



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 Meeting
November 20, 2013
7:00 p.m.**

MINUTES

Board Members in Attendance:

Ann Hanks, President
Diane Prescod, Vice President
Penny Jackson, Treasurer
Maria Stonecipher, Secretary
Bobby Woods, Director
Pat Williams, APM

Call to Order: Ann Hanks called the meeting to order at 7:05pm by welcoming all homeowners in attendance.

Meeting agenda: Sent to all homeowners in last mailing.

Proof of Notice: Ann Hanks stated as required by the Association By-Laws, section 3.5, a packet was mailed detailing all the necessary information pertaining to the meeting.

Presentation of Board: Each member introduced himself/herself stating board position and time served.

Presentation of Committees: The members of the Bylaws/ Covenant Committee and the Welcoming Committee were introduced.

Approval of the November 15, 2012 Minutes: The minutes were sent out with the last mailing. Ann asked homeowners if they had any questions or comments. Walter Mills made a motion to approve the minutes and it was seconded by Rob Thompson. The motion was approved.

Report of Officers and Committees

President's Report: Ann Hanks reviewed some neighborhood highlights of 2013. The Board of Directors continued to reduce our "Outstanding Association Maintenance Fees" and prudently managed community finances within the framework of the Declaration and Bylaws. Eight catch basins were replaced on Spring Hill Lane and several dead trees were removed and their stumps ground. Arrangements have been made with CL&P to replace the light bulb at the Sinnott Farms entrance (corner of Terry Plains and Ryfield Hollow) with a brighter bulb to help illuminate the sign and entrance. The board has taken active steps to assure that our property values are maintained through enforcement of existing bylaws and performing periodic "walk abouts" in the neighborhood. Ann expressed sincere appreciation to all homeowners for stepping up and maintaining/repairing their properties.

Vice President's Report: Diane Prescod gave a recap of what has been accomplished in our partnership with Advanced Property Management (APM) this past year. APM has been responsible for our mailings, collection of fees, quarterly newsletters with board input, most of our correspondence and billings. Pat acted as a liaison with contractors, neighbors and attorneys. Pat Williams attends all of our board meetings as well as the meetings of the Bylaws/ Covenant Committee. Pat is a wonderful resource with a wealth of knowledge and background. She performed contractor research and solicited bids for catch basin replacement and tree removals.

ByLaws/ Coventant Committee: Leslie Woods, chairperson, explained that the two committees were merged in October, 2013. She explained that this will allow for a more appropriate appeals process. When a homeowner wishes to appeal a variance request that was denied by the committee, he/she can submit the request to the BOD. The job of the committee is also to review current rules and regulations in the association bylaws and declaration to determine future clarifications and amendments. The next meeting is on Jan. 11, 2014. New members are encouraged to join the committee.

Welcoming Committee: Brad Jackson, chairperson, shared that there were no new homeowners. He extended a welcome to anyone interested in joining him on this committee.

Election of Inspectors of Vote: Ann asked for 3 or 4 volunteers to count votes in the election. Jeff Olmstead, Jan Rosenthal and Rob Thompson volunteered.

Financial Report: Penny provided the financial report: there was a significant reduction in amount of maintenance fees owed to the association; quarterly invoices, maintenance fee collection and bill payment has been handled by APM; Capital and Reserve Funds were merged and the total Savings and Reserve Fund is now \$32,400.00 as of the end of this fiscal year. Community will be over budget this year by \$900.00 (4%) due to higher than budgeted expenses for tree removals and expenses associated with snow removal. The board developed a realistic budget for 2014 that keeps quarterly maintenance fees at the existing level. Penny then reviewed expenditures for 2013, projected expenses for 2014 and the variance between the two. Penny provided the following figures: Operating Fund - \$26,035.52; Savings/Reserve Fund - \$27,495.17; Certificate of Deposit - \$25,301.95; HOA Receivables - \$2,515.68; with a total being \$81,348.32.

Presentation of the 2014 Budget: Penny reviewed all of the budget categories and what was spent in 2013 and what is projected for 2014. There will be a 13.6% increase in the money paid to APM in the new budget. This will hold for 2 years. More money will be budgeted for replacing trees (\$1455) and (\$1900) will be used to repair road cracks and improve the community infrastructure. There will also be \$5,000 targeted for the Savings and Reserve Fund. The budget was automatically passed as there were not enough homeowners present to vote against it. Pat Williams referred to the sign-in sheet and reported that there were only 20 voting homeowners present.

Election of Members of the Board of Directors: Ann explained that volunteers or nominations would be accepted for 3 vacancies. Myron Stewart of Spice Bush Lane nominated himself. Julius Prescod nominated Diane Prescod. Jeff Olmstead nominated Ann Hanks. Ann Hanks nominated Bobby Woods. The homeowners were asked to vote for three of the four nominated candidates and the ballots were collected by Pat Williams and counted by the election committee.

Myron Stewart, Diane Prescod and Ann Hanks were elected as new board members for a two year term starting in 2014.

Homeowner Comments & Questions:

Patrick DeLorenzo asked why the Reserve Fund and Capital Improvement Fund were merged? Pat Williams explained that it wasn't necessary to have 2 separate accounts as they were both savings accounts and would be used for Capital Improvements when necessary.

Jeff Olmstead asked about a Capital Improvement/Reserve spending plan for the future? Penny Jackson responded that she was working on a five year plan.

Myron Stewart suggested saving postage and sending out the notice for annual meeting by e-mail as well as invoices. Pat Williams responded that when she tried to do this it was not efficient as many were returned because she did not have correct/current email addresses. Pat mentioned that Board members get correspondence from APM via email which saves a great deal in postage.

Jeff Olmstead asked about the accounting charge on line #2 of the budget? Penny explained that this charge was for the financial statement that is required to be done every year by an accountant.

Patrick DeLorenzo asked why the water (sprinklers) were not turned off at the beginning of September? MDC was notified but it took almost 6 weeks for them to get to it. It would cost the community money to have Russo turn off the timers on each island (not in the contract) but if a volunteer was comfortable doing that we could save money.

There was also a discussion about MDC's policy of tacking on a "sewage charge" for our water consumption that is used only for sprinklers.

Patrick DeLorenzo asked why the rates for APM went up?

Pat Williams explained that it was just the cost of doing business...everything is going up. The present increase will hold for the next 2 years.

Harriette Howard , 7 Spice Bush Lane, also objected to the increased rates for APM. She shared that the Board should be doing the work that we are paying APM to do. It is the Board's job.

Patrick DeLorenzo suggested planting some new trees along Deerfield Road on the opposite of playground and pond closer to Timothy Lane.

Leslie Woods said that the planting of trees off of town roads (Deerfield) was part of a large plan approved by the town. She believes it is necessary to check with the town before adding additional trees in that area.

Patrick LeLorenzo thought it was a good idea to combine the Covenant and the Bylaws Committee.

Motion to Adjourn: Made at 8:55 and passed.

Respectfully submitted,
Maria Stonecipher
Secretary