

**The Common at Sinnott Farm
Bylaws/Covenants Committee
Minutes of Meeting #4
Saturday, September 6, 2014**

Present: Leslie Woods, Chair
Ann Hanks
Louise Moran
Diane Prescod (new member)
Joe Timbro (APM - new property manager)

Absent: Jeff Olmstead

Call to Order: Chair Leslie Woods called the meeting to order at 10:35 a.m.

Introductions: Members introduced themselves to Joe Timbro and he shared his background with committee. He works "part time" for APM in that he has about half the number of properties to manage. He is in the office most often in the morning so this is the best time to reach him via email, however, he can be reached by phone at any time. We can contact him at the office directly without going through Linda or on his cell phone.

Leslie welcomed new member, Diane Prescod, and stated that Diane had volunteered to accept the role of Secretary and will take and distribute meeting minutes.

Approval of Minutes: Louise made a motion to approve the minutes of Meeting #2 held on March 22, 2014 and Meeting #3 held on June 28, 2014. The motion was seconded by Ann and passed.

Discussion:

-Leslie inquired about the APM website as it does not list Joe's name, as well as the administrative staff assigned to work with him. Joe responded that Eric assigned him to our property just last week while he was away on vacation and that Linda - who will continue to work with us - has been on vacation this past week. He toured the property yesterday at noon with Eric and was given our files at that time so he has not yet read our documents. Leslie requested that he be "up to speed" as soon as possible. Ann stated that a review of our documents would help this process along. She further stated that we are a PUD not a condominium and explained which expenses were covered by our maintenance fees.

-Leslie and Ann clarified responsibilities falling under the purview of this committee and those of the Executive Board. Leslie further explained that one of the tasks currently being undertaken by this committee is a revision/clarification of the rules and bylaws.

-Ann explained that one of the reasons this committee was created was to provide homeowners an avenue for an appeal should a decision be made with which they do not agree. Should a project be denied by the Covenants Committee, the homeowner then has the option to file an appeal with the Board to have the request and decision reviewed.

-Leslie discussed the spring walk-about; committee members took notes and then Leslie and Pat Williams walked the community a second time reviewing the notes. Subsequent to the review, letters were generated by Pat and sent to homeowners regarding items that need to be addressed with deadline dates - the latest of which is November 1st. Diane asked about follow-up with homeowners but none has been done as Pat retired and we have been in transition. Leslie stated that perhaps during the fall walk-about progress can be assessed - which would necessitate scheduling in November. Louise, Ann, and Diane stated that any of the first three Saturdays in November would be fine. Leslie will email Jeff for his input on a date.

-Leslie suggested that the Covenant Committee provide a report to homeowners at the Annual Meeting to be held on the Thursday before Thanksgiving. Ann made a note to discuss this with the Board at its next meeting.

-Pets Rules - the next item for revision. Leslie had emailed a draft of the revision to committee members and it was reviewed and discussed. Additional revisions to clarify and simplify the rules will be made and Leslie will email them to committee members for review. Once approved by the committee, they will be publicized for homeowner review and comment.

-Reminder and Checklist Documents - Leslie had given Eric sample documents to be used; one for the walk-about to ensure that all committee members are looking at the same areas and a second that would be given to homeowners requesting approval for a project detailing exactly what information was required in order to process the request. In addition, Leslie wrote a short paragraph that was to be included with the upcoming maintenance invoices to include an explanation of why the Covenant Committee conducts semi-annual walk-about and when the next one would occur. Mandy (for Linda) sent sample forms that were not at all like what Leslie sent. Leslie will re-write the paragraph for enclosure with the invoices and she will revise the checklist as well. Joe will work on the request forms. At this point there are two very formal cover sheets, one deals with plantings the other with structures. Joe will draft a cover sheet that is less formal and designed to incorporate all projects.

-Projects recently approved:

-Solar panels on Timothy. This project was supposed to have been completed in August but work has not yet been done. Diane suggested we ask the homeowners for an update.

-Front walkway work on Timothy was approved and work scheduled to begin this month.

-A request to remove two trees was approved - no update on status of work

-A homeowner removed a tree without approval and left a stump. He was notified that the stump had to be removed by 9/13. Bobby Woods is going to assist the homeowner with this project.

-No new requests for projects have been received by the committee at this time.

-Next Meeting: Saturday, October 25, 2014
10:30 a.m.
Home of Leslie Woods, 22 Arrowwood Lane

-Louise made a motion to adjourn which was seconded by Diane. The meeting adjourned at 12:35 p.m.

Respectfully submitted:

Diane Prescod

Secretary