



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)
January 25, 2024 (Reschedule from January 11, 2024)
6:00 p.m.**

MINUTES

In Attendance: Jonathan (Jonny) Baranowski, President
Patrick DeLorenzo, Vice President
Wayne Wnuck, Treasurer
Diane Prescod, Secretary
Julius Prescod, Director

Sentry Management: Kelli Jackson

Homeowners Present: Sue Petke
Mary Winchell
Lisa Weisinger
Deanne Lawrence
Clark Winchell
Dave Rosen

Call to Order:

The meeting was called to order by Vice President, Patrick DeLorenzo, at 6:10 p.m. (President Jonny Baronowski joined the meeting at 6:15 p.m.)

Minutes:

The minutes of the Organizational Meeting held on November 9, 2023 were approved unanimously via email on November 20, 2023 and posted to the website.

Financial Report:

Wayne reported that overall expenses for 2023 came in about \$2,700 under budget despite high administrative costs. This resulted in a surplus of about \$4,300 for the year. The Reserve balance doesn't reflect payments for the paving project made in January. The current reserve balance is around \$60,000. Our cost for insurance will be higher this year than budgeted. The Property Management fee for 2024 increases per contract; this is reflected in the budget.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, stated that there were no new items to report from the committee at this time, still want to work on lilac bushes this year in late winter or early spring. Jonny asked if there are plans for plantings this spring. Deanne responded that committee members plant in the beds at entrance to each lane and at the end of Ryefield. This is done at their own expense.

Welcome Committee – Jeff Olmstead, chair, responded to an email sent by Diane and stated that there was nothing new to report from the committee at this time.

Bylaws/Covenants Committee – Diane reported that the committee received and approved 3 requests for roof replacements.

Website – Julius has checked links and updated to ensure that all are working.

Paving Committee – Wayne reported that we are still making the remainder of the payments to Indus and they were contacted about the issue on Spring Hill which will be looked at in the spring. Indus will repair or replace any of their work that needs attention.

Unfinished Business:

Insurance Policies – Research has been done to find a policy that meets our needs. We have a “crime” policy and a policy that covers Board members that were purchased through a local agency. General liability policy could not be obtained through the same agency, so we obtained a quote from a different agency (Palmer) that includes the lanes and pond, as well as limited property coverage for light poles and lanes. This seems to be appropriate for our Association and costs about \$3,200. If we go with Palmer for all three policies, it is about \$4,900/year. If we split between the two agencies, there is a savings of about \$60; but we have to work with two agencies and different renewal dates on each of the three policies. Wayne recommends we go with one agency. Wayne made a motion to cancel the 2 existing policies and obtain similar coverage with three policies from Palmer. Jonny seconded the motion. Wayne called for discussion, there was none, and then Jonny called for a vote which passed unanimously.

Trees on Timothy Lane – Patrick reported that Timothy would wait until this year if we have sufficient funds to remove one or both of the pines and leave the other tree as it is. We will keep this in Unfinished Business and revisit it later in the year, perhaps this summer.

Trees behind homes on Quail Run Lane – Jonny stated we secured a contractor to remove the dead tree behind the home which is on common property. It was supposed to be done last week but weather did not allow and the contractor will be in touch with Jonny as to when he can reschedule. The homeowner has been made aware.

New Business:

Pond Committee-Jonny stated we are going to form a committee. Patrick stated Kathy Rohrs would be willing to serve and Diane stated that Orlando Hugett and Camara Badoo volunteered as well. We will ask Kelli to send an email blast asking for volunteers with a response date of March 1, 2024 and plan to have a meeting in mid-March.

Meeting Dates for 2024 – Kelli sent the following meeting dates – excluding the present meeting – April 11, July 11, and October 11. The Annual Meeting date was sent as November 8. Diane and Julius requested that the April meeting be changed to either the 18th or the 25th. Not all Board members were available on any other Thursday in April so Monday, April 29th was chosen. Wayne pointed out that October 11 is a Friday so that date is changed to October 10. Diane pointed out that November 8th is also a Friday, so the date needs to be changed. She and Julius requested that it be changed to the 21st and the request was approved. Jonny will contact BPD to reserve the Community Room and Julius will post dates to the website.

Board Goals 2024 – The Board created its 2024 goals, some of which were based on the results of the 2024 Homeowner Survey responses. Diane reviewed them and stated that they are listed on page 3 of the survey results which will be published to the website.

Homeowner Survey 2024 – Diane reported that there were a total of 9 responses to the survey. Under Main Items for the Board to Consider for 2024, the top two responses were the general upkeep of the community to include maintenance of the common areas and the formation of a committee to study options for the pond. Under Main Areas of Concern in the Community, the top response was properties that are not being kept up to standard and under Suggestions for the Board, the top response was to continue holding the picnic and considering other options for folks to get to know each other. Diane created a document with all the suggestions and recommendations received as well as Board responses and goals. It will be posted to the website. An additional item the Board was asked to consider by two homeowners was the posting of a No Soliciting sign on Ryefield Hollow Drive North, similar to the one posted on Vista Way. Diane reported that she called the Public Works Department today and was told that the Association could post a sign on Ryefield, however it would be at our expense and if it were damaged, repair would be our responsibility. A homeowner inquired about a Stop sign at the base of Spring Hill Lane where it meets Ryefield. It has been determined that, despite creation of the access road, it is not necessary. A chain with reflectors will be installed across the entrance to the access road so there will be no thru traffic.

Administrative Items:

Management Report – Kelli reported nothing new on this topic for this meeting, questions have been answered via emails. Property visit report and delinquency reports will be discussed in Executive Session.

Correspondence – Kelli reported that correspondence consisted of emails, letters sent to some homeowners, and Alterations Requests submitted by the Covenants Committee for files.

Resale Report – Only one- Arrowwood in late 2023.

Annual Calendar – See Meeting Dates for 2024 under New Business

Owner's Forum:

-Sue asked what interest pass throughs means. Wayne responded that there is interest that gets allocated to reserves and emergency fund, but it is actually the same bank account – a separate amount of interest goes into checking account. Sue stated that she is asking about a true income statement. Wayne explained that the report he has is what is created by Sentry and what he has to work with.

-Deanne asked about postage and printing costs. Jonny responded that the high cost was mostly due to mailings about the paving project. Deanne asked if the cost would be lower this year and Wayne answered the cost would probably look much the same this year as last. Deanne stated we have gone to email to save money, but these costs seem to increase. There are variety of things that have to be mailed USPS, but we try to keep that to a minimum. Jonny explained that we increased some budgeted amounts to ensure that we will not go over budget. Patrick stated that we had discussed taking the cost of mailings regarding paving would be taken from Reserves, but we ended up not doing that. There was a question raised about homeowners paying for mailing costs for certified letters regarding late fees or rules violations. This used to be added to fees but doesn't seem to be happening currently. Patrick stated we need to look at Bylaws first.

-Deanne also asked why initial insurance policy with agency was declined. Wayne responded that because our land is recorded as 5 different property lots and coverage for our off-site meeting, it became costly and complicated, so they rescinded their quote. She also asked about increasing the budget for insurance and Wayne responded that he had created the budget based on the initial quote that was rescinded so we will be over budget. Deanne stated that if we are increasing expenses here, what are we

decreasing. Wayne stated that we will be putting less into our Reserve account. Paving project done this year will allow us to build up Reserves over the next few years.

-Sue asked why the delay in paying indus. Wayne responded that we didn't receive the first bill until October 31st and then it had to go through channels at Sentry due to the amount. We still have one outstanding invoice, but the check has been sent.

-Mary asked about responsibilities of pond committee before the first meeting. Jonny responded that there are none until after the first meeting – tasks and ideas will be discussed at that time.

-Lisa Weisinger asked if there are plans to work on Ryefield. Jonny answered that this is a Town road. Patrick stated that we have to wait until new Town budget, July 1st, to see when it will be on the schedule for repaving. Public Works will patch areas like they have done in the past but that is all for now. Deanne stated that they probably will not touch Ryefield until the access road is completed.

-Clark asked about mulch piled up around trees on Ryefield. He stated that he has brought this up four times and the Board has not responded. Jonny stated that the Board has, in fact, responded because he has spoken to SJN twice already – we were told that it would be taken care of but apparently it has not been. Clark stated we should get a licensed arborist to take a look. Jonny will contact SJN again and speak with the arborist coming to work on Quail.

-Clark stated that he looked at contract with Sentry and we should be getting reports about property. Diane responded that we have had concerns about that too, but that Kelli is now providing reports to the Board after each visit. Issues are discussed in Executive Session.

-Deanne asked whether we would have SJN mulch beds and not trees. Jonny stated that beds would still be mulched.

-Sue asked how long it should take for a question to be responded to by Community Care Department. Kelli stated that there should be a response in 24 hours. She further stated that there is an email list for specific concerns that she will eblast it to community. Julius stated that the contact list is also posted on the website. Sue stated that her husband sent an email back in December but has never received a response. She sent one on January 17 and has not received a response. Jonny suggested copying him on emails sent to Sentry, so folks know their correspondence has been received. Kelli suggested having Shaina's email (assistant) be the one it goes to. Julius will look at what he can do to change this to Shaina's email.

Executive Session:

The Board adjourned to Executive Session at 7:44 p.m. and concluded at 8:08 p.m.
No votes taken.

Adjournment:

The meeting was adjourned with a motion made by Julius, seconded by Wayne, and approved unanimously at 8:09 p.m.

**Respectfully Submitted,
Diane Prescod
Secretary**