



The Common at  
**Sinnott Farm**

[www.sinnottfarm.com](http://www.sinnottfarm.com)

Homeowner's Association for:

Quail Run | Spice Bush | Arrowwood | Spring Hill | Timothy Lanes

**The Common at Sinnott Farm, Inc. (CSF)  
Executive Board Meeting  
April 25<sup>th</sup>, 2018  
6:00 p.m.**

**MINUTES**

**In Attendance:** Syed Hussain, President  
Deanne Lawrence, Vice President  
Cameron Toper, Treasurer  
Michael Comperatore, Secretary  
Richard Burt, Director  
  
Chris Weiland, Vision Management

**Absent:** None

**Homeowners Present:** None

**Call to Order:** The meeting was called to order by President, Syed Hussain, at 6:03pm.

**Homeowner Comment:** Richard Burt expressed concern, on behalf of other homeowners, regarding our use of Union Bank of Atlanta in Georgia. Chris Weiland explained that Union Bank is friendly to Homeowner's Associations (HOAs). HOAs are not charged certain fees by Union Bank, all checks are directly scanned in so that a record is kept that can be reviewed, and payment is not handled at any point by Vision Management. Richard's comment on homeowner confusion regarding online quarterly dues pay led to the suggestion of reiterating the instructions for online pay in both the newsletter and on the website. Homeowners with concerns are encouraged to come to our meetings so that we can have a direct dialogue with them during the homeowner comment period.

**Minutes:** Syed brought forth a motion to approve the preceding minutes from March and they were unanimously approved by the Board.

**New Business**

**Financial Report:**

- Cameron Toper, Treasurer, reviewed the Financial Report as of March 31<sup>st</sup>.
- Seven certified letters were sent out on 3/26/18 to past due homeowners. As of today's meeting, one homeowner is in collections and one is past due.
- Our expenditures for the month of March came to a negative variance of \$943.86, most of which was spent on tree removal.

- Results from the first quarter: compared to the first quarter of 2017, we are seeing cost savings in almost all areas, especially office expenses. Due to increased quarterly fees, we are predicted to save \$3,040 more than last year for our future road repairs by the end of the year.
- All projected expenses are on track to come in on or under budget.

### **Manager's Report:**

- Curb repairs by Russo should be performed within the next couple of weeks.
- Spring cleanup by Russo has begun.
- Chris has created a specification document for use in soliciting bids for landscaping, chemical application, and irrigation. It outlines our needs, contractual expectations, and areas to be maintained in clear terms as well as visual aids.
- The Metropolitan District of Connecticut (MDC) has been charging us a minimum maintenance fee for each spigot, which is why we have had water expenditures during the off season. The fee has increased by a slight amount (less than \$1/spigot).
- The December 3<sup>rd</sup> meeting date has been confirmed with the Bloomfield Police Department.
- Brush removal was discussed. Upkeep of the marsh area around our pond is our responsibility, as agreed upon with the town of Bloomfield. The specifications for our new contract will include a (minimum) once per year brush removal in the marsh area. North Ryefield Hollow Drive was also discussed, as the encroachment of brush results in about an inch of grass lost per year due to contractors not wanting to run over brush with their mowers. As such, having that brush also cut back at the same time as the brush around the pond is would be a good use of our funds and preserve the beauty of our landscape long-term.

### **Service Requests:**

None.

### **Correspondence Report**

- Aija Zigmounds, 22 Quail Run re: Curb Damage (clean up)
  - The broken pieces of curbing have been removed from the lawn, and curbing will be replaced within the next two weeks.

### **Committee Reports**

**Beautification:** Deanne is meeting with the Beautification Committee at her home on May 2<sup>nd</sup> at 7pm to review the beautification plans that Penny Jackson left for the committee upon moving. An update will be provided at the next Board meeting.

**Welcome:** None.

**Covenant:** None.

### **Old Business:**

- Propane tanks: As discussed at the last board meeting, we currently do not have language regarding propane tanks in our Bylaws. The Board would like the Covenant Committee to research the town of Bloomfield's laws regarding the pros and cons of allowing propane tanks on homeowners' property, and also to draft policy language. Cameron will reach out to the Chairperson of the Covenant Committee.
- Curb repair: Chris contacted Russo and they will be performing curb repairs throughout the next few weeks.
- Landscaping contracts: Cameron has met with two contractors and received an estimate from both. He is meeting with a third contractor, and he will be able to obtain more accurate bids with the specification sheet that Chris provided to the Board. The Board's timeline is to have all bids in by August and get the contract set at the September or October meeting. Chris will request a new bid from

Russo as well, and Cameron will share his list of contractors with the Board so that we can help solicit bids.

-Website: All suggested changes/updates have been made, except that Chris's office number must be visible on the main page. Michael agreed to communicate this to Lisa and MaryAnn.

**New Business:**

-Review our current late fee policy and costs: the current policy is harsher than most HOAs and was drafted at a time when a large proportion of homeowners were late on their dues. The Board discussed possible changes and solutions, such as changing acceleration to "the following 12 months" rather than the remainder of the year. Since Board members believe that homeowners should not be harshly penalized for a first time offense, it was agreed that Vision Management would create a tiered policy for late payment of dues to be proposed to the Board for further deliberation. This policy revision as well as the propane tank amendment to be drafted by the Covenant Committee will be sent out ten days before the annual meeting, giving homeowners time to review and comment on them.

-Maintenance of North Ryefield Hollow Drive: Syed brought up the maintenance of the aesthetics of North Ryefield Hollow Drive, especially over the winter regarding fallen trees. The Board discussed possibly including this when negotiating the new landscaping contract.

-Deanne is meeting with the Beautification Committee at her home on May 2<sup>nd</sup> at 7pm to review the beautification plans that Penny Jackson left for the committee upon moving. An update will be provided at the next Board meeting.

-Community forum ideas: this topic was tabled for the next Board meeting due to time constraints.

**Next Meeting** – The next Board of Directors meeting will take place on May 23<sup>rd</sup> 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 7:56 p.m. and concluded executive session at 8:02 p.m.

The meeting was adjourned with a motion made by Cameron Topper, seconded by Richard Burt, and passed unanimously at 8:02 p.m.

**Respectfully submitted,  
Michael Comperatore  
Secretary**