

**The Common at Sinnott Farm, Inc.
Bylaws/Covenants Committee Meeting
Saturday, February 20, 2016**

In attendance:

Leslie Woods, Chair
Ann Hanks
Louise Moran
Jeff Olmstead (Participation by Phone)

Absent:

Diane Prescod

Call to Order:

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

Agenda:

In Diane's absence, Leslie asked Louise to take the minutes of the meeting. Jeff made and Ann seconded a motion to approve the minutes of the January 30 meeting.

The Committee began by reviewing the new version of the working draft of the Rules, which incorporated the decisions discussed at the January meeting. Jeff explained the three documents he had emailed to the committee prior to this meeting: Document 1 contained all of the Rules including all additions and deletions, with the newest revisions in green. Document 2 was a "clean copy" of the proposed Rules. Document 3 was an expanded version of the explanation of the changes that had been made.

Leslie pointed out that in Section 3.3 "electronic leashes should be changed to "retractable leashes." Jeff defended the detailed wording in Section 5.3 regarding the Town-specified trash removal process as a way to avoid the need to amend the Association's Rules every time the Town might change its requirements.

The Committee discussed the text and format of Article V – Rubbish Removal at some length. Leslie suggested that the text about trash that appears in Sections 1.4 and 2.2 might better be placed with all the other information about trash in Article V. The committee members agreed that such a consolidation would be clearer to the end-user, and they decided to rename Article V "Trash and Rubbish Removal. Jeff agreed to look at those sections, incorporate the appropriate points into Article V, and eliminate the redundancy. Ann noted that restricting the placement of bulk waste for disposal only on a Unit's driveway might be an unreasonable and impractical expectation, and the group agreed to change "Unit's driveway" to "Homeowner's Property."

Jeff pointed out that he had added new text regarding Yard Signs and Holiday Decorations, as drafted by Leslie and Diane, to Article IX, and he modified the title of the article to reflect the additions of these new subjects, which the committee felt was a good idea. The group also agreed that Section 9.6 – PODs/Temporary Storage Containers should be moved to the end of the list of subjects in Article 9 because it is of a slightly different nature than the other property additions cited earlier in the amendment. Here, too, they decided to allow placement of such containers on the Homeowner's Property in general and not just on the driveway. Ann suggested that a sentence forbidding signs on the Common Elements be added to the section on Yard Signs.

The committee also noted some inconsistency in various Articles regarding the process and procedures governing the Association Rules and the existence or non-existence of a Covenants Committee. They discussed whether it is necessary to include a phrase that explains that, if a Covenants Committee does not exist, the Executive Board would handle the request or situation every time the Covenants Committee is mentioned in the Rules (for consistency's sake). However, they decided that it was not necessary to include such an explanation every single time; doing so would make the text unnecessarily cumbersome. Also, historically it has been shown that some portion of the Executive Board would handle the responsibilities of said Covenants Committee in the event of its dissolution. However, mention of "first the Covenants Committee, otherwise the Executive Board" is helpful in particular sections, namely Sections 7.2 (General Administrative Rules), 9.2 (modification of Homeowner Property), and 10.2 (Tag Sales).

The committee then turned its attention to Amendment G-Assessments, Fees and Fines, information the Covenants Committee wants easily available to all the Homeowners. In order to include it in the Rules, Jeff proposed that we could create a new Article that deals exclusively with Maintenance Fees. He offered to draft such an article starting with the text in the official version of the amendment that was approved by the Homeowners in 2005 and referring to the work on it done by Diane and Jeff during the summer of 2015. Fees and Fines would not be included in this Article. But, because the committee agrees that it is important for Homeowners to understand the consequences of a violation of the Rules, he suggested that we incorporate the details pertaining to "Parking Violations" into Section 6.3-Parking Restrictions and the details about "Fines" into Article VII-General Administrative Rules. The group felt that this is a sensible approach and also that "hardship" should be addressed only in regard to Maintenance Fees. Jeff agreed to work on these sections, with Louise's assistance, and send out a draft to the committee members with enough time for review and feedback before the next meeting in March. The group agreed that a final draft of the Rules will not be ready for the next Executive Board meeting. The committee applauded Jeff for all his work on the Rules thus far.

Leslie then reported that she and Diane would prepare the paperwork for the upcoming spring annual inspection, which is scheduled for early June.

Looking ahead, the group concluded the meeting with a discussion about the "next steps" for the Covenants Committee with a particular focus on its responsibilities and procedures. It was suggested that Leslie attend the next Executive Board Meeting and make a presentation to the Board and the new Property Manager about the Covenants Committee and the role it plays within the Association. Leslie said that she would contact Diane and ask to be placed on the agenda.

The next Bylaws/Covenants Committee meeting will take place on Saturday, March 26, 2016, at 10:30 at 23 Arrowwood Lane.

Jeff made and Ann seconded a motion to adjourn the meeting, and Chair Leslie Woods adjourned the meeting at 12:15 p.m.

Respectfully Submitted,

Louise Moran