

**The Common at Sinnott Farm, Inc.
Bylaws/Covenants Committee Meeting
Saturday, January 30, 2016**

In attendance:

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

Call to Order:

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

Agenda:

A formal agenda had not been sent to committee members as the primary purpose of this meeting was to review the work the committee has completed in terms of revisions to the Rules as well as to review the consolidation of that work into a working draft by Louise and Jeff.

Jeff began by reviewing the three (3) documents he had emailed to the committee: Document 1 contained all of the Rules including sections to be deleted and sections to be added. Document 2 was a "clean copy" of the proposed Rules, and Document 3 was an explanation of the changes that had been made.

Much discussion ensued as to the difference between Rules and Bylaws, whether or not the Committee would work on Bylaws, and where to include certain items (i.e. the section on requests for variances and appeals procedures). Leslie clarified that the Bylaws govern the activities of the Executive Board and outline roles and responsibilities whereas the Rules are the rights and obligations of individual homeowners.

Diane voiced a few concerns with the draft, among them consistency regarding terminology (Unit Owner vs Homeowner and Board of Directors vs Executive Board for example) as well as the need to establish a date by which seasonal items must be stored as the wording "reasonable" is too vague. It was agreed that that wording would be changed to November 1st.

Discussion regarding signage and holiday decorations resulted in Leslie agreeing to draft wording regarding contractor and political signs, their placement and removal, and Diane agreeing to draft wording regarding holiday decorations and their removal. Once crafted, this information will be sent to all Committee members for comment and Jeff will insert into the Rules document.

A question was raised regarding fines and the absence of the topic in the Rules draft. Committee members seemed to recall some work being done in that area and all agreed to search notes and email prior to our next meeting.

It was decided that the Rules in their current form will not be sent to the Executive Board for their review at this time. Committee members will craft additional language and will compare the Rules to the Bylaws to ensure that there is no conflicting information.

Leslie asked whether or not we would continue to use the same procedure for complaints and requests for home exterior work with the new management company. She outlined the old procedure as follows:

- Leslie fields the calls regarding issues/requests
- Leslie collects all pertinent information and sends out to Committee members
- Committee members respond (approve or not)
- If the issue is a complaint, we involve the Property Manager
- Leslie calls homeowner with decision and reports the decision to the Property Manager
- Property Manager sends a letter with decision

She further asked whether or not it would be appropriate for her to call Chris Weiland at Vision Management and introduce herself. Diane, speaking for the Executive Board, stated that it would be fine for Leslie to contact Chris and she would let him know to expect her call. Diane also shared that Chris would like to accompany the Committee on its Annual Inspections.

A short discussion took place regarding the date for the next Annual Inspection and it was decided that it would be conducted on Saturday, June 11, 2016 at 10:00. Diane will notify Chris and will ensure that it is detailed in the Spring CSF Newsletter.

The next Bylaws/Covenants Committee meeting will take place on Saturday, February 20, 2016 at 10:30 at 23 Arrowwood Lane.

Chair Leslie Woods adjourned the meeting at 12:12 p.m.

Respectfully Submitted,

Diane Prescod