

**By-Laws/Covenants Committee Meeting**  
**Saturday, October 25, 2014**

**Present:** Leslie Woods - Chair  
Louise Moran  
Jeff Olmstead  
Ann Hanks  
Diane Prescod

Joe Timbro (APM)

-Meeting called to order at 10:35 by Leslie Woods, Chair.

-Leslie stated we would use the Consent Agenda format to approve minutes, website and newsletter information, and the template we will use for our inspection. Clarification was made around the Consent Agenda – Louise suggested that when Leslie sends the agenda, she include items for Consent Agenda as attachments. Ann made a motion to approve items on Consent Agenda, Louise seconded, motion carried.

-It was suggested that the real estate sign on the corner of Arrowwood and Deerfield from Coldwell Banker be removed – it has been there since the house was listed and causes some confusion because there are three homes for sale on the street. Jeff stated that in the past there was a similar issue and a call to the realtor resolved the issue. Joe will call the realtor.

-Joe stated that in our Bylaws, there is nothing regarding signs. Leslie contributed that a few years ago there was an issue with someone leaving a contractor's sign year round in their yard and Pat sent "notice and comment" to homeowners and when she heard nothing, it became a rule by default. Joe will research the issue of signs in common areas as well as on private property.

-Joe informed the committee that the approved tag sale is taking place today. There are a number of cars that are a bit in the street but it doesn't appear to be a problem.

-Joe was asked to look between two houses near Spice Bush – something was seen that looks like it might be wooden "skids" being stored there.

-Hard copies of the Application Process and the Request for Approval Form were distributed for committee review. Joe reviewed the changes that have been made as a result of member comment from reading first draft. There was a lengthy discussion about wording for the application form. The sentence below was decided upon as the opening sentence for the Approval Form:

"A homeowner must provide the information requested below to the Covenant Committee c/o Advance Property Management or via The Common at Sinnott Farm web site **PRIOR** to any work being performed on the exterior of the home."

-Jeff had some additional requests for additional edits on the Application Process page, we also made a few additional grammatical changes on the Approval Form.

-Going forward, changes in documents that are simply grammatical can be emailed directly to Joe but changes in content need to be approved by the committee and then Leslie will forward to Joe once consensus has been reached.

-Each committee member received a hard copy of the Rules and Regulations including Amendments that were completed in 2012 and those currently being proposed. A discussion ensued relative to the use of letters or numbers – the consensus was to be consistent with the format currently in use in the existing documents.

-There are several instances in the Rules document where it states “Board of Directors” and should say “Covenants Committee” which Joe will change. Also, “Covenant” will be changed to “Covenants.”

-Leslie stated we need to determine priority items for the annual inspections. She suggested we peruse the list and select 5 items on which to focus during the inspection – such as toys, seasonal items put away. We could put those 5 items on a form or template that we will use. The template we currently have will be used as a resource from which to select items for focus.

-Discussion ensued regarding follow up from the last walk about – Louise suggested that we have information regarding who got letters after the last walk about to determine whether or not items brought to the homeowners’ attention have been completed. Diane will create a form and email it for use during the walk about – it will include issues from the last inspection. The five items that will be included for focus are: Seasonal Items (Recreational), Yards, Missing House Numbers, Follow up from Spring Inspection, Other.

**-Walk about will be November 8<sup>th</sup> at 10:00.** We will meet at Leslie’s.

-Next Steps: Leslie suggested holding off on next steps because we have the Annual Meeting coming up on November 20<sup>th</sup> as well as the inspection on November 8<sup>th</sup>. **Next meeting will be either December 6<sup>th</sup> or 13<sup>th</sup>.**

-Annual Meeting – Leslie will be on the agenda to report out what the committee has been and will be doing in general terms. Jeff suggested that the walk about process be addressed and Leslie stated that she will address the point during her brief presentation –she will also explain the application process for alterations.

-Louise made a motion at 12:19 to adjourn the meeting, seconded by Jeff. Motion carried and meeting adjourned at 12:19.

**Respectfully submitted,  
Diane Prescod  
Secretary  
By Laws/Covenants Committee**