



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
February 4th, 2020
6:00 p.m.**

MINUTES

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

Chris Weiland, Vision Management

Absent: Lesia Comperatore, Director

Homeowners Present: None.

Call to Order: The meeting was called to order by President, Syed Hussain, at 6:01pm.

Homeowner Comment: None.

Minutes: A motion to accept the meeting minutes from January passed unanimously.

Financial Report

Lisa provided the Board with a printout of 2019's actual and budget broken down by month as well as YTD. She reviewed the financials and pointed out a few areas that contributed to us going over our yearly budget. By percentage, we were most over budget in administrative costs such as copying and printing, 181.3%. By lump sum, we had unanticipated tree removal and roadway repair done that drove our costs. The total overage in expenses for 2019 resulted in a 3% overage, totaling \$67,013.33 compared to a budgeted \$65,084.00

Lisa stressed the importance of all Board members and Vision being diligent in reviewing expenses to ensure the Board and Association are on track.

Manager's Report

Turf Chemicals: Chris spoke to the company that applies our chemicals. They apply phosphorus-free fertilizer as per the manufacturer's directions. For herbicides, they are applied as spot treatment only, unless an invasive species such as nutsedge needs to be eliminated in which case the area is covered. Pesticides are used generally only once per year to treat for grubs. MDMS sheets can be provided to homeowners if requested.

Email/Payment List: Vision is preparing and updated list for Homeowners that are currently paying by coupon and that are not opted in for Email consent. The Board will be using this information to actively reach out to Homeowners to encourage the use of electronic payments and electronic communications.

Pavement – Spring Hill: Discussion delayed to New Business.

Service Requests: none.

Correspondence Report:

23SH - RE: Walk About Letter - email follow up

31SB - RE: Dog leash

Alteration Requests: none.

Committee Reports

Beautification: Nothing to report.

Covenant: Lisa will be working on a centralized tracking sheet to help keep track of Alteration Requests.

Welcome: 27 Spice Bush closed on the 14th, the Welcome Committee is requesting contact information from Vision Management in order to welcome the new homeowner.

Water Management Subcommittee

The Board has agreed to form a Watering Subcommittee to help analyze viable options for the Association. In an effort to engage the community, the Board has selected an ambassador for each one of our streets/lanes. Syed has heard back from some potential members of the water management subcommittee. Upon hearing back from all of them (or contacting alternates), the Board will invite them to the April meeting.

Homeowner Email Update

A couple of the Board members were able to contact homeowners on their street to obtain opt-ins from them for email communication and electronic payment. Currently all streets except for Quail Run are completely off of coupon books, which saves the Association money. Thank you to Deanne and Syed for putting forth this effort.

Vision Expectations

The Board asked that, by virtue of Chris's experience managing Associations, he please let us know if there is anything we are doing as an Association that could be improved. Chris was also asked

to help identify efficiencies in everything related the Association. A clear expectation was set to be proactive in cost savings, especially when faces with miscellaneous Association expenses that may arise.

Irrigation – SJN Contract

SJN charges \$1,100 yearly to turn the irrigation system off and on. If we were to remove or not use certain sprinkler heads, we may not need an irrigation expert. As part of our contract with SJN, they subcontract the irrigation out. Due to contractual obligations, we still must pay SJN \$1,100 yearly, but Sean communicated to Chris that we could use that sum towards other work, such as brushwork. This will help minimize unexpected costs. The Association will be looking into identifying someone to help turn the irrigation on and to blow it out at the conclusion of the watering season.

Road Repavement Plans 2021

Chris began the discussion with an overview on how the entire process would work. Some charges to anticipate are Visions, Bid solicitation, Engineering Specification, Project Management, Catch Basin replacement, and the actual cost per concrete ton among others. Chris further explained that as long as the Engineering firm takes lead on the project, there would be no additional charges on Vision's end. An engineer can perform three important functions for our Association as far as road repavement: evaluating the health of each street and expected lifespan, writing up an engineering specification sheet to be used for soliciting bids, and as an expert to oversee the work. The Association already used an engineer to evaluate our streets' health and lifespan, and now are at the point of looking into having a specification sheet made. CT Property Engineering who we've used before gave us a quote of \$4950 to create spec sheets for all of our streets (the cost to do one street is about \$4450) The Board would like to get this done this year in order to solicit bids in time to repave in 2021 or 2022.

A motion was put forth to remove \$4950 from the CD coming due in March (for the engineering specification study), with the rest getting rolled into a new CD. The motion passed unanimously with the caveat that we will find an appropriate CD to roll the extra funds into come March.

Homeowner Comment Period 2: none.

Executive Session: The Board went into executive session at 7:26 p.m. and concluded executive session at 7:31 p.m.

The meeting was adjourned with a motion that passed unanimously at 7:32 pm.

**Respectfully submitted,
Michael Comperatore
Secretary**