



The Common at
Sinnott Farm

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Homeowner's Association for:

Quail Run | Spice Bush | Arrowwood | Spring Hill | Timothy Lanes

**The Common at Sinnott Farm, Inc.
Executive Board Meeting (Virtual)
April 29, 2024
6:00 p.m.**

MINUTES

In Attendance: Patrick DeLorenzo, Vice President
Wayne Wnuck, Treasurer
Diane Prescod, Secretary
Julius Prescod, Director

Absent: Jonny Baranowski, President

Westford Management: Mason Brennan, Property Manager

Homeowners Present: Clark Winchell

Call to Order:

The meeting was called to order by Vice President, Patrick DeLorenzo, at 6:05 p.m.

Minutes:

The minutes of the January 11, 2024 meeting were approved via email and posted to the website. Going forward, the Board will continue to follow this procedure so that community members will have access to minutes in a timely manner.

Financial Report:

This report covers through 3/31/24 and was prepared by Sentry. The Balance Sheet total in our checking and savings/reserve accounts was \$83,062 including \$5,000 that was transferred to Westford for start-up. Although the final Pacific Western Bank statement shows a total of \$81,742, Wayne stated that the difference is due to outstanding deposits and checks. As of 3/31/24, we have paid SJN for 4 months so that appears as an asset. Indus has now been completely paid.

Mason stated that reports from Westford will be similar to those from Sentry but should be somewhat easier to read and interpret. He will walk us through the first report from Westford at our next meeting.

A question came up about whether Westford uses a local bank. They do not – they use Pacific Premier Bank but some of the properties they manage do prefer to use local banks. Westford uses this institution because they deal with many HOAs – they are set up for that. If we wanted to use a local bank when we were with Sentry, there would have been a charge – Mason will check to see if this is the case with

Westford also and then the Board can then make a determination regarding whether or not to use Pacific Premier or a local bank. He will also find out when the first financial package will be available from Westford for review.

Regarding the budget, treatment for weeds on Deerfield – an area of concern expressed by several homeowners – would put us \$1,450 over budget for that item. Sentry never paid the bill from Dynamic for the tree work done behind homes on Quail Run Lane so once this is paid, that will deplete the budget for this item. We also will be getting a bill for the work done on the lilacs which will not exceed \$300.

We are under budget for utilities at this point and hopefully will continue in this manner for the remainder of the year.

We are on budget for our management fee as well as postage. We have spent about \$400 to date on copies/printing/supplies so we need to be vigilant in this area so as not to exceed our budget as happened last year. There was some discussion regarding our inability, despite numerous requests, to get information from Sentry regarding expenditures in this area and Mason reported that Westford will supply invoices so we will know exactly what was done and the cost.

Our CPA has been paid for federal and state tax filings and the cost was what we budgeted.

We have \$500 in legal but no known expenses at this time.

Our three (3) insurance policies – Directors and Officers Liability; Crime; General Liability – have not yet been paid. Once payment has been made, we will be about \$2,000 over budget in this area.

We have held maintenance fees at the same amount for three (3) years and last year contributed \$21,633 to reserves. If we are able to continue to contribute at this rate, we should be able to repave Spring Hill, if needed, in about four (4) years.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, was unable to attend this meeting, however committee member Bill White submitted an email detailing the work that was done on the lilacs to include pruning and the removal of vines that were killing the bushes. Bill stated that the bushes are well established and, as a result of the work that he assisted with, we should see them start to fill in. The committee members will remain vigilant to ensure no invasive species re-emerge and will do some pruning in the fall. Ryan Carroll, a gardening specialist who performed the work, was aware of the budget and will submit a bill that will come within the allotted amount.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that two homeowners submitted requests for roof replacement, both were approved. A third request for a playscape was submitted and approved.

Welcome Committee – Jeff Olmstead, chair, was not able to attend the meeting, however, there have not been any new members to our community this quarter.

Website – Julius Prescod, chair, reported that the website has been updated to include information regarding our new management company, all links are working, as well as minutes of the January meeting, our spring newsletter, and the agenda for this meeting. Mason will upload minutes to Appfolio.

Pond Committee – Jonny Baranowski, chair, was unable to attend tonight’s meeting, however Diane reported for him that the committee members are currently working on tasks, gathering information, and hope to have a report for the July meeting.

Unfinished Business:

Mulch around trees on Deerfield Road – Wayne met with SJN when they were doing mulch and told them how it should be done to keep it away from the tree trunks – it is probably as good as it can be at this point. We will monitor the situation but item closed for now

No Soliciting Sign on Ryefield Hollow Drive North – Patrick reported that we determined it didn’t make sense to do this as it would be our responsibility to purchase and maintain. In addition, it didn’t seem to help with solicitors. Item closed.

Tree behind homes on Quail Run Lane – Dynamic Tree Service took care of the required removal last fall. Sentry never paid the invoice but it has been submitted to Westford for payment. Item closed.

Community Care Department Emails/Responses – This was an issue with Sentry so given that we are no longer working with them, it is the hope that communication with Westford is better. Only complaint so far with Westford has been trying to set up online payment accounts but that seems to have been resolved. Item closed.

Homeowners paying postage/costs for correspondence for Rules Violations/Late Fees – Rules do not specifically state that homeowners must pay for postage for notification of rules violations/late fees. This issue will be referred to the Covenants/Bylaws Committee for review and recommendation as may be necessary.

Community Room at BPD for Annual Meeting – Diane reported for Jonny that the Bloomfield Police Department Community Room has been reserved for us to use again for our annual meeting on November 21, 2024 at 6:30 p.m. Item closed.

New Business:

Patrick made a motion to add an item regarding weed control – Julius seconded – no discussion, passed unanimously.

Annual Community Picnic – The picnic will be held again this year – Diane stated that the date is Saturday, June 1st with a rain date of Saturday, June 8th from 1:00 – 3:00 in the park off Deerfield.

Transition from Sentry to Westford - Westford wants to move in a positive direction as we begin our relationship. Mason will address any issue with his team. Account set up issues seem to have been resolved but Mason will monitor. Patrick welcomed Mason and stated that we hope he remains our manager and we don’t have several in a short period of time as occurred with Sentry. Wayne asked if transition is complete – Mason stated that there are a few lingering items that he is working on – he has made contact with some of our contractors.

Weed Control on Deerfield – Patrick stated that there have been some complaints from homeowners about the weeds on Deerfield. Jonny got an estimate to do weed control and fertilization on Deerfield and it would be the same amount that we are spending on the islands (\$1,625). Patrick suggested that

perhaps we could request two treatments rather than four. Wayne stated that in an effort to keep costs down, we did not do any treatment for about 2 years on Deerfield. In terms of where we could pull the funds from, we could decide to just be over budget and put less into reserves. At this point, Wayne asked whether or not it was a legal requirement that we have an emergency fund in addition to our reserve account. Mason stated that most associations have a checking and a reserve account – most do not have a separate emergency fund so it should not be an issue for us to continue with the two we have. According to the estimate we have from LawnTech for Deerfield, if we do not apply the pest control, that would save \$325 and leave us with a bill of \$1,300. Patrick called for a vote to move forward with LawnTech estimate minus the pest control portion which was approved unanimously by Board members present.

Administrative Items:

Management Report –Covered above. Mason asked about work orders and we explained that this does not apply to us – homeowners do not place work orders

Correspondence – All in Board package

Resale Report – Will be added to Board packet as we move forward.

Annual Calendar – Included in Board packet. Mason will continue to keep the calendar current and updated to include dates contracts end.

Owner's Forum:

Clark asked about paving project payment – Wayne responded that it has been paid.

Clark had a question about insurance – should someone at Westford review it since none of us are insurance experts. Wayne will check with our agent – bill will be forthcoming – we are requesting that someone at Westford review – Mason agreed that someone can review.

Clark asked why there are no signs at the pond – no trespassing, no fishing. Diane stated that this was discussed at one time and that folks did not want to do that because it spoils the aesthetics. If insurance company says we need them, we should get them but unless it is required, we will not proceed at this time.

Executive Session:

The Board adjourned to Executive Session at 7:41 p.m. and concluded at 8:06 p.m. No votes taken.

Adjournment: The meeting was adjourned with a motion made by Wayne and seconded by Patrick, and approved unanimously at 8:06 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**