



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)
October 16, 2025
5:30 p.m.**

MINUTES

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

Westford Management: Mason Brennan, Property Manager

Homeowners Present: Clark Winchell
John Mayar
Deanne Lawrence
Susan Sturtevant

Call to Order:
The meeting was called to order by President, Patrick DeLorenzo, at 5:39 p.m.

Minutes:
The minutes of the July 17, 2025 meeting were approved via email and posted to the website approximately 10 days after the meeting.

Financial Report:

Income:

- We are on track with maintenance fees although there are always some delinquencies.
- The interest income from our 2 CDs is included here but will not be included under income in next year's annual budget as it remains in Reserve account and does not flow to Operating Income.

Expenses:

- The fee for the management company is by contract. We included the CTA fee in the budget but this requirement has been rescinded for associations and will not appear in next year's budget.
- The maintenance fee sales tax is a required payment for all non-homeowner occupied homes.

-Office expenses were over budget due to payment for our website and domain name coming due which was erroneously omitted when creating the 2025 budget. Mason was asked to put this on the calendar as an expense that will need to be included in odd year budgets as it is paid every other year. In addition, we are required to send hard copies USPS of materials for our annual meeting unless we have written permission from the homeowner to send the material via email. Mason will send a form and, hopefully, we will get most community members to grant permission to hold costs down.

-Filing Fees – on budget

-Accounting – on budget

-Legal – We have had no expenses to date.

-Landscape/Snow - This is by contract and accounts for nearly half of our annual budget.

-Fertilization – We may end the year about \$100 under budget.

-Road Maintenance – We budgeted \$500 for the repair (pothole) needed for Spring Hill but the actual cost ended up at about \$800 so we are over budget here.

-Tree Maintenance – We have \$2,000 in the budget and the intent is to spend this on some needed tree work on Timothy Lane, Arrowwood Lane and Deerfield Road.

-Property/Liability Insurance – We budgeted \$5,200 but there was a large, unanticipated increase in March so we will be over budget here.

-Electricity – We are on track – we change suppliers when necessary to get the best rates to keep costs in check to the extent possible.

Reserve Transfer – This is done monthly and we are on track.

-OVERALL – We are over budget by about \$700 to date.

Cash Balances as of September 30, 2025 –

Operating Fund	\$19,767.64
Money Market	\$34,208.51
11 Month CD	\$30,599.27
23 Month CD	\$30,554.71
TOTAL	\$115,130.13

Committee Reports:

Beautification Committee – Deanne Lawrence, chair, reported that beds are being updated with fall flowers and the lilacs that were pruned are growing back and doing well.

Bylaws/Covenants Committee – Diane Prescod, chair, reported that there have been 5 Alterations Requests this quarter –4 for tree removal and/or trimming and one for a storage pod in a driveway for replacement of garage floor. 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 as follows: “The Committee was notified of one closing during the 3rd quarter. The home is located at 22 Quail Run Lane. We reached out and connected via phone with the new homeowner on September 12. The homeowner and his family have not yet moved in and are improving/renovating the interior before taking occupancy. The family expect to move in by the end of October. 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 Fall Newsletter. We have been notified by Westford Management that a separate closing on Quail Run Lane is expected to occur later in October. Other than that, there has been no other resale activity in the community that has come to the attention of the Welcome Committee.”

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

Unfinished Business:

Spring Hill Road Repair Update: Clark Winchell reported that required repairs were made and accumulating water near the catch basin was addressed. Cleaned around the other catch basin as well. Material used for patching will turn pink in about a month or so and we will need to coat it with something like driveway sealer. Clark will monitor and if necessary, we will ask Mason to send email blast so community knows this is expected and will be addressed.

Tree Work: Several trees are dead and some diseased – 4 trees along Deerfield were looked at and a price of \$2,500 quoted. Wayne spoke with another tree company (Henry’s Tree Service). They looked at the tree on Arrowwood cul-de-sac (south), dead pine on Timothy cul-de-sac, and the 4 trees along Deerfield, and one pine that is being consumed by vines and dying. Recommendation is to remove that pine and remove vines – possible to save trees if vines removed. Henry’s Tree Service quoted \$2,000 to remove 5 trees and cut vines. He will submit a proposal to Westford. Must verify that company is insured. Mason did speak with Henry and he does have insurance and will work with Mason to complete any necessary paperwork. Once Mason has proposal, it will be sent to Board for voting. This does not include stump grinding. Mason will ask Henry to include stump grinding for trees on Arrowwood and Timothy cul-de-sacs.

Deerfield Bushes: Jim called Bloomfield DPW and this was completed. The trimming was needed due to a visibility issue.

New Business:

Responses to RFP for Landscaping and Snow Removal: Only two responses were received out of four vendors that received the RFP. SJN quoted \$3,611.66/month for 36 months that does not include tax or fertilization. This is a 10% increase over what we currently pay. Beebe was \$6,930.26/month for 24 months that does not include tax but does include fertilization. Beebe is

higher frequency and a broader scope of services but SJN seems to be sufficient to meet our needs.

Jim asked if the cost of the mulch includes everyone's home beds as they do at Regency and explains the cost.

Mason suggested a decision be made this evening.

A motion was made by Jim to enter into a new contract with SJN for the next 3 years, seconded by Julius. No further discussion, motion passed unanimously – Wayne abstained because he has had SJN do work for him.

Board Notification of Emails Sent to Westford on Website: Julius explained that when a homeowner sends a message to Westford, we do not know if/when it was responded to and what the outcome was. We would like to be made aware of communication and how it was handled. Currently, emails from our contact page are sent to Mireya. Mason will check with her and ask that she email Board members with any emails that come in and how they were addressed.

Budget 2026: Wayne and Mason met in September to begin the process and have created a draft 2026 budget. The Maintenance Fees would increase by \$20 per quarter - \$350 to \$370. Interest from CDs not included under income. Under Expenses, the Management Fee is sent by contract. Mason will send an email to homeowners in an effort to have permission to email annual meeting materials and this will save on Office Expenses although \$1,000 has been budgeted. Legal has \$750 budgeted in case it is needed. Landscaping/Snow was increased to reflect increased charges from new contract. Fertilization was increased by \$100 and Tree Maintenance/Services was held at \$2,000. Nothing was budgeted this coming year for Road Maintenance.

Insurance was increased to \$6,815 to reflect a 5% increase but we won't know for sure how much it will be until March 2026.

Electricity was kept at \$2,500. Reserve Transfer kept at around \$20,000.

The new budget reflects an increase in expenses of \$5,280 which is the reason for the \$20 increase in quarterly maintenance fees.

At this point, no significant changes are expected and this budget will be presented to the community at the Annual Meeting next month. Our liability insurance increased last year by nearly 38% but hopefully we will not see an increase of nearly that much in 2026.

Mason suggested having a policy that aligns with our fiscal year. Wayne has spoken to our agent and did not have any luck but we will attempt again next year.

Changes at Westford: Mason explained that Westford has moved their online portal for managing internal business systems and communicating with homeowners and Board members from AppFolio to Town Square. Four methods to pay maintenance fees – Pacific Premier Bank, physical check, bill pay through bank, direct debit (automatic withdrawals). Everyone should have gotten a new account number that will have to be used going forward. No late fees will be charged for the month of October.

Patrick requested that Mason send an eblast that briefly summarizes the four options for payment. This might help community members understand what needs to be done going forward.

Administrative Items:

Management Report – No report at this time except that Frontier contacted Mason about some work they are planning to do on Ryefield for the installation of fiber optics. As per Board request, an eblast will be sent to the community with more information as soon as it becomes available.

Correspondence – None

Resale Report – There were two sales during the past quarter; one sold, one pending

Annual Calendar – Reminder, Annual Meeting in November. Mason will double check that we have use of the Community Room at BPD.

Owner's Forum:

-John Mayar, 22 Quail Run Lane, stated that he has not received emails – Mason will ensure that he is on the list to receive emails.

-Susan, 5 Timonthy Lane – Is there an opportunity to add fertilization at a lower cost than what was in the budget? Mason responded that he will ask SJN and that we can shop around to see if we can find a lower rate this spring.

-Susan also asked if ending of budget is at zero every year. Mason answered yes because we are not a for profit so it has to be done that way. Susan asked what reserves used for and if there is a list of approved projects. Wayne answered that we sometimes go over on line items and that projects/emergencies are paid for from this fund. Wayne explained that primarily this fund is used for road repair, for example the micro surfacing we did a couple of years ago.

-Susan also thanked the Board for approving the Alterations Request for tree removal and new plantings.

-Deanne Lawrence asked if we have bargained with SJN to lower their increase. Deanne stated she has submitted emails via the website and has never received a response. Finally, she suggested not including the option for payment that would cost the Association the fee in the email being sent to the community to clarify payment options.

Executive Session:

The Board adjourned to Executive Session at 7:20 p.m. with a motion made by Wayne , seconded by Diane and approved unanimously. Executive Session concluded with no votes taken and the meeting adjourned at 7:47 p.m. with a motion made by Wayne , seconded by Julius , and passed unanimously.

Adjournment: The meeting adjourned at 7:47 p.m. at the conclusion of Executive Session with a motion made by Jim, seconded by Diane and passed unanimously.

**Respectfully submitted,
Diane Prescod
Secretary**