

**The Common at Sinnott Farm
Bylaws/Covenants Committee
Minutes – Saturday, September 12, 2015**

Committee Members Present:

Leslie Woods, Chair
Ann Hanks
Louise Moran
Jeff Olmstead
Diane Prescod
Joe Timbro – APM

Agenda:

Provided to committee members via email prior to meeting

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

Minutes –

-The minutes from the April 25, 2015 meeting were approved – Motion to approve made by Louise and seconded by Ann – unanimously approved.

Items for Discussion –

-Homeowners Guide-

-Jeff had suggestions about the Homeowner Guide draft sent by Board. Leslie suggested that Louise and Jeff confer, add their proposed suggestions and email committee members and the Board for review. Ann stated that the Board hopes to have some sample copies for the Annual Meeting to be held on November 17, 2015.

-Rules Update-

-Discussion took place regarding format for Rules. Jeff proposed that we replace the current rules with a new set either eliminating or incorporating old rules and amendments so that we have one document without amendments that is complete and comprehensive. He further proposed that we utilize the 1988 format.

-Discussion regarding Amendment C-1 (Variance and Appeal Process) followed, the main point being whether it belongs in the Bylaws or the Rules. Leslie proposed that somewhere (perhaps Article VIII) in the rules, a statement regarding where the homeowner may find the information regarding a variance and the appeal process should be inserted.

-Joe clarified that once this committee has finished its work, it must be approved by the Board of Directors prior to being distributed to homeowners for notice and comment. The original goal was to have the document ready for the upcoming annual meeting but it was determined that this is unrealistic at this point. Leslie suggested that at the annual meeting, the homeowners be informed of the committee work to date and that they will be receiving documents in the near future. This can also be included in the next newsletter and posted on the website. Ann stated that she will be sure to include Leslie on the Annual Meeting agenda.

-Louise distributed a list of terms to consider for consistency throughout the document.

-Jeff and Louise will continue to work on the format and we will continue to update at each meeting.

-Fall Home Inspections-

-Leslie suggested that we consider doing a comprehensive walk-about in the spring but not the fall. Ann stated that to conduct a walk-about and send letters did not make sense unless there was some follow up and perhaps that should be the focus in the fall. Leslie volunteered to review letters and re-inspect those properties with Joe. Once this has been completed, results will be shared and the committee will make a decision regarding thank you or follow up letters.

-Next Meeting –

-October 24, 2015 at 10:30 a.m.

Jeff made a motion to adjourn which was seconded by Diane and approved by all at 12:06.

**Respectfully submitted,
Diane Prescod**