



The Common at
Sinnott Farm

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 (Virtual)
July 9, 2026
6:00 p.m.**

MINUTES

In Attendance: Wayne Wnuck, President
Julius Prescod, Vice President
Susan Sturtevant, Treasurer
Diane Prescod, Secretary

Westford Management: Mason Brennan, Property Manager

Homeowners Present: Patrick DeLorenzo
Clark Winchel
Mary Winchel
Deanne Lawrence
Dave Rosen

Call to Order and Meeting Norms:

The meeting was called to order by President, Wayne Wnuck, at 6:03 p.m. Wayne asked homeowners in attendance to please hold questions and comments until the Owners' Forum.

Approval of Meeting Minutes:

Diane reported that the minutes of the April 2026 meeting were approved via email and posted to the website.

Financial Report:

Susan Sturtevant, Treasurer, reviewed the statements sent by Westford:

Q2 Summary –

Q2 was steady overall; reserves increased, outstanding balances improved, and major expenses remained generally in line with the budget.

Q1 to Q2 Snapshot –

Operating Cash – stable by quarter-end

Reserves – steady growth, up from Q1 quarter-end

Outstanding Balances – improved by quarter-end – lower than 3/31/26.

Operating Results and Expense Highlights (YTD through 6/30/26)

Operating Income - \$50,049 – Income recognized when billed

Operating Expense - \$46,858

\$1,982 under budget – some tree work has not yet been billed; other large

expenses tracking close to budget
Budget Position - \$1,982 under budget YTD through 6/30/26

Cash and Reserve Position (as of 6/30/26)

Operating Cash - \$7,703
Reserve Money Market - \$49,360
Reserve CD#1 - \$31,470
Reserve CD#2 - \$31,397

Operating cash is what is available for regular operations. Reserves held in CDs not immediately available cash.

Collections and Homeowner Balances (as of 6/30/26)

Outstanding Balances - \$16,291
Prepaid Assessments - \$6,587
Quarter-End Trend – Outstanding Balances improved from Q1, down from \$18,239 at end of Q1 (3/31/26)
Collections continue to be an area to monitor.

Summary – As of June 30, 2026, the Association remains in generally stable position – reserves increased during Q2, homeowner balances improved from end of Q1, and expenses remained reasonably in line with budget.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, reported that there is nothing new – plantings have been done in the beds at the entrance to the lanes.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that there were no new Alterations Requests or other business to come before the committee this quarter although two have been requested from homeowners who did not submit them as required. She did remind homeowners that if there are projects planned to please complete and submit the Alterations Request prior to any work beginning. If anyone has questions regarding whether or not a specific project requires an Alterations Request, please check our Rules which can be found on the website or contact a Board member for assistance. This is a very important step because, per our Rules, a homeowner can be fined for each day that the work remains on the property until such time as an Alterations Request has been submitted and the approval process has been completed. The form is on our website under “For Homeowners”.

Welcome Committee – Jeff Olmstead, chair, was unable to attend the meeting however, via email he stated that the Committee had not been notified of any sales this quarter, thus no new homeowners to welcome to the community at this time.

Website – Julius Prescod, chair, reported that it was brought to his attention that there is some information about budgets on the website that needs to be updated. The information currently there is archived past budgets. We are currently working on a way to have current budgets posted in TownSq rather than on the website because it is password protected. Updates will be given as things progress.

In addition, the link to Westford's Contact Sheet on the landing page became broken. It has been repaired and is working as it had previously been.

Unfinished Business:

-Balance Sheet/Budget Posting in TownSq – Both have been updated and are current through June in TownSq and are available under the Documents tab. Mason will work on getting archived information into TownSq as well.

-Tree Replacement – Status of New Tree for Arrowwood South and Clean-up on Deerfield SJN cleaned up under large pines on Deerfield and seeded areas although due to lack of rain, seed is not germinating well. Wayne has not yet spoken to homeowners on Arrowwood south regarding tree replacement on the island but will do so in the coming weeks as best time for planting will be in the fall.

-Response from Property Manager to Emails/Messages Sent Via TownSq (Alterations Request never responded to) – Mason stated that not many messages had come through. Diane stated that we still don't know why the Alterations Request submitted by a homeowner was never responded to or forwarded to the Covenants Committee. Mason stated that it just wasn't – no reason that he had been able to figure out. Diane stated that this was not acceptable and that going forward this cannot continue to happen.

New Business:

-Community Picnic Report – Diane reported that the picnic was held on June 6th – the rain date – due to inclement weather on the original date. Unfortunately, only four community members joined the Board members but we all spent a nice afternoon chatting and catching up. Possibility of moving the picnic to early fall next year was mentioned.

Administrative Items:

Management Report – Mason reported that an invoice from a contractor for tree removal at a home on Quail Run Lane had been received. The address was listed as 3 Quail Run however there is no such address. He will continue to look into this matter.

Correspondence – None at this time.

Resale Report- One resale request was just received and approved. Mason will provide further information as the closing date approaches and will reach out to Jeff Olmstead, Welcome Committee Chair.

Annual Calendar – The major item on the calendar is preparing the 2027 budget which will begin at the end of August. Mason will meet with Susan. Mason will reach out to the BPD to confirm our use of the Community Room for the annual meeting in November.

Owners' Forum:

-Patrick DeLorenzo (Timothy Lane) reported that he has not received any email correspondence from Westford since November. Mason looked into this during the meeting and stated that his email had not been included in his account but it is there now so the issue should be resolved.

-Patrick inquired about the stumps left from tree removal on Deerfield – would they be ground. Wayne responded that it was not done at the time the trees were removed due to budget but we will see how this year goes and have them ground if the budget allows.

-Patrick informed the Board that the white pine on the Timothy island needs to have dead branches removed. Wayne said this is possible as long as there are no urgent issues that arise – fall would be the best time to do this work.

-Patrick stated that he liked the idea of possibly changing the picnic to early fall.

-Patrick asked about the property on Quail that is not being kept up to Association standards. Wayne replied that the issue is “active” – enforcement actions being explored but we cannot get into specific details.

-Patrick thanked Susan for the Financial report – he especially appreciated the format.

-Susan spoke on behalf of a homeowner who had contacted her regarding people going door-to-door in the community soliciting. After some discussion, Diane suggested that an eblast be sent to the community stating that homeowners should not engage these folks in conversation, just let them know that the lanes are private, there is no soliciting, and to please leave. Mason will take care of this tomorrow or Monday.

Executive Session: Wayne asked to adjourn to Executive Session at 6:38 p.m. Board returned to regular session at 7:21 p.m.

Adjournment: The meeting was adjourned with a motion made by Susan, seconded by Wayne, and approved unanimously at 7:23 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**