

The Common at Sinnott Farm, Inc. Homeowners Association

Annual Meeting
November 15, 2012

2012 Board of Directors:

President: Bobby Woods (Term ends 2013)

Vice President: Ann Hanks (Term ends 2013)

Secretary: Diane Prescod (Term ends 2013)

Treasurer: Jeff Olmstead (Term ends 2012)

Assistant
Treasurer: Laurie Price (Term ends 2012)

2012 Committees:

By-Laws Committee:

Chair: Leslie Woods

Members: Ann Hanks, Louise Moran, Dawn McDermott

Covenant Committee:

Chair: Ann Hanks

Members:

Welcoming Committee:

Members: Suzanne Petke, Leslie Woods

The Common at Sinnott Farm, Inc. Homeowners Association

- ▶ Meeting Agenda
 - Roll Call (Sign-in Sheet)
 - Proof of Notice of Meeting
 - Approval of the November 17, 2011 Meeting Minutes
 - Reports of Officers and Committees
 - Election of Inspectors of Vote
 - Presentation of 2013 Budget
 - Election of Members to the Board of Directors
 - Unit Owner Comments & Questions
 - Adjournment

Proof of Notice of Meeting

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Approval of the November 17, 2011 Meeting Minutes

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Reports of Officers and Committees

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▶ President's Report – Bobby Woods

➤ 2012 Year in Review (Neighborhood Highlights)

- ✓ The BOD dramatically reduced our Outstanding Association Maintenance Fees
- ✓ Association finances were prudently managed and within the framework of the approved 2012 budget
- ✓ The BOD (with assistance from APM & Levy & Droney) effectuated the sale of the abandoned home on Quail Run Lane
- ✓ Common area clean up after Oct 29th 2011 Snow Storm
 - ✓ Appreciation to Jeff Olmstead, Barry Moran, Walter Mills, Rob Thompson and Rob Gibby
- ✓ Interviewed 3 potential contractors for Common Area Maintenance and Snow Plowing
 - ✓ Signed new contract with Russo Lawn and Landscape
- ✓ Solicited budgetary bids for repairs and maintenance of private roadways
- ✓ 7 home sales in Sinnott Farm this year
- ✓ Replaced 5 stolen street signs
- ✓ Board has taken active steps to assure that our property values are maintained through enforcement of our existing bylaws
 - ✓ BOD now performing semi-annual “walk-about” in the neighborhood
 - ✓ Our sincere appreciation to all homeowners for their understanding and for stepping up to help maintain and improve our home values

▶ President's Report – Bobby Woods

▶ Recap of Advance Property Management's (APM) assistance to the Association

- ✓ With the the assistance of Pat Williams (our APM Property Manager), the Association is now compliant with the Connecticut Common Interest Ownership Act requirements
- ✓ APM has been responsible for getting the mailings out for the collection of our maintenance fees
- ✓ Pat has written our quarterly newsletters this year (with input from the BOD)
- ✓ Pat has also attended every Board meeting since the first of the year and has facilitated communication with our attorney, particularly regarding the collection of past due maintenance fees
- ✓ APM has taken care of all (or nearly all) of our correspondence and billings/receivables
- ✓ APM performed the contractor research and solicited bids for the new maintenance contract and assisted the Board in making the most appropriate choice for our community
- ✓ Pat has participated in each of our community walk–abouts with the BOD and has contributed invaluable input for our Association

- ▶ **By-Laws Committee Report**
 - **Chairperson – Leslie Woods**
 - **Committee Members – Louise Moran, Dawn McDermott and Ann Hanks**

- **2012 Year in Review (Highlights)**
 - ✓ **No new by-laws amendments or rules clarifications were requested by the Board of Directors this year**
 - ✓ **Committee is looking for additional members**

- ▶ Welcoming Committee Report
 - Chairperson – Leslie Woods
 - Committee Members – Suzanne Petke and Laurel Mills (alternate member)

- 2012 Year in Review (Highlights)
 - ✓ Visited 5 new homeowners to welcome them into the community
 - ✓ 1 home remains outstanding due to homeowners schedule conflicts
 - ✓ 1 homeowner not at home during scheduled time when visited by Suzanne Petke and Laurel Mills
 - ✓ Committee is looking for additional members

▶ Irrigation and Property Maintenance Report

- Chairperson – Ann Hanks

➤ 2012 Year in Review (Highlights)

- ✓ New Contract with Russo Lawn and Landscape

- ✓ Cost savings of over \$20,000 from closest competitor
- ✓ Lanes to be cleared of snow to at least 12 inches foot from curbs
- ✓ Snow moved onto islands in cul-de-sacs (not on lawns or driveways)
- ✓ Sufficient number of stakes on all lanes to protect curbs
- ✓ Fire Hydrants to be cleared (including Ryefield Hollow & Deerfield)
- ✓ Extra anti-icing treatment to steep grades on Spring Hill, Spice Bush and Arrowwood Lanes
- ✓ Snow removal around mailboxes upon request of the Board (Extra Cost)
- ✓ Spring and Fall clean-up of leaves and debris
- ✓ Mowing done on weekly basis from April to October
- ✓ Weed control on all curbs (including the ends of driveways)
- ✓ Pruning shrubs in common areas (as needed)
- ✓ Brush line on Ryefield Hollow and Deerfield to be trimmed back on an annual basis
- ✓ Plans to brush hog areas around the pond on Deerfield before the end of year. This item was in the 2012 budget and this work has been performed every 4 to 5 years since establishment of the community

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- ▶ Ad hoc Homeowner Report

- Marie MacDonald

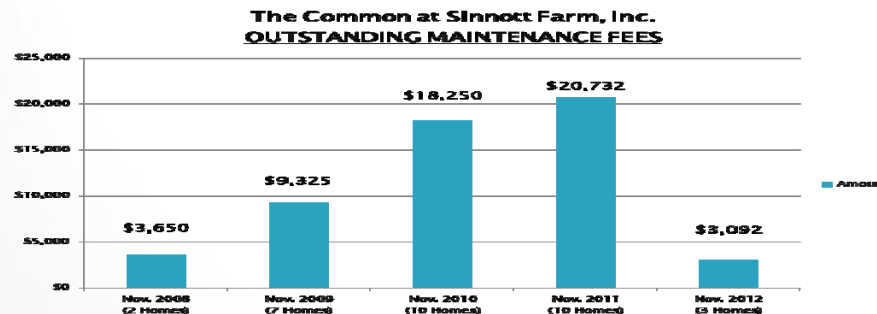
- ▶ 2012 Year in Review

- ✓ Report of meetings with the Bloomfield Town Council regarding discussions of the town accepting our private lanes as town roads

▶ Financial Report – Jeff Olmstead and Laurie Price

➤ 2012 Year in Review (Highlights)

- ✓ Reduced the number of past due accounts from 10 to 3, and the outstanding balance owed from past due accounts from \$20,732 to \$3,092



- ✓ The transfer of critical financial functions to our professional manager has been completed. This includes functions such as quarterly invoices, maintenance fee collection and bill payments to vendors
- ✓ The Capital Expenditure Fund was increased by \$5,500. The total set aside for capital improvements is now \$32,400 as of the end of the fiscal year
- ✓ For the current year, we expect to be over budget by \$2,614, or 4%. This is due to higher than budgeted expenses for water (\$778), unexpected expenses related to maintenance of common property (\$1,400), and a higher contract cost for Russo in November and December (\$445)
- ✓ Board developed a realistic budget for 2013 that keeps quarterly maintenance fees at the existing level.

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The Common at Sinnott Farm, Inc. Proposed vs. Actual Expenditures

Category	2012 Approved Budget	2012 full year projection	Variance
Administration	\$ 2,500.00	\$ 2,500.00	\$ -
Management Company Fee	\$ 7,920.00	\$ 7,920.00	\$ -
Maintenance	\$ 32,945.00	\$ 33,400.31	\$ (455.31)
Clean up	\$ 3,640.00	\$ 3,640.00	\$ -
Tree Services	\$ 350.00	\$ 708.92	\$ (358.92)
Insurance	\$ 1,750.00	\$ 1,651.00	\$ 99.00
Legal Services	\$ 3,500.00	\$ 3,500.00	\$ -
Water	\$ 3,000.00	\$ 3,778.43	\$ (778.43)
Electric	\$ 2,250.00	\$ 2,348.15	\$ (98.15)
Infrastructure	\$ -	\$ -	\$ -
Reserve Fund	\$ -	\$ -	\$ -
Capital Fund	\$ 5,500.00	\$ 5,500.00	\$ -
Unplanned	\$ -	\$ 1,041.00	\$ (1,041.00)
Total	\$ 63,355.00	\$ 65,987.81	\$ (2,632.81)

The Common at Sinnott Farm, Inc. Current Account Balances

Operating Fund	\$26,279.65
Reserve Fund	\$20,314.02
Capital Expenditure Fund	<u>\$31,975.15</u>
Total	\$78,568.82

(as of November 12, 2012)

Election of Inspectors of Vote

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Presentation of 2013 Budget

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2013 Proposed Budget

Budget Category	2012 Budget	2013 Budget	Percent Change
Administration	2,500	1,700	-33%
Accounting	-0-	1,025	new
Management Company Fee	7,920	7,920	0%
Maintenance (lawn care, plowing)	32,945	35,680	8%
Common Area Cleanup	3,640	-0-	--
Tree Services	350	350	0%
Insurance (D&O, Casualty, Fidelity)	1,750	1,750	0%
Legal Services	3,500	1,000	-71%
Utilities - Water	3,000	3,500	+17%
Utilities - Electric	2,250	2,350	+4%
Infrastructure Maintenance	-0-	8,200	--
Reserve Fund Contribution	-0-	0	0%
Capital Exp. Fund Contribution	5,500	-0-	--
Total Budget	\$63,355	\$63,475	0%
Homeowner Maintenance Fees	\$240 per Quarter, per Home	\$240 per Quarter, Per Home	No change

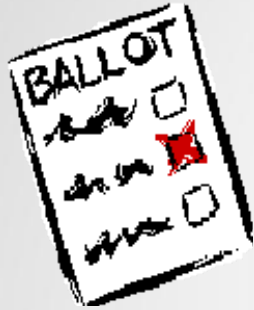
Election of Members of the Board of Directors

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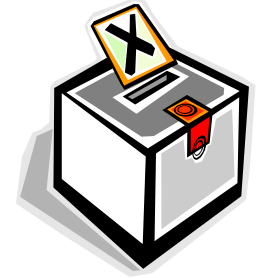
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Nominations/Accept Volunteers & Election of Board Members



(2 Board Positions Are Open for Election)

Names of Candidates

<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____
<input type="checkbox"/>	_____

- ▶ Please make your choices for two positions on the ballot sheet, and remember, there is only one ballot per household allowed.

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Unit Owner Comments and Questions



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Adjournment

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