



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)
July 11, 2024
6:30 p.m.**

MINUTES

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

Absent: None

Westford Management: Mason Brennan, Property Manager

Homeowners Present: Orlando Hugget
Deanne Lawrence
Amber Carasone
Angela Pope
Clark Winchell
Mary Winchell
Mike Gill
Dawn McDermott
Camara Badoo
iPhone (?)

Call to Order:
The meeting was called to order by President, Jonny Baranowski, at 6:41 p.m.

Minutes:
Diane reported that the minutes of the April 29, 2024 meeting were approved via email and posted to the website.

Financial Report: Wayne provided a comprehensive report:
-This is our first quarter with Westford
-All funds were transferred from Pacific Western Bank (Sentry) to Pacific Premier Bank (Westford) by mid-April.
-We are still working through some of the transition issues.

Balance Sheet (Note: Values over \$4,000 are rounded)

-**Assets** – Operating and Reserve accounts - \$83,000; Accounts Receivable - \$7,200 which is primarily unpaid maintenance fees; Prepaid insurance and other expenditures - \$7,400. TOTAL ASSETS \$98,000.

-**Liabilities** – Dues paid in advance - \$6,800; Capital Reserves - \$68,000 (held for future projects);

Budget

Income:

-Almost all of our income is from maintenance fees, \$88,000 with a small amount coming from late and statement fees.

-“Interest Income” of \$5,000 is believed to be funds transferred from Sentry to Westford, not interest.

-Expenses –

-The management fee is our most significant administrative expense – it is per contract.

-Postage and copying fees were all charged by Sentry in the first quarter.

-Grounds maintenance fee (SJN) is set by contract.

-Fertilization –Board approved an increase of \$1,300 for fertilization on Deerfield and Ryefield at the April meeting. (\$1,800 was initially budgeted for the year) Total expense of \$2,800 is expected for the year.

-Tree maintenance –expenditure to date has been \$2,127 for tree removal by the pond. An additional expense (\$500) will be incurred due to a fallen tree on Spice Bush island. The line item for Tree Removal should be moved to Tree Maintenance/Service.

-Insurance - \$2,900 was approved but when policies were updated the cost was \$4,800. We should receive a small refund from the old policies but will be about \$700 over budget.

-Electricity – We have spent \$1,271 to date and should be at or slightly under budget by the end of the year.

-We are making a good annual contribution to our reserves of \$21,000.

OVERALL - With Insurance and Tree Maintenance being over budget, it is projected that we will be between \$1,000 and \$3,000 over budget by the end of the year.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, reported that some flowers have been added at entrance to lanes – some will be added to Spring Hill entrance this week.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that the Committee received and approved the following requests – a tree removal and replacement; house painting (color change); and a front door painting (color change).

Welcome Committee – Jeff Olmstead, chair, was not able to attend the meeting, however, he has not been notified of any new homeowners this quarter. Diane noted that the home at 17 Quail was sold, and the closing was on May 30th. An email was sent to Mason to request that Jeff be notified and that, going forward, our procedure of notifying the chair of the Welcome Committee of any home sales be followed. Mason stated he had received the request and responded to Jeff with the necessary information.

Website – Julius Prescod, chair, reported that the minutes of April’s meeting and the summer 2024 newsletter have been posted. Alterations Request form updated to reflect Westford information. The link we are using for tonight’s meeting will be the link we will use for future meetings, Jonny asked

Julius to post it to website. Julius stated website is not password protected so if link is posted anyone could join. Given this information, it was decided that the link will not be posted to the website.

Pond Committee – Committee formed to look into solutions for pond – what, if anything to do. Jonny and Amber reported options and costs:

Fountain –

-The best quote was \$6,000 for one aerator however because there is an island in the pond, we would need two at a cost of \$10,000. This would not include the cost of getting a power supply to the pumps. Eversource would install a meter for free, but we would have to hire a private contractor to run the power supply from Quail to the pumps at a cost of between \$5,000 and \$10,000. This option does not include any necessary maintenance or electricity. (In order for the aerators to be effective, they have to run constantly.) A solar powered pump would run about \$17,000-\$18,000.

Water and Wetland –

-This company suggested a Pond Maintenance Program of monthly chemical treatments. The cost would be \$4,626 annually for the life of the pond.

Solitude Lake Management –

-This company suggest a 3-year plan to “rebuild the ecosystem” with no chemicals at a cost of \$20,618 (\$8,300 in first year; \$6,450 in second; \$5,868 in third) – the quote only being good until the end of July. This “plan” should restore the pond to a “healthy” state, and we would not have to do anything after the third year, however, there is no guarantee that it would solve the problem. Apparently, this is a new program and there are about 5-7 clients that are going into year two of the program and are seeing results. There was no information on whether or not any clients have seen more permanent results.

Some points in the discussion that followed were:

- Do we have references for any of these options?
- What do other communities in the area do in terms of pond maintenance?
- Is the Association obligated to maintain the pond – to what degree?
- Are there any other options?
- How could we fit such a major expense into our budget without raising maintenance fees?

The report given was verbal and for informational purposes only at this time. It was decided that Jonny and Amber would gather all the information in the template that Diane created a few months ago, add any additional information they had and furnish the Board members with the document. The Board decided to continue discussion in Executive Session.

Unfinished Business:

We were not sure who was responsible for costs associated with notifying homeowners of rule violations or maintenance. Mason stated that statement fee is imposed for late fees – contractual by management agreement. Charged to association but then charged to homeowner’s account. Regarding communications for rules violations, Mason stated he thought this question should be answered by an attorney. He will ask at his office if anyone has experience with this before we consult an attorney. If we send notifications via email, there is no cost associated. Mason will have an answer by next meeting.

New Business:

RFP – Diane and Patrick wrote RFP, it was approved by Board members (Wayne wants to add something and will contact Diane and Patrick). RFPs will be sent in July.

Picnic - This year we had only about 15 members of the community attend the picnic, but it was a beautiful day and everyone enjoyed delicious treats and the opportunity to share with neighbors. Several neighbors reached out to say that they would have attended but were away on vacation at the time. We will host another picnic next year.

Administrative Items:

Management Report – One item to be discussed in Executive Session and manager one-time late fee waiver, does Board want manager to do so (once only) or does Board want to review on a case-by-case basis. Jonny stated that late fees from April payment should be waived due to some issues with transition. Patrick voiced his agreement, but it was decided we would discuss the issue further.

Correspondence –None

Resale Report- One home sale on Quail.

Annual Calendar – Updated since last meeting. Mason will begin process to develop budget for next year and plan for annual meeting.

Owner's Forum:

-Homeowner at 33 Quail would like Board to find a way to treat the pond and revise brush-hogging dates to keep grasses lower.

-Mike Gill asked if there is any other way to pay maintenance fee with no fee associated. Mason will send information on how to set something up directly with bank for non-fee payment option.

-Amber asked about Ryefield Hollow Drive – weeds between road and curb need to be cleared. SJN has done our lanes and micro-surfacing has helped but Ryefield is a Town road. Mason will call DPW in Bloomfield and ask them to treat.

-Deanne wondering if other local communities that have ponds have been contacted to see what they do for pond maintenance. Jonny responded that he will do that.

-Orlando Hugett concerned with upkeep at 16 Quail. Jonny responded that it has been noted and Board is taking appropriate action.

-Deanne asked if we are doing something about homeowners late with maintenance fees. Wayne responded that Board will discuss this during Executive Session.

Executive Session:

The Board adjourned to Executive Session at 7:57 p.m. and ended Executive Session at 8:53 p.m.

Jonny made a motion to review each late fee waiver case-by-case, seconded by Julius, passed unanimously.

Jonny made motion to send letter to 16 Quail, seconded by Patrick, passed unanimously.

Diane made motion to send letter to 13 Quail, seconded by Jonny, passed unanimously.

Adjournment: The meeting was adjourned with a motion made by Jonny, seconded by Wayne, and approved unanimously at 8:58 p.m.

Respectfully submitted,
Diane Prescod
Secretary