



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)
July 17, 2025
5:30 p.m.**

MINUTES

In Attendance: Jonny Baranowski, President
Patrick DeLorenzo, Vice President
Wayne Wnuck, Treasurer
Diane Prescod, Secretary
Julius Prescod, Director

Westford Management: Mason Brennan, Property Manager

Homeowners Present: Deanne Lawrence, Clark Winchell, Lisa Weisinger, Jim Lyman

Call to Order:

The meeting was called to order by President, Jonny Baranowski, at 5:33 p.m.

Minutes:

The minutes of the April 10, 2025 meeting were approved via email and posted to the website approximately 10 days after the meeting.

Financial Report:

Income:

- Westford uses accrual accounting which indicates/assumes that all maintenance fees that are owed have been paid (whether or not this is the case).
- We have interest income from our CDs that totals about \$650 to date.

Expenses

- As expected, we are on budget with the Management Fee.
- We are on budget with the tax on the rental units.
- Office Expenses were over budget due to the annual meeting mailing and the website fee which was not included when the budget was created.
- We are on budget with filing fees.
- Accounting fees will be on budget at the end of the year.
- We have not spent any of the allocated funds (\$750) for legal expenses and at this time it is unclear whether or not there will be any upcoming expenses.
- Landscaping and Snow Removal will continue basically on budget.
- We are slightly under budget for fertilization.
- We were anticipating that the road repair for Spring Hill would be about

\$500, however it will come in at around \$750. Once it is done, Indus will put the same coat on the area as on the rest of the lanes. Clark Winchell is working to coordinate this.

- No funds have been used for tree maintenance to date but we do have work that needs to be done around the community and we will likely spend all of the \$2,000 that was allocated.
 - Insurance is over budget by \$370 to date as there was a substantial increase in the liability policy of about 38% that was not anticipated. Given this increase, we will likely end the year about \$1,300 over budget.
 - Electricity is basically on budget and we may end the year slightly under budget.
 - We are on track with our transfer to Reserves.
- In summary, expenses will likely close the year approximately \$1,000 over budget.

Cash Balances as of June 30, 2025 –

| | |
|------------------------|------------------|
| Checking | \$19,268 |
| Reserve (Money Market) | \$29,172 |
| 11 Month CD | \$30,298 |
| 23 Month CD | \$30,276 |
| TOTAL | \$109,014 |

We anticipate that our next major expense will be paving Spring Hill which is expected to cost somewhere around \$130,000.

Relative to Homeowner Maintenance Fees, we have a substantial amount of outstanding fees and 4 accounts have been referred to an attorney for collections. The total amount about a year ago was \$7,200 which ballooned to over \$15,000 by this past January. Fortunately, through the combined efforts of the attorney and Westford, that total has been reduced to around \$7,200 again. Fifteen (15) homeowners are currently in delinquency (over 90 days late with payments) and 8 are one payment behind with the oldest dating back to October 2024. The Board and Westford continue to work to improve this situation and accounts are sent to collections as necessary.

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, reported that the committee has spent about \$100 of their allocated funds. Work has been done by the signs on all lanes and a boxwood was replaced at the entrance to Timothy. Deanne did some weeding at the entrance to Spring Hill and planted an azalea but it needs some attention, By the Sinnott Farm sign, the flowers continue to bloom. Deanne stated that Beautification needs more members and volunteers to take care of the beds at the entrance to each lane. The Board thanked Deanne and her committee for their efforts.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that there have been 6 Alterations Requests this quarter – two for tree removal (causing damage, dead or dying), one for a new AC unit, one driveway and two for roof replacements. Diane thanked the homeowners for taking the time to follow protocol for submitting Alterations Requests and the committee members for their prompt review and response to said requests.

Welcome Committee – Jeff Olmstead, chair, reported via email that there is no new information to share at this time.

Website – Julius Prescod, chair, stated that there is nothing new to report at this time. The website is running without any problems or issues.

Unfinished Business:

Deerfield Bushes (opposite Timothy Lane) – This concern was discussed in April and it was decided at that time to wait a bit and then ask Bloomfield DPW to take care of it given that Deerfield is a Town road. Patrick will call and ask if something can be done.

Request for Speed Limit Sign for Deerfield Road – Bloomfield DPW posted two signs on Deerfield Road – thanks to Patrick for making the call.

Community Picnic – The annual picnic was postponed and then cancelled due to inclement weather on both the original date and the rain date.

New Business:

Vendor's Page on Website – This was a suggestion from a homeowner during the April meeting – that vendors “advertise” on our website and pay us for doing so. It was decided at that time not to proceed with this as there were possible legal ramifications. Mason contributed that the management company does not give recommendations and has had no experience doing anything like this with any other community. He opined that private recommendations are fine but it is best to avoid recommendations associated with the Board.

Tree Work-There is quite a bit of tree work that needs to be done: There are several dead or dying trees around the community to include a pine on the Timothy “island”, a plum tree on one of the Arrowwood “islands”, and one on the corner of Deerfield and Arrowwood. In addition, there are several evergreens that have vines growing on them that will eventually kill them if not removed. To perform this work will likely total around \$4,000. Wayne suggested waiting until fall before we have work done in the event that we have an unexpected emergency and need the funds currently allocated. In addition, he stated it would likely be more cost effective to group the work rather than doing one tree at a time. Jonny stated his concern that a dead or dying tree could potentially fall and cause damage either to common or individual property. Wayne stated that he has used JPS Tree Service and has a quote from them for some of the work. Jonny stated that Dynamic Tree Service removed a tree for us before but their prices seem to be more on the

higher end. Mason will contact a few arborists and ask for opinions about which trees should be addressed first and the cost.

Spring Hill Road Repair: - This was discussed during the Financial Report. Clark Winchell reported that the initial repair work is scheduled to be done on July 28th then Indus will complete its portion in September.

Board Adjustments: Jonny Baranowski informed that he will resign as Board President and member on August 1, 2025 because he is moving from Sinnott Farm. Patrick will step into the role of President and Julius will assume the role of Vice President until the annual meeting in November unless there is a community member who expresses interest in serving in the Director position until then.

Administrative Items:

Management Report – Mason reported that he continues to do monthly site visits and at this time there is nothing major to report.

Correspondence – No report at this time.

Resale Report – There were no sales during the past quarter.

Annual Calendar – Mason will work with Wayne in August to begin the drafting of the 2026 budget. The RFP for Landscaping and Snow Removal will be sent out in August as well. We will begin preparations for the Annual meeting and begin the process for the end of the fiscal year (December).

Owner's Forum:

-Lisa Weisinger asked if there was any information on what is happening with Ryefield Hollow Drive North. Diane responded that she had been in touch with Bloomfield DPW and that the road is on the list to be paved but unfortunately, no exact timeline is available. There is a plan to do work on several roads in town and those roads needing similar work will be grouped together as it is more economical for the Town to secure the necessary machinery once rather than repeatedly.

-Jim Lyman thanked Patrick and the Board for having the speed limit signs placed on Deerfield Road.

-Deanne Lawrence noted that Beautification has tried to cut some of the vines on the trees mentioned during the meeting but there were concerns with poison ivy and “prickly” vines so work was stopped. In addition, she questioned why we were so over budget on insurance and office expenses so Wayne repeated his prior explanation for clarification. Lastly, she thanked the Board members for all the work they do for the community,

Executive Session:

The Board adjourned to Executive Session at 6:30 p.m. with a motion made by Patrick, seconded by Wayne and approved unanimously. Executive Session concluded with no votes taken and the meeting adjourned at 6:52 p.m. with a motion made by Jonny, seconded by Wayne, and passed unanimously.

Adjournment: The meeting adjourned at 6:53 p.m. at the conclusion of Executive Session.

**Respectfully submitted,
Diane Prescod
Secretary**

