



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.
Executive Board Meeting (Virtual)
January 12, 2023
6:00 p.m.**

MINUTES

In Attendance: Jonathan (Jonny) Baranowski, President
Patrick DeLorenzo, Vice President
Wayne Wnuck, Treasurer
Diane Prescod, Secretary

Sentry Management: Denis Dalamagas

Homeowners Present: Myron Stewart
Lisa Weisinger
Clark Winchell

Call to Order:
The meeting was called to order by President, Jonny Baranowski, at 6:07 p.m.

Minutes:
The minutes of the October 12, 2022 meeting were reviewed and a motion was made by Patrick DeLorenzo, seconded by Wayne Wnuck, to accept the minutes. The motion passed unanimously. A few items in the minutes that Jasmine Spencer (former Sentry Property Manager) was to have researched were highlighted for Denis Dalamagas to now research. These include a letter of engagement Ms. Spencer had secured from a law firm, following up on homeowners who are not in collections but should be, and reaching out to the Town of Bloomfield to ask about their responsibility for mowing on Ryefield Hollow Drive North.

Financial Report:
Wayne Wnuck reviewed the financial reports for December 2022 provided by Sentry. We have a surplus of \$9,400 from last year which should go into the Reserves Account to be put toward our paving projects once we have sufficient funds in our Operating Budget to cover current expenses which will likely be next month. Denis will send updated financial reports.
Patrick DeLorenzo suggested that at a future meeting, Denis take some time to review and explain the financial reports as they can be difficult to interpret.
Wayne Wnuck suggested we consider merging our Reserve and Emergency Money Market Accounts and Patrick DeLorenzo suggested we look into a local bank as well as a different type of account as the interest rate on the Money Market is so low (0.05% in January 2022). Denis will look into this, as well as any state requirements regarding Emergency Funds.

There was a question regarding past due maintenance fees. Denis Dalamagas stated that the process Sentry follows is that a reminder notice is sent, then a demand letter, the account then goes into collections and, if necessary, a lien is put on the property. He will provide an update on all past due accounts and where we are in the process with each homeowner. It was agreed by Board members that we need to establish a relationship with an attorney to assist in this process. Denis Dalamagas stated that our former Property Manager, Jasmine Spencer, might have secured a letter of engagement from a law firm already. He will check into this and report back to the Board. Homeowner Myron Stewart mentioned the firm of London & London as a possibility.

Committee Reports:

Beautification Committee – Deanne Lawrence is currently the chair of this committee. Diane will contact her to see if she would like to continue to chair and if so, if she would contact the current members to ascertain whether or not they wish to continue as members. She will be asked to submit to the Board committee goals for 2023.

Welcome Committee – Jeff Olmstead will continue to chair this committee and Paula Casey, the other committee member, will continue to serve. Jeff provided Diane with a copy of the Homeowners Guide that is given to each new homeowner when the committee members make a visit. We need to make some additional copies of the booklet as Jeff only has a few remaining. The committee is currently looking to add new members.

Bylaws/Covenants Committee – Lisa Terlecky had been serving as chair of this committee but has chosen to step down this year. Diane Prescod will assume the role. Jeff Olmstead and Louise Moran have both agreed to continue to serve. The committee is currently looking to add new members. One alterations request has been received and will be reviewed when all required paperwork has been received.

Website – Lisa Terlecky will continue to assist with the website for the time being and she will help Wayne Wnuck learn how to manage it.

Paving Committee – This committee has not yet been formed but Wayne Wnuck has volunteered to chair and will actively seek participation from community members. He will post something on our website. The objective will be to review the 2017 report that was done for Spring Hill Lane and determine what will be the best course of action with a view to having this project completed in 2024.

Old Business:

Pond – The results of the survey sent to homeowners were that three (3) were in favor of hiring a company to manage the pond issues while eleven (11) were against the proposal. The Board will take no action at this time, however, Denis Dalamagas will investigate the cost of brush hogging a second time during the year to see if this might help with the issues.

New Business:

Board Objectives for 2023

- Review the 5 year plan and initiate the paving project
- Solicit input from homeowners on issues they would like to see the Board work on
- Improved communication – to include reviving our newsletter which can be sent electronically.
Denis Dalamagas will send a quick survey to homeowners and report responses.
- Determine ways to reduce expenses
- Revive the Annual Get-Together

Committees –

- This was addressed under Committee Reports

Paving Project –

- This was addressed under Committee Reports. Jonny Baranowski suggested finding out what the Town plan is for paving Ryefield Hollow Drive North to see if the same company could pave Spring Hill at the same time and we would assume the cost for our lane.

Management Agreement –

- Diane Prescod asked if Property Manager was visiting CSF every other week as per the contract and was assured that this was indeed happening.
- Diane Prescod asked for clarification regarding the number of meetings the Property Manager was required to attend. There is some ambiguous language in the contract regarding the Annual Budget and the Annual Membership Meetings. Denis will speak with his supervisor and get clarification.
- Diane Prescod stressed the importance of the Property Manager knowing what is contained in our documents.

Meetings –

- Patrick DeLorenzo and Wayne Wnuck suggested holding Executive Sessions for the next few months until we get better organized. As long as no votes are taken, this can be done without advertising a meeting or posting an agenda. A date sometime at the end of February will be determined.

SJN Contract –

- The Board members requested that Denis Dalamagas send us the SJN contract so that we can review it. Patrick DeLorenzo had a question about fertilization. Jonny informed the board that he just signed an invoice with Lawn Tech for five (5) treatments that Jasmine had solicited prior to her departure. Jonny will reach out to the company for more specific information than what was supplied on the invoice.

Islands –

- Homeowner Susan White from Timothy Lane requested that the front pine tree on that island be removed as it is blocking another tree from growing. We will let her know that we will have someone look at it.
- Diane Prescod brought up the condition of the two large islands, one on Arrowwood and the other on Spring Hill. For the most part, both are just weeds and dirt and are detrimental to the aesthetic of the lanes. Patrick DeLorenzo suggested perhaps replacing some of the grass with river rock. SJN submitted a quote for mulch but either option would be a significant upfront cost and would not save us any money. Patrick asked if the islands could be reshaped when the lanes are paved but that would be costly as well and would likely not be aesthetically pleasing. The best solution, given that the water has been turned off, will be to overseed with some drought tolerant grass. Wayne Wnuck will look into this.

Communication (Website & Newsletter) –

- This was addressed under Committee Reports

Administrative Items:

Denis Dalamagas stated that there was nothing to report under the following topics: Management Report, Correspondence, Work Order Report, Resale Report.

Annual Calendar – Meeting dates for the year have been posted to the website to include the Annual Meeting. Denis will clarify the number of meetings.

Owner's Forum:

No homeowner comments

Executive Session:

The Board adjourned to Executive Session at 7:50 p.m. and concluded at 8:06 p.m. No votes taken.

Adjournment:

The meeting was adjourned with a motion made by Jonny Baranowski, seconded by Wayne Wnuck , and approved unanimously at 8:07 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**

