



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 21, 2024

6:30 p.m.

Bloomfield Police Department Community Room

MINUTES

President Jonny Baranowski called the meeting to order at 6:33 p.m.

Roll Call:

Present: Jonathan (Jonny) Baranowski, President
Patrick DeLorenzo, Vice President
Wayne Wnuck, Treasurer
Diane Prescod, Secretary
Julius Prescod, Director

Mason Brennan – Property Manager

Absent: None

Homeowners Present:

Donna Wnuck
Dawn McDermott
Sharon Okoye
Thriaya Mahdi-Wagner
Michael Comperatore
Michael Gillingham
Deanne Lawrence
Chris Rohrs

Proof of Notice of Meeting:

Mason Brennan provided proof of notice of annual meeting which was sent 11/6/24 in accordance with State statute.

Approval of November 2023 Annual Meeting Minutes:

Diane stated that the minutes were reviewed for accuracy by Board members and then posted to the website as a draft. She then put forth a motion to approve the November 2023 Annual Meeting minutes, seconded by Patrick. The motion passed unanimously. The word "Draft" will be removed from the minutes as posted.

Year in Review - Jonny reviewed the goals the Board adopted as a result of the Homeowner Survey sent in January 2024:

- Continue communications with community via website, newsletter and posting meeting minutes in a timely manner. Julius maintains the website and updates regularly. Diane writes the newsletter quarterly, and meeting minutes are posted usually within 2 to 3 weeks of the meeting.

- Hold Community Picnic – this was done on June 1st with about 15 homeowners attending

- Ad hoc committee for pond - the committee was formed in March and researched several options for pond maintenance. No decision has yet been made as all options have positives and negatives as well as considerable expense.

- Begin process to hire management company – Diane and Patrick created RFP and contacted 9 companies. To date, Westford has been the only positive response.

- Review SJN contract to ensure common areas appropriately kept up – increased communications with SJN have taken place to monitor this concern.

- Continue to search for ways to save money – as always, the Board weighs carefully any and all decisions regarding expenditures.

Jonny also addressed that the Board continues to work with Westford in efforts to reduce the number of outstanding maintenance fees working within our processes; the budget continues to be managed mostly within the framework established; fertilization was done this year as per contract and Deerfield Road was included to address homeowner concerns; gaps in our insurance policies have been covered with a new provider with more coverage but higher costs.

Also addressed was that in March, Sentry Management announced that it would be closing its East Hartford offices and no longer serve as our management company. Our account was transferred to Westford Management beginning on April 1, 2024 with Mason Brennan being assigned as our property manager. Mason has remained with us since. Our contract with Westford expires on January 31, 2025 so in July, the Board reached out to various companies with an RFP with only one response (from Westford) to date.

Reports of Officers and Committees:

Beautification Committee – Chair Deanne Lawrence –Deanne gave thanks to members of the committee. Lilacs have been trimmed and have begun to come back already, if more attention needed, members of committee can assist. Members do seasonal plantings at the beginning of lanes and pay for plants themselves.

Welcome Committee – Chair Jeff Olmstead was unable to attend the meeting but sent a report indicating that he had been informed of only two closings in the community this year although there may have been others that the committee was not notified of due to a breakdown in communication as a result of the changeover in property management firms on April 1, 2024. The committee reached out to both new homeowners but was unable to connect with the new owner on Quail Run Lane, however an email was sent. Contact was made with the new

homeowners on Arrowwood Lane via both phone and email. No face-to-face meeting took place as work was being done on the home and the owners had not yet moved in.

Covenants Committee- Chair Diane Prescod thanked committee members and reported that 17 Alterations Requests had been received and approved this year for a variety of projects such as roof replacements, driveway repair and tree work. She stated that most requests were approved within 2-4 days or sooner and thanked homeowners for submitting the requests. She explained that the request form can be found on the website under the “For Homeowners” tab and that it is easy to complete, but should anyone have any questions, any Board member would be happy to help.

Website Committee – Chair Julius Prescod reported that website has been updated with Westford information; reminders regarding vehicle safety (including a video). Website is paid for every two years and payment is due again in 2025 - \$451.74 – a slight increase over two years ago. Some discussion took place among Board members regarding a third party website builder which would be free, but we would have no control over it – all information can be sold, website can be deleted at any time, ads can be included. In addition, there is a cost associated with some things such as email.

Pond Committee – Chair Jonny Baranowski – Committee reached out to many services to determine best course of action from aerator installation to yearly chemical treatments to a 3-year plan that is “natural”. All options are very costly so we need to be mindful so that we do not have to raise fees. No decision has yet been made – Board needs to review all options again to determine what we can afford.

A suggestion was made to see if the Town wanted to “adopt” the pond -Jonny will look into this.

Election of Inspectors of Vote: Mason asked for volunteers to assist with vote counting – Dawn McDermott and Michael Comperatore volunteered.

Presentation of 2024 Budget:

Treasurer Wayne Wnuck presented the current budget and explained the projected expenditures for 2024:

Wayne started by explaining that there would be a \$60/year increase in maintenance fees for the coming year. Our income is driven primarily by maintenance fees, fines, late fees and interest income.

Management fee is set by contract so we will be on budget -proposed budget reflects an increase in the fee along with the CTA required filing that Westford will facilitate for us. Expenses such as postage and copying are significantly less than with Sentry and everything is basically rolled into the category of Office Expenses. Accounting fees cover tax filings -on budget. We budgeted \$500 for legal fees although we do not anticipate any legal issues this coming year. Property maintenance is 47% of our budget – price set by contract so we will be on budget. Our contract with SJN expires in October of 2025 so we anticipate an increase here as we have had a fixed price for the past 4 years.

Fertilization budget for 2024 did not include Deerfield but the Board decided to add it which caused us to be over budget in this area. For 2025, the amount proposed does include Deerfield at a slightly higher amount.

We had no expenditure for road maintenance this year but \$500 has been budgeted for next year to make a needed repair on Spring Hill Lane this spring.

Tree Maintenance – we are over budget because of two trees that had to be removed. It appears that we may have some additional work that needs to be done in 2025 so \$2,000 is budgeted for next year.

Started review of insurance coverage in 2023 because old policies had been in effect for years, before we had a property management company, fees were collected by a board member and files were stored in private homes. Wayne researched policies to fill in all the gaps in our coverage – we are over budget this year and budget for next year is \$5,200.

Electricity looks as if it will come in under budget this year and will remain at \$2,500 for next year.

Overall for this year, it appears as though we will be within \$1,000 plus or minus of our budget.

This will allow us to put \$20,000 into our Reserve account.

Currently, our balances are –

Operating Fund	\$134.02 (Sentry – closed)
Operating Fund	\$13,976.78
Reserve Fund (Money Market)	\$73,678.69
TOTAL	\$87,789.49

5 Year Illustration of Reserve Balance

Year	HOA Fee	Year End Reserve Balance
2024	335	79,009
2025	350	100,258
2026	355	120,986
2027	360	141,090
2028	365	160,522
2029	370	179,195

These numbers assume HOA fee increases of \$5/quarter each year beginning in 2026 with annual expenses increasing 3%, 1.5% interest earned annually.

This is to illustrate where we are and where we may be headed.

Election of Members to Board of Directors:

Ballots were tallied by Mason Brennan, Michael Comperatore and Dawn McDermott. Diane Prescod and Jonny Baranowski were re-elected as Board members.

Ballots for the 2025 budget were also tallied and the budget for 2025, as presented, passed unanimously.

Homeowner Comments and Questions:

-Pond Question – what is the issue we are looking to solve. Jonny responded that it is the algae as well as to address concerns regarding the odor, insects and rodents.

-There is a pothole on Spring Hill that happened quickly after micro surfacing was done – should indus be responsible for this? Wayne responded that the issue appears to be related to the area of Spring Hill that we repaired prior to micro surfacing and that perhaps we should have extended the repair work. It is probably worth the \$500 to address the issue before it gets worse.

-How long is micro surfacing expected to last – Wayne responded 5-7 years.

-Can reserves or some of that money be placed in a high yield account (CD) – Board will explore

options

-Thanks to Board

-Comment to Diane that a homeowner never received reply to roof replacement. Diane stated she would review emails and offered apologies if there was an oversight

-What is being done to collect unpaid maintenance fees – Mason explained the process that is automated at Westford, but it follows our protocols. Outstanding fees are decreasing.

-Where Spring Hill begins the road was torn up a bit, but it has been patched but not a great job.

-Questions regarding repaving of Ryefield. Patrick responded that we will not know until after Town budget process is complete.

-Can we reach out to Town to see if they will mow on Ryefield Hollow Drive North – we asked but received no reply however the Town does not generally mow areas like that. The Board will investigate options such as less frequent mowing in an effort to save some money.

-Homeowner complained about snow piled up by plow at end of her driveway as well as plowing closer to the sides of the road. Wayne will discuss with SJN. A suggestion was made that we could possibly hire two companies – one for landscaping and another for plowing. The Board will look into options.

Adjournment:

The meeting was adjourned with a motion made by Patrick, seconded by Wayne, and approved unanimously at 7:57 p.m.

**Respectfully submitted,
Diane Prescod
Secretary**