



The Common at
Sinnott Farm

www.sinnottfarm.com

Homeowner's Association for:

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

**The Common at Sinnott Farm, Inc.
Executive Board Meeting (Virtual)
October 15, 2026
6:00 p.m.**

MINUTES

In Attendance: Julius Prescod, Vice President
Susan Sturtevant, Treasurer
Diane Prescod, Secretary

Absent: Wayne Wnuck, President

Westford Management: Mason Brennan, Property Manager

Homeowners Present: John Mayar
Patrick DeLorenzo

Call to Order and Meeting Norms:

The meeting was called to order by Vice President, Julius Prescod, at 6:05 p.m. Julius asked homeowners in attendance to please hold questions and comments until the Owners' Forum.

Approval of Meeting Minutes:

Diane reported that the minutes of the July 2026 meeting were approved via email and posted to the website.

Financial Report:

Susan Sturtevant, Treasurer, reviewed the statements sent by Westford:

Q3 remained generally stable with stronger reserves and continued attention to homeowner outstanding maintenance fee balances. Formal collection steps are underway on significant past-due balances.

Spending remained reasonably controlled through Q3; we are under or on budget in all major categories.

As of September 30, 2026:

Money Market	\$54,428
CD#1	\$31,752
CD#2	\$31,686
TOTAL	\$117,866

Higher yield options for reserve funds that need to remain more accessible are being explored.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, was unable to attend however she reported via email that fall plantings have been placed in the beds at the entrance to the lanes.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that the two Alterations Requests that had been requested of homeowners were submitted. She again reminded homeowners that if there are projects planned to please complete and submit the Alterations Request prior to any work beginning. If anyone has questions regarding whether or not a specific project requires an Alterations Request, please check our Rules which can be found on the website or contact a Board member for assistance. This is a very important step because, per our Rules, a homeowner can be fined for each day that the work remains on the property until such time as an Alterations Request has been submitted and the approval process has been completed. The form is on our website under “For Homeowners”.

Welcome Committee – Jeff Olmstead, chair, was unable to attend the meeting however, he sent the following report via email:

The Welcome Committee was notified of one closing during the 3rd quarter of 2026. The home is located at 11 Spice Bush Lane. We reached out and connected via phone with the new homeowner of August 29. Following the phone call, a welcome letter was sent to the homeowner with more information, including a link to the Association website and a copy of the Summer Newsletter.

The new homeowners moved to Sinnott Farm from South Windsor. They previously were owners of a condominium, so they are familiar with the nature of a community property and the concept of the Rules and Regulations that govern our Association.

There has been no other resale activity in the community that has come to the attention of the Welcome Committee.

Website – Julius Prescod, chair, reported that the website is coming up for renewal in 2027 – domain and website itself – everything is in the works for renewal on time. Total cost (plus tax) for 2 years is:

Domain	\$ 45.98
Website	\$551.76
Tax	\$ 37.96
TOTAL	\$635.70

Unfinished Business:

-Balance Sheet/Budget Posting in TownSq – After financials approved each month, balance sheet posted and all is currently up to date.

-Tree Replacement – Status of New Tree for Arrowwood South and Clean-up on Deerfield
Wayne sent report to Julius – branches that came down during nor’easter have been cleaned up along with other debris – consumed about 40% of budget for trees. No decision yet on whether to replace tree that was removed on Arrowwood island south or trim trees along Deerfield Road but both are still under consideration.

-Response from Property Manager to Emails/Messages Sent Via TownSq (Alterations Request never responded to) – No new requests at this time.

New Business:

-Process and Timing for Upcoming Board Elections – A mailing went out to homeowners regarding the process we would follow again this year. Homeowners who wish to run for a Board position must submit the completed form to Westford no later than October 22, 2026 for their name to be included on the ballot. This form will be duplicated and included with the annual meeting mailing. No nominations from the floor will be accepted the evening of the annual meeting. The purpose is so that all homeowners, whether or not they are able to attend the meeting in person, receive a ballot that contains the names of all nominees.

Annual Meeting information will be sent out on November 1st and the meeting will be held at the Bloomfield Police Department Community Room at 6:30 p.m.

-RFPs to Management Companies -Four RFPs sent out in September to include Westford – three responses received and will be reviewed by Board.

-Alterations Requests – Diane reported that she spoke with the members of the Covenants Committee regarding the number of homeowners recently who have begun and/or completed projects for which Alterations Requests were never submitted despite reminders at quarterly meetings, in the minutes, on the website and in the newsletters. One committee member suggested that a mailing be sent reminding homeowners to submit the Requests prior to beginning a project. Diane contacted Mason for the cost of a mailing – it would be \$107.58.

Diane will contact members of Covenants Committee for text for an eblast and then, if no improvement, we can revisit a mailing via USPS. Diane will send Mason the text.

Administrative Items:

Management Report – We received notification from SJN of a 10% fuel surcharge which was not included in the scope of our contract. Mason contacted them and they said they will not add the charge. Fertilization quote came in from LawnTech – cost has increased and will need to be discussed by Board. Site visit done today and report sent via email.

Correspondence – None at this time

Resale Report- 10 Quail was set to close on July 24th but no confirmation of sale received. Mason will look into this.

Annual Calendar – Need to start getting prepped for fall clean up and snow season. SJN will be contacted for clean-up and snow removal. Annual Meeting November 19th at 6:30.

Owners' Forum:

Patrick DeLorenzo asked about cost of clean up of branches. Julius responded that numbers are available in TownSq. He also asked about trimming of trees on Deerfield because this is a Town road but Julius was unsure of which trees/clean up this referred to as the communication from Wayne did not specify. Julius will ask Wayne. Susan stated that the total amount was just over \$1,000 and included not just the tree/branches that were in the road, but other clean up as well. Patrick stated he had a suggestion about the Alterations Request mailing – include a page with the Annual Meeting mailing.

Patrick asked about outstanding maintenance fees – how many homes are included. Susan answered that there are 17 homes – not all are delinquent by 120 days or more. Susan answered that Mason and Westford have been working on reducing this number – sending letters, making phone calls. Patrick asked if the amount gets too high, would it impact our ability to pay our bills. Susan said that she didn't have an exact answer but we do put money away every month and we have our CDs as a last resort. Lastly, Patrick stated that he sees a number of homes that need power washing and have landscaping issues. Diane explained that "walk-about" are no longer done but that the Board can request that the Covenants Committee do them again. Mason does site visits only 4 times a year so new Board coming in might want to do this themselves or ask the Covenants Committee to do it. This should be looked at in the spring.

Executive Session: Julius asked to adjourn to Executive Session at 6:44 p.m. Board returned to regular session at 7:02 p.m. – no votes taken.

Adjournment: The meeting was adjourned with a motion made by Diane, seconded by Julius, and approved unanimously at 7:03 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**