



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
March 28th, 2018
6:00 p.m.**

MINUTES

In Attendance: Syed Hussain, President
Deanne Lawrence, Vice President
Cameron Topper, Treasurer
Richard Burt, Secretary
Michael Comperatore, Director

Chris Weiland, Vision Management

Absent: None

Homeowners Present: None

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

Homeowner Comment: Cameron Topper and Richard Burt made mention of the conditions of our curbs. As this item was an agenda item under new business, the conversation was kept brief.

Minutes: December meeting minutes required two edits mentioned by Deanne. 2nd page of proposed meeting minutes needed to be modified under section Committee Membership & Assignment. 1st bullet point; Chris Rohrs approach Jeff Olmstead with the potential interest of Kathy Rohrs joining the Committee. Secondly, Jeff mentioned the recommendations report provided by Penny Jackson.

The Board then approved the meeting minutes with the contingency to make the two minor edits. Deanne Lawrence put forth a motion to accept the December meeting minutes, seconded by Richard Burt and it passed unanimously. February's meeting minutes were unable to be voted on by the Board as a draft was not provided until this evening. In order to save time, the board agreed to review the minutes in the upcoming week and communicate their edits via email.

New Business

Financial Report:

- Cameron Topper, Treasurer, reviewed the Financial Report as of February 31st.
- There are eight homeowners past due. Two are in collections, one is two payments late. Certified letters were sent to the remaining seven.
- All projected expenses are on track to come in on or under budget.
- The quarterly report will be provided at next month's meeting after March's finances are reported.

- Office expenses will be on March's financial statement.
- Syed asked Chris to further investigate the charges by MDC since water is currently turned off.

Manager's Report:

- The street light pole at 35 Spice Bush has been replaced by Eversource.
- The end date for our landscaping contract with Russo is October 31st, 2018. The Board agreed this is a good opportunity to solicit bids. Cameron is in correspondence with several providers. Chris promised to provide the Board with the current specifications of the Russo landscaping contract in order to solicit bids for a comparable amount of work. After ensuring those requirements are satisfied, the Board can add or remove services as the association sees fit to do. In turn, each Board member will try to find at least two companies to solicit bids from.
- On March, 20th, 2018, Leafing Out removed the dead and dying Australian Pines on Spring Hill Lane as well as grinding the stumps. While here they removed the dead pine in front of the CSF welcome sign and removed the stump that had been left by the town.
- A potential buyer was interested in installing a propane tank outside their home, and the current homeowner asked Chris for advisement. Currently, there is no language regarding external propane tanks in our bylaws. The Board agrees that the propane tank issue must be addressed, and thought it would be a fitting task for the Covenant Committee. For now, propane tanks will not be allowed.
- Board meeting dates: the months of June and August will be skipped. The December meeting, which should be scheduled shortly after the annual homeowner's association meeting, was set for Monday, December 3rd, 2018.

Service Requests:

- Aija Zigmounds, 22 Quail Run re: Curb Damage (clean up)
 - The curb damage in front of 22 Quail Run is one of the most egregious, and as Aija's house is on the market, she requested that a clean-up be performed.
- Heidi Kleinman, 35 Spice Bush re: Snow Removal at Driveway
 - Large, hard-packed clumps of snow and ice were left in front of Heidi's driveway. Before Russo was able to address it, it melted and is no longer an issue.

Correspondence Report

- Chris advised that correspondences sent out to residents:
 - Dawn McDermott, 5 Quail Run re: Overnight Street Parking (email)
 - Charissa Dixon, 16 Quail Run re: Outside Storage (text message and mail)

Committee Reports

Syed acknowledged the work Deanne has done contacting all committee members to confirm their positions. Deanne updated the Board on the current committee rosters. Deanne received committee responsibilities for the Welcome Committee that was drawn up by Jeff Olmstead and suggested that it would be helpful if similar documents could be drawn up for each of the other committees and hopes to work on that.. The Chairperson of each committee will update the Board with Deanne as a contact point as needed.

Beautification – Kathy Rohrs, Julius Prescod, and Myron Stewart. There is no current Chairperson

Welcome – Jeff Olmstead, Chairperson, Paula Casey, and Lesia Fabrizi

Website – Michael will be in contact with MaryAnn & Lisa to ensure the website is updated with the necessary information, which was given to him via hardcopy by Syed and email by Deanne.

Covenant – Lynn Toper, Chairperson, Louise Moran, Diane Prescod, and Jeff Olmstead

Old Business:

-The Board of Director's goals for the year have been clearly listed and communicated via the Spring Newsletter.

-Committee member confirmation was performed by Deanne.

-The CSF website's restricted area credentials have been changed and provided to the Board members.

-The Board members were reminded of their responsibilities, and Syed asked them to please respond to all correspondence, even just to confirm, especially when choosing dates for the annual picnic, walkabout, etc.

-Syed discussed difficulties the Board has been having with the minutes, such as being provided a draft in the agreed upon timeframe, and a timely turnaround so that the minutes could be voted on at the next Board meeting. Syed asked if Michael would take over the role of Secretary and Richard would move to Director. Michael accepted, Deanne seconded the motion, and it passed unanimously. Richard was thanked for his service thus far and discussed some of his ideas moving forward as Director.

New Business:

-CSF annual walkabout was discussed. Currently there are an excess of volunteers, and the Board agreed that the list would need to be pared down to a number that could comfortably fit into a vehicle. Syed made mention that Chris was helpful in last years walkabout as he was able to provide updates from previous years. Chris said he would plan to attend this years walkabout again. Syed mentioned that follow-up letters were sent last year to homeowners who complied with a request from the previous year's walkabout. Michael remarked that it was a good idea to recognize improvements homeowners made.

-Chris's contact information was reviewed and will be updated on the website for clarity.

-Curb damage was a major concern of all Board members. Prior to the meeting, Cameron photographed several instances of curb damage on CSF streets and provided them to Board members. These photographs were considered along with prior complaints by homeowners regarding curb damage in front of their homes. Deanne also mentioned extensive grass torn on by Russo on 9 Timothy Lane. Chris assured the board that because Russo's plows caused the damage, they would be covering the cost of curb repairs as a part of their contract. He will contact Russo and follow up with an expected timeline. As far as road integrity, curbing does not play a role. Curbing is for aesthetics, to protect the lawns, and to help divert water to catch basins.

Next Meeting – The next Board of Directors meeting will take place on April 25th at 6:00 p.m. at the Bloomfield Police Department.

Homeowner Comment Period 2: None – no homeowners present

Executive Session: The Board went into executive session at 7:51 p.m. and concluded executive session at 8:12 p.m.

The meeting was adjourned with a motion made by Syed Hussain, seconded by Cameron Toper, and passed unanimously at 8:14 p.m.

**Respectfully submitted,
Michael Comperatore
Secretary**