \$1,500 to create a new website which can be done using GoDaddy. After discussion, the conclusion was that not many people use the website so the expense is probably more than it makes sense to spend. The incoming board will have the task of finding someone to upload documents and maintain the website.

-Irrigation Plan – Water has been turned off but it has been very dry lately and the cul-de-sacs appear to need water. Myron will turn the sprinklers back on for a few days and Chris will make arrangements for the shut-down process.

Homeowner Comment Period 2 -

No homeowners present

Executive Session

The Board adjourned to Executive Session at 8:26 p.m. and concluded at 8:31 p.m. No votes taken.

Next Meeting:

The next meeting will be held on November 1, 2017 at the Toper residence, 11 Arrowwood Lane.

The meeting was adjourned with a motion made by Cameron Toper, seconded by Syed Hussain, and approved unanimously at 8:35 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**

