



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.
Annual Homeowner Meeting
Bloomfield Police Department Community Room
November 29, 2017
7:00 p.m.**

Board Members Present:

Jeff Olmstead, President
Diane Prescod, Secretary
Cameron Toper, Treasurer
Syed Hussain, Director

Chris Weiland, Vision Management

Board Members Absent:

Myron Stewart, Vice President

Homeowners Present:

Homeowners were asked to sign in as they arrived.

Call to Order:

The meeting was called to order by President, Jeff Olmstead, at 7:05 p.m.

Proof of Notice of Meeting:

The proof of notice of the meeting was read aloud by Secretary, Diane Prescod.

Determination of Quorum:

Sign in sheets were provided.

Board Member Introductions:

President Jeff Olmstead introduced himself providing his address and informing homeowners that his term was expiring and that he would not seek to continue his tenure as a board member. He provided the same information on behalf of Myron Stewart, Vice President. Each of the remaining board members provided the same information – Diane Prescod stated she would not seek re-election; both Cameron Toper and Syed Hussain have one year left to their terms.

2017 Committees:

Jeff Olmstead reviewed the existing committees and chairs.

Approval of Minutes of Special Meeting held February 22, 2017:

Jeff Olmstead reminded homeowners that these minutes were from the special meeting held in February. Ann Hanks asked why they were not sent out with the packet of information for this meeting. The response was that Vision Management typically does not send minutes when creating packets for other associations, but that these minutes had been posted to our website so they were available to homeowners prior to the meeting.

Chris Rohrs made a motion to accept the minutes which was seconded by Ann Hanks and passed unanimously.

Reports of Officers and Committees:

The Year in Review-

President Jeff Olmstead reviewed the goals set by the board members for 2017. These included the review and implementation, where possible, of homeowner suggestions from the 2016 annual meeting, the development of a multi-year financial plan, the more effective management of water usage, the continued updating of the association website, and the adoption, with final revisions, of the association rules. These goals were accomplished this year.

Additional Accomplishments-

President Jeff Olmstead stood in for Vice President Myron Stewart in a review of additional accomplishments this year. These included the engineering study of our lanes by Connecticut Property Engineers, the annual walk about, the community gathering, a request to the Town for lighting in the parking area of the public park off of Deerfield Road, brush hogging around the pond, catch basin replacement on Arrowwood Lane, an evaluation of our management company, continuing the quarterly newsletters, an additional quarterly letter to homeowners from the president, and the responsible management of association finances.

Steve Petke remarked that if a light is to be installed in the parking lot area, the direction is important so that it does not shine into any homes. Mike Fallon shared that he attends town Blockwatch Meetings and that the Bloomfield Police have cautioned residents not to approach any suspicious vehicles parked in unlit areas, but rather to call BPD. Mr. Fallon then asked if additional brush hogging would be done in the pond area. Jeff Olmstead responded that the amount that was completed this year represented the funding we had for the project, however, given that maintenance of common areas is the responsibility of the board, additional funds have been allocated in the proposed 2018 budget for this purpose.

Paving Replacement-

Director Syed Hussain shared details of the paving study that was done in May, 2017. He explained that in general, the condition of our lanes ranges from good to poor with Spring Hill being the worst, followed by Arrowwood, Spice Bush, and Quail Run. At present, Timothy is in the best condition. The report indicates that lanes exhibit alligator cracking, random block cracks and some edge cracking with minor areas of settlement. Additional crack sealing is not recommended for Spring Hill or Arrowwood as it would not prolong useful life of either lane, however the remaining three lanes would benefit from this repair.

Richard Burt stated that areas of curbing on Arrowwood are failing and questioned whether or not repaving included this. Mr. Hussain stated that this was not specified in the report but that it is an important consideration.

Marie MacDonald asked why the estimate for Timothy Lane was so high. The response was that this estimate is based on the future, not current, condition of the road.

Capital Expenditure Plan-

President Jeff Olmstead presented the capital expenditure plan that was created to fund lane replacement. He explained that this is a 15-year financial plan that draws on recommendations from the May 2017 paving study. The plan is dependent on quarterly fees and there is no special assessment, however, quarterly fees would rise over time to ensure that sufficient funds will be available for the repaving projects, with Spring Hill slated for 2020. Mr. Olmstead emphasized that this plan is subject to periodic review and adjustment by the board depending on road condition, financial circumstances of the community, and homeowner input.

A question regarding potholes on Ryefield Hollow Drive North was raised by a homeowner. Jeff Olmstead responded that this is a town road and that the board, as well as Vision Management, made a number of calls for repairs which were finally completed, although it was acknowledged that the repairs appear to have been poorly done.

Mike Fallon stated that there is a water valve cover on Spring Hill that is not sitting properly and needs to be repaired. Chris Weiland will contact the MDC.

Marie MacDonald shared that streetlights in town are now LED bulbs which is a cost saving measure. Eversource may be replacing our bulbs (decorative street lamps have been the issue) soon which should reduce our electric bill considerably. Jeff Olmstead acknowledged Ms. MacDonald's work and expressed thanks on behalf of the community.

Chris Rohrs commended the board on the development of the plan and Dave Rosen echoed the sentiment.

Committee Reports:

Bylaws/Covenant –

Chris Weiland, acting chairperson, noted that he should not be the chair and that volunteers are needed for this committee. In 2017, the primary accomplishment was that revised rules were adopted and distributed to homeowners. In addition, some homeowners submitted requests for home improvements that were approved by the committee.

Welcome –

Jeff Olmstead, chairperson, reported that the other members of the committee are Paula Casey and Lesia Comperatore. There were three new homeowners to our community this year with visits having been made to two and plans to visit the third are being made. Mr. Olmstead also informed everyone that a Homeowners Guide exists and some copies are still available.

Website –

Jeff Olmstead is currently the only member of this committee and expressed that Mark Weiland at Vision Management has been a great help this year. Mr. Olmstead plans to resign from this committee as of January 1, 2018 and volunteers are much needed. If there are no volunteers, the incoming board members will have to decide what to do with the website.

Beautification –

Jeff Olmstead informed homeowners that Penny Jackson was the chairperson of this committee but she has recently moved from the community. Current members are Myron Stewart and Julius Prescod. Mrs. Jackson created a plan for improvement of common areas and landscaping prior to leaving. Some funds have been allocated for next year for improvements and volunteers are sought. Committee members did some general clean up this year throughout the community and around the sign at the entrance on Ryefield Hollow Drive North.

Marie MacDonald inquired about raising the Sinnott Farm Sign to make it more visible. Jeff Olmstead responded that it is currently more visible now that the dead mugo pine has been

removed. Edie Thompson stated that the cul-de-sac on Arrowwood near her home needs cleaning. Jeff Olmstead agreed that many of them do.

Financial Report-

Cameron Toper, Treasurer, reviewed financials for the year as well as current account balances. We have only one homeowner account past due which has been turned over to our attorney. Bank accounts have been consolidated at Union Bank and include an operating fund account, a capital fund account, and an emergency reserve account. Our CD with Webster Bank matures in December of 2017. According to most recent calculations and estimates, we expect to end the year slightly under budget. Mr. Toper also reviewed budgeted expenses versus actual expenditures and variances.

Jeff Olmstead added that, as per our rules, delinquent accounts are turned over to our attorney for collection. Marie MacDonald asked who is responsible for legal fees in these cases and Jeff Olmstead answered that fees are the responsibility of the homeowner. Steve Petke inquired about plans for the CD. Jeff Olmstead responded that with a capital expenditure plan, we are in a better position to decide the best course of action for the association.

A question was raised about downed trees. Jeff Olmstead stated that if we ask Russo to remove the debris, they will charge us \$200. In the past, volunteers have done some of this kind of work but for the current issues, we would need a chainsaw. Steve Petke offered to assist and Syed Hussain reminded homeowners that safety is the primary concern and if any work is to be done by volunteers it must be as an organized group.

Richard Burt asked if the board has the books professionally audited each year, and if not, they ought to be. Jeff Olmstead responded that we have a CPA review the books each year and the cost is included in the budget. The report comes to us in March or April and is posted to the website.

Marie MacDonald stated that when Eversource replaces the bulbs in our street lamps, our electric bill should decrease significantly so the funds budgeted for that line item may well be higher than necessary. If that is the case, where would the extra go? Jeff Olmstead responded that it would go into the capital expenditure fund.

Election of Inspectors of Vote:

Jeff Olmstead asked for volunteers to count votes for election of new board members. Three individuals volunteered: Rob Thompson, Ann Hanks, and Lynn Toper.

Presentation and Ratification of 2018 Budget:

Cameron Toper reviewed the proposed 2018 budget that reflects total expenditures of \$72,600 and an increase in homeowner quarterly maintenance fees to \$275.

Edie Thompson asked about the \$26 under the line item "Taxes (Rental)". Chris Weiland explained that we have one rental property and are required to collect this tax by the State of Connecticut.

Jeff Olmstead explained that if there were no further questions, the budget as presented passes given that there was not a sufficient number of households present to reject it (51% needed for rejection.)

Election of New Directors to the Board of Directors:

Jeff Olmstead stated that no names had been submitted prior to the meeting so we would rely on nominations from the floor. Edie Thompson publicly acknowledged Jeff Olmstead for his years of service and long-term guidance.

Lesia Comperatore asked what is involved in serving on the board. Jeff Olmstead responded that each member serves a 2 year term and is expected to attend 10 meetings plus the annual meeting during the course of each year. Board members are responsible for the stewardship of the association in conjunction with the property manager, and at times are asked to perform volunteer work for the association as well.

Jeff Olmstead and Ann Hanks were nominated but declined. Deanne Lawrence, Richard Burt and Michael Comperatore were nominated and accepted.

Given that there were three vacancies to fill and there were no other nominees, there was no need for a formal vote. Marie MacDonald made a motion to accept the nominations for the new directors, Suzanne Petke seconded the motion and it passed unanimously.

Homeowner Comments and Questions:

Rob Thompson thanked the board members for their service to the community and everything that was accomplished this year.

Steve Petke stated concerns regarding snow removal, specifically that last year, snow was not removed close enough to curbs causing the already narrow lanes to be much more so. Mr. Petke stated that it could be difficult for emergency vehicles to pass safely. Jeff Olmstead responded that our contract with Russo extends for one more year. Chris Weiland stated that the lanes are narrow and cul-de-sacs difficult to plow. If drivers get too close and damage curbs, it is an expense for them to repair them. The amount of snow is also a factor, however, Vision will continue to be in communication with Russo. Marie MacDonald stated that the previous supervisor we worked with provided much better service. Mr. Petke agreed that over the past couple of years, plowing has not been as well done as in the past. Ann Hanks stated that when bids were obtained for this service, Russo was by far the least expensive. The association could opt to spend significantly more for a different contractor but that is no guarantee that service would be any better.

Derrick Gartrell shared his concern about a wildlife problem on Spring Hill, specifically with chipmunks. A neighbor put out a bird feeder and it was left for an extended period of time and now the rodents are causing damage to his property and others. Mr. Gartrell is having an inspector come to his home and will submit the report to the board. Jeff Olmstead stated he would ask the new board to review the information and determine whether or not it falls under the purview of the association to take action and what that might be. Mr. Gartrell also shared that there are bear and bobcat behind his home and that they have come into his yard, likely due to the number of rodents. Marie MacDonald stated that the DEEP has requested that bobcat sightings be reported. Jeff Olmstead responded that there is information on our website regarding reporting bear sightings which is likely the same for any wildlife reporting.

Suzanne Petke stated that there are some pet owners who are not picking up waste. She has spoken to one homeowner in particular and has informed this individual that she will contact BPD if it continues and a citation will be issued. There is a town ordinance regarding cleaning up pet waste as well as a leash law.

Adjournment:

Jeff Olmstead asked for a motion to adjourn the meeting as there were no additional homeowner comments. Said motion was made by Lisa Terlecky and seconded by Chris Rohrs. The motion passed unanimously and the meeting was adjourned at 8:51 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**

Pending Approval