

HALP Executive Committee

Meeting of 03/15/2023

EXECUTIVE COMMITTEE: Presiding Officer and President: Ruth Anne Lundeberg, Clerk: Aaron Bissell; At Large: (Vacant), At Large: Lauren Anderson, Financial Officer: Kathy Murri, Vice President: Andrew Lehman, Property Chair: Peter Russell.

ABSENT:

HOMEOWNERS: Joni Sexauer, James Taglia, Tryna Hope, Amanda Nash

Guests: Michael Pancione (Property Manager), Darcy Johnson (LPA Representative and President)

A. REPORTS:

1. **PRESIDENT'S REPORT** (Ruth Anne Lundeberg)
 - a. Ruth Anne has been in contact with #43's contractor, who is ending their relationship with the homeowner. The unit has passed a rough inspection. Ruth Anne will contact the homeowner to make sure the homeowner is carrying appropriate liability insurance.
 - b. Ruth Anne has met with each EC member individually, and with Pancione.
 - c. Ruth Anne has been working with Pancione and other staff at their office on accessing financials through the new management platform, Appfolio.

2. **VICE PRESIDENT'S REPORT** (Andrew Lehman)
 - a. New Role: Andrew is willing to take on new responsibilities by acting as a liaison between the EC and SU as well as the EC and LPA

3. **FINANCE OFFICER'S REPORT** (Kathy Murri)
 - a. [See Linked February Financial Report](#)
 - b. Working with Pancione's new system: It's still a work in progress, but Kathy is pleased with the progress that's being made.
 - c. An invoice for 2023 condo fees is being sent. Some people have paid ahead to make up for people who are a little behind. Some people haven't yet paid because they haven't received the invoice.
 - d. Expenses are mostly on target, although some are higher or lower than expected. Electric bill is much higher than expected. Because of current energy prices, this is likely to continue. Street lights are believed to be leased from National Grid. Water is high because it's billed quarterly. Water prices in Northampton are high in general, but there's no way around that.

4. **PROPERTY OFFICER'S REPORT** (Peter Russell)
 - a. [See Linked Property Committee Report](#)
 - b. Also see discussion of water runoff in the New Business section

HALP Executive Committee

Meeting of 03/15/2023

5. **CLERK'S REPORT** (Aaron Bissell)
 - a. How we are distributing meeting minutes:
 - i. EC is working on a faster turnaround time for getting minutes approved and available to homeowners: The ideal schedule is that there will be three days each for editing, review, and voting. The minutes will then be posted and made available to homeowners.
 - ii. Bulletin Board Posting: There have been issues with the minutes quickly being blown off of the bulletin board by the wind. There is now a binder in the library where the printed copy of the minutes will be stored and available for homeowners to read.
 - iii. Listserv email: The minutes will also continue to be sent to the halpct@googlegroups.com listserv and stored on the [Laurel Park website](#).

6. **AT-LARGE ONE REPORT** (VACANT)
 - a. No Report (Search ongoing to fill position)

7. **AT-LARGE TWO REPORT** (Lauren Anderson)
 - a. No Report

8. **LONG TERM PLANNING COMMITTEE REPORT**
 - a. No Report

9. **PLAYGROUND COMMITTEE REPORT**
 - a. Community work day moved to Saturday, April 15th. Playground installer is now coming on Monday, April 24th.
 - b. There have been delays because of the runoff issue on the hill behind the playground and recent snow storms.

10. **PROPERTY MANAGER'S REPORT** (Michael Pancione)
 - a. Assessment of progress integrating AppFolio: Progress is still being made. EC and Homeowners' data have been entered. Hope to have online bill pay setup soon, with Ruth Anne's approval.
 - b. Assessment of progress with bookkeeping and bill paying: Arrears notices will be going out shortly as will the invoices for 2023 condo fees.
 - c. Snow plowing update: After Peter and Michael had a meeting/walk around with the plowing contractor, the plowing has improved, although there is still room for further improvement and some problem areas remain. Plowing conditions are difficult at the moment because the ground isn't frozen. Gravel and dirt will be respread where it was scraped away once spring weather has arrived.
 - d. Limb removal plans: Fallen branches that are not currently an obstruction or safety hazard will be cleared once the weather conditions allow for it. Some of the branches may be used for playground mulch or edging.
 - e. Clarifying the emergency contact procedure:

HALP Executive Committee

Meeting of 03/15/2023

- i. For most typical situations, Peter or the Property Committee should be contacted first.
- ii. For emergency situations, proper first responders should be contacted via 911, followed by Pancione who will help where appropriate.
- iii. For items like plumbing or electricity inside a unit, the homeowner is responsible. Homeowners can contact Pancione who may be able to recommend available resources.
- iv. For electric problems outside a house, National Grid is generally responsible and is likely to come fix the issue at no cost to the homeowner.

B. OLD BUSINESS

1. **Social Union use of Normal Hall in Winter:** Moved to September Budget and Bylaws meeting to allow for further planning and homeowner input.
 - a. SU notes that the \$6500 estimate for keeping Normal Hall open is for a full year, not just the winter.

C. NEW BUSINESS

1. **Laurel Park Association Agreement Overview - Darcy Johnson (LPA President):**
 - a. [See Linked Document](#)
 - b. LPA and Laurel Park are working towards a three part agreement. Two parts have been finalized, approved by the EC and LPA, and registered with the city.
 - i. Idea of the two approved parts of the agreement was to figure out who owned and was responsible for various common buildings (Chapel, Tabernacle, Normal Hall, Post Office).
 - ii. LPA has liability insurance for its events. Laurel Park has its own insurance on the common buildings as well.
 - c. Third part of the agreement, which is yet to be approved, is about the 9 acre woods behind Laurel Park which LPA still owns.
 - i. If LPA were to disband, its bylaws stated that the woods would have to be donated to a religious nonprofit not associated with Laurel Park. LPA wants to be sure that land would be set aside for Laurel Park, conservation, or similar use. They are changing their bylaws to reflect that.
 - ii. They also still need to work out how to maintain/manage those woods. Peter gets a lot of requests from homeowners about 9 acre woods. Darcy asks that any such items be forwarded to her. Since it is LPA's property, they are responsible for maintaining it.
 - iii. LPA would like to see the EC vote to approve the third part of the agreement.
2. **Wooly Adelgid Treatment for Hemlocks:**
 - a. [See Linked Document from Bartlett Tree Experts](#)
 - b. Bartlett Tree service has sent a renewal of its treatment contract. Price is believed to be the same as last year. Bartlett is only treating the larger trees for now. Michael Pancione suggests looking into having smaller trees treated too.

HALP Executive Committee

Meeting of 03/15/2023

Michael highly recommends continued treatments for larger trees. **Motion: Approve renewal of contract and treatment for 2023. PASSED.**

3. **Water Runoff Coming Down Hill Near Playground:** EC was alerted to water runoff near the playground by Northampton Health Department.
 - a. The origin of the runoff is not clear, maybe storm water or septic. Runoff has probably been going on for a while. It just recently came to Northampton Health Department's attention because of a title 5 inspection for #77's new septic system.
 - b. Four spots along the hill behind the dining hall will be tested. Testing may need to wait until the snow has melted to get accurate results.
 - c. Lauren did put up tape; the health department recommended something more substantial. **Motion: Michael, with Lauren and Andrew's input as needed, will purchase a temporary fence and erect it where necessary.** Discussion: Michael will bill Laurel Park for the fence, but needs more input on where to place it. May need to wait until snow has melted to up the fence. **PASSED.**

4. **Bear Prevention:** Officially, April 1st is the last day to take down bird feeders, but the bears are already awake and active. Suggestion to send bear guidelines to homeowners now and request that bird feeders be taken down sooner.
 - a. [See Linked Bear Guidelines Document](#)
 - b. **Motion: Send bear information via listserv as soon as possible. PASSED.**

5. **Social Union Storage Space Behind Library:** SU use of that space for storage has not yet been voted on or approved by the EC.
 - a. SU still needs a key. Ruth Anne will figure out which keys are needed and get copies to Joni.
 - b. If possible, the library group would like the SU to go through the office rather than the library, which the SU would also prefer.
 - c. **Motion: Allow SU use of space behind the library for storage. PASSED.**

D. EXECUTIVE SESSION

1. **Motion: Enter Executive Session.**
2. **Motion: Fine Homeowner \$500 for unapproved excavation on common land. PASSED.**
3. **Motion: Leave Executive Session.**

Meeting adjourned at 8:18 pm.

Next Meeting Wednesday, April 19th at 6:15 via Zoom.