



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. (CSF)
Executive Board Meeting
October 5th, 2021
6:00 p.m.**

MINUTES

In Attendance: Deanne Lawrence, President
Lesia Comperatore, Vice President
Lisa Terlecky, Treasurer
Michael Comperatore, Secretary

Chris Weiland, Vision Management

Absent: None.

Homeowners Present: None. The homeowners of 16QR and 42AW were invited to their hearings and did not attend.

Call to Order: The Zoom meeting was called to order by Secretary, Michael Comperatore, at 6:01pm.

Homeowner Comment: None.

Minutes: The minutes from September's meeting were approved unanimously.

Financial Report: we are currently at 63% of YTD budget which is slightly under. A \$50 check to 27SB showed up on the financials that Lisa questioned. There are supplies expenses from 2020 that do not fit under the annual meeting expenses that Lisa also questioned. Since administrative costs are controllable, the Board would like to be able to budget appropriately for them.

Chris will check their financial records for the check and its purpose.

Manager's Report

Crack Sealing: The contractor provided quotes to crack fill each road separately so the BOD could decide how to address crack filling. The contractor can not provide a day rate or small/selected areas of certain roads. The work is typically done on large sections of a property such as whole roads, parking lots, etc. The Board's strategy is to perform crack sealing maintenance on our roads with the best longevity, which are Quail and Timothy as outlined by the engineer. Crack sealing was performed on Timothy last year, so the Board voted to perform crack sealing on Quail this year. The plan is to alternate between the streets with the longest life.

Island Overseeding: SJN completed the seeding and topsoil addition on the islands.

Pond Brush Hogging: SJN will brush hog the area around the pond when there is a significant dry spell within the next several weeks.

Tree Work: Leafing Out completed their work on October 4th. The dying hemlock on Spice Bush was mysteriously taken down before Leafing Out could make an assessment. We do not currently know who is responsible.

The Wintonbury Land Trust checked the dead tree at the Terry Plains entrance and are having another contact check into the tree. WLT said they will let Vision know once they have more information.

MDC Invoices: Vision provided a summary of the MDC charges for review.

Catch Basins – Asphalt: The town has removed the large pieces of asphalt that were covering the catch basins on Ryefield Hollow.

Email List – Homeowners: An updated list of homeowners who opted-in to email alerts was included in the meeting package. We currently have about 50% participation. The more homeowners who opt-in, the more money we can save on copies and postage.

Copies, Postage and Supplies: The breakdown for 2020 and 2021 expenses was included in the meeting package.

Annual Meeting: The board discussed having the election & budget done by mail in paper ballot and having an owner informational meeting over Zoom again this year. The dates discussed were:

- November 1 - Mail the package
- November 16 - Zoom meeting with owners
- November 30 - Deadline to return ballots

Service Requests: None.

Correspondence Report

Received:

33QR – Re: open burning

Sent:

42AW – Hearing - Pet violation
16QR – Hearing - Garage door & trash can
33QR – Email Re: open burning
33QR – Garbage
9QR – Garbage
39QR – Garbage
27SB – Garbage
23SH – Garbage

Alteration Requests:

None.

Committee Reports

Beautification: None.

Covenant: Bylaws are details on the process of how the Association operates and rules apply to homeowners' activities. The Covenants committee is looking at possible revision of wording.

Welcome: None.

Crack Seal Quote: Please see above under Manager's Report.

16QR Property Status: The homeowner did not attend their scheduled hearing this evening. Beginning November 17th, a daily fine of \$25 will be incurred if the garage door is not installed.

Annual Homeowner Meeting: We have set November 16th at 6:00p for the annual homeowner meeting. The Board is working on preparing the mailing and the budget.

Chris will provide the Board with last year's cover letter in order to determine what will be included in this year's mailing.

2022 Budget Draft: Lisa has been preparing the budget. Included will be a proposal for shutting off the two remaining MDC meters at the entrance. With these cost savings, we would also be able to remove irrigation costs from our contract with SJN.

Chris will write a letter to MDC informing them of our intention.

Vision Management Contract Renewal: The Board has received Vision's renewed contract on October 1st. A notable change is the unit cost going from \$11.50 to \$17.00.

CSF Rules – Repeat Offenders: The homeowner will receive a call or email reminder notifying them of the rule violation. If the violation continues, a second notice will be sent with details outlining next steps, including a hearing at the next Board meeting after which fines can begin if the Board votes to do so. If necessary, a spreadsheet will be kept by the Board member designated to liaise with Vision in order to ensure fairness.

Homeowner Comment Period 2: None.

Executive Session: The Board went into executive session at 7:40pm and concluded at 8:35pm.

The meeting was adjourned with a motion that passed unanimously at 8:35pm.

**Respectfully submitted,
Michael Comperatore
Secretary**

October Takeaways for Vision Management

- Provide last year's mailing cover letter for the Board to reference
- Move forward on contract negotiations
- Provide context for \$50 check to 27SB
- Provide information about homeowners not paying via EFT

