



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 (Virtual)  
April 23, 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:** Clark and Mary Winchell  
Deanne Lawrence  
John Mayar  
Patricia

**Call to Order and Meeting Norms:**  
The meeting was called to order by President, Wayne Wnuck, at 6:01 p.m.

**Approval of Meeting Minutes:**  
Diane reported that the minutes of the January 2026 meeting were approved via email and posted to the website.

**Financial Report:**  
Susan Sturtevant, Treasurer, reviewed the statements sent by Westford:

- Operating Results and Major Expenses for Q1 –
  - Operating Income - \$25,034
  - Operating Expenses - \$19,269
    - Landscaping under budget due to March billing not received and no fertilization work in Q1
    - Professional fees slightly over budget from audit/tax timing
    - Insurance, utilities, and reserve contributions generally in line with plan

Cash and Reserve Position -

- Operating Cash - \$7,722
- Reserve Money Market - \$44,302
- Reserve CD#1 - \$31,191
- Reserve CD#2 – 31,110
  - Board will look into moving the MMA into higher APY savings option
  - CD#1 matures 9/27/26 – Board will review to determine next action
  - CD#2 matures 2/27/27

Collections Summary –

Outstanding Balances - \$18,239

Current Prepaids - \$8,705

-Collections remain an area for improvement. Westford has begun reaching out to homeowners and responses have begun to come in. Some balances may reflect recurring payments not yet updated after the fee increase. Homeowners should contact Westford or use TownSq to verify if their account is in good standing.

**Committee Reports:**

**Beautification Committee** – Deanne Lawrence, chair, stated that the committee will continue to monitor the lilacs which are doing well. There is no spring activity yet, however planting will begin at the lane entrance beds in the coming weeks. Thanks to Mary Winchell for stepping in to care for the Arrowwood bed.

**Bylaws/Covenants Committee** – Diane Prescod, chair, reported that there were no new Alterations Requests or other business to come before the committee this quarter. She did remind homeowners that if there are projects planned for this spring to please complete and submit the Alterations Request prior to any work beginning. 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 the website is running well and there is nothing new to report at this time.

**Unfinished Business:**

**Board Vacancy** – Wayne reported that there is still one unfilled position on the Board as a result of the departure of Jonny Baranowski last year. The position is only for 7 months so it is a good opportunity for someone who might be interested in serving on the Board but unsure.

**Balance Sheet/Budget in TownSq** – This was brought up by a homeowner at our January meeting. After much discussion, it was decided that the Balance Sheet and Budget Comparison Report will be posted quarterly in TownSq.

**Tree Replacement** – This was brought up by a homeowner at our January meeting given that we were going to have some diseased trees removed from the property. Wayne opined that it is reasonable to consider replacing the tree we had removed from the Arrowwood Lane south island. He further stated that it did not make sense to replace the tree removed from the island on Timothy Lane as it is a small area that currently has two trees that now have room to grow. Lastly, he stated that Deerfield did not need to have any trees replaced, rather we might consider spending the funds on clean up and pruning of existing trees and adding grass to bare areas. Board members agreed with this assessment, so he will contact SJN for an estimate. In addition, he will speak with the homeowners who live near the Arrowwood south island for their input on whether or not to replace the tree.

**Responses from Westford/Property Manager to Emails (Site Visit Report – January 26)** – The Board has requested informal “reports” after the Property Manager does site visits but we still have not received anything from January. Mason reported that he recently did the April site visit. Diane stated that we have not received any report from that visit either but it is the expectation that, going forward, we will get an email with an informal report. Wayne addressed the lack of email responses to homeowners. Mason replied that he has not seen anything coming in lately.

### **New Business:**

**Snow Removal/Driveway Aprons** – Wayne stated that the Board received a number of complaints from homeowners after the February snowstorm concerning large amounts of snow left at driveway aprons after SJN had plowed the lanes. Wayne explained that the general practice with large storms is that the contractor will plow several times but not necessarily curb to curb until it has stopped snowing. If a homeowner clears his/her driveway prior to the contractor’s last pass, there will be snow at the apron. He quoted from the Bloomfield DPW website that this will happen and it is the homeowner’s responsibility to clear the apron. That being said, Wayne did speak with SJN and they will do their best to minimize the impact to driveway aprons going forward.

**Community Picnic** – Diane reminded everyone that the date for this year’s picnic is Saturday, May 30<sup>th</sup> from 1:00 p.m. to 3:00 p.m. in the park off of Deerfield Road. Everyone is asked to bring a snack to share and a chair. Julius created a flyer which will be posted to the website next week and sent out via eblast to the community. The rain date is Saturday, June 6<sup>th</sup>, same time and location.

### **Administrative Items:**

**Management Report** – Mason reported that his main focus right now is working on maintenance fee delinquencies. On another topic, he asked if the Board wanted to continue with the same company and schedule for fertilization (LawnTech). He has a few quotes and will send the information to the Board so a vote can be taken via email.

**Correspondence** – None at this time.

**Resale Report-** None at this time.

**Annual Calendar** – Mason stated he will add picnic dates. Wayne asked that the website renewal date be added and Susan requested that the insurance renewal date be revised to 2027 (currently reads 2026).

### **Owners’ Forum:**

-Clark Winchell had a complaint about certain properties that are not being maintained according to the Association rules. Wayne responded that the Board understands, has the same concern, and has been following the protocols outlined in our documents (fines, hearings). The Town has been contacted as well but efforts have not always produced results, however, efforts will continue to be made to try and resolve them but the process is not an easy one.

-Mary Winchell asked about those who are not up to date with maintenance fees. Mason responded that specific homeowners cannot be discussed but, in general, there has been some “grace”

periods due to changes in banks and from AppFolio to TownSq. He further explained our process of assessing late fees, processing fees, demand letters and attorney involvement.

**Executive Session:** Wayne asked to adjourn to Executive Session at 7:00 p.m. Board returned to regular session at 7:46 p.m. No votes were taken.

**Adjournment:** The meeting was adjourned with a motion made by Susan, seconded by Julius, and approved unanimously at 7:47 p.m.

**Respectfully submitted,  
Diane Prescod  
Secretary**

