

HALP Executive Committee

Meeting of 06/28/2023

EXECUTIVE COMMITTEE (laurelparkec@gmail.com): Presiding Officer and President: Ruth Anne Lundeberg (presidentlaurelpark@gmail.com), Clerk: Aaron Bissell (clerklaurelpark@gmail.com); At Large: Wil Morin (atlarge1lp@gmail.com), At Large: Lauren Anderson (atlarge2lp@gmail.com), Financial Officer: Kathy Murri (treasurerlaurelpark@gmail.com), Vice President: Andrew Lehman (vplarelpark@gmail.com), Property Chair: Peter Russell (propertycommitteelp@gmail.com).

ABSENT:

HOMEOWNERS: Joni Sexauer, Lynette Abney, Tryna Hope, Emily Dines, Ani Rivera, Jonathan Dean

GUESTS:

HOMEOWNER MATTERS

1. **Interior Renovation at Unit #32 - Wil Morin**
 - a. [Diagram of Proposed Work](#).
 - b. No dumpster will be required.
 - c. Homeowner will be doing work themselves. No contractor insurance is needed.
 - d. Completion date - By the end of the year.
 - e. **Motion: Approve work on #32. PASSED.**
2. **Interior Renovation at Unit #74 - Ani Rivera**
 - a. Adding Bathroom to the second floor.
 - b. Debris will be disposed of in the homeowner's own private, off site dumpster.
 - c. Completion date - End of August.
 - d. Plumbers will provide their own insurance. Ani can also provide his own insurance if needed.
 - e. **Motion: Approve work on #74. PASSED.**

A. REPORTS:

1. **PRESIDENT'S REPORT** (Ruth Anne Lundeberg)
 - a. Met with members of LPA and Social Union
 - i. Discussed renovations of common buildings
 1. Possible upgrades to Normal Hall
 2. Perhaps using MassSave to cover some of the costs if possible.
 - b. Met with Pancione team, treasurer and property manager
 - i. Discussed multi-year budget preparation
 - ii. Launching AppFolio to all homeowners
 1. AppFolio was launched for all homeowners earlier this week.
 2. Lauren will send another email notifying homeowners about the platform.
 - c. Purchased two 11-month CD's from Easthampton Savings Bank, \$50,000 each.
 - d. Facilitated collection of homeowners' arrears.
 - i. May become easier to achieve with the launch of AppFolio.

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2. VICE PRESIDENT'S REPORT (Andrew Lehman)

- a. Orientation for unit #29 has been completed.
 - i. Still the matter of new septic system installation which is being worked out between new and old owners. That will need a separate septic meeting.
- b. Orientation has been scheduled on Friday for Unit #37.
- c. Question about transfer fees: those should be delivered to Pancione like all other fees.

3. FINANCE OFFICER'S REPORT (Kathy Murri)

- a. [See Linked Document](#)
- b. Income is only slightly below target for this time of year.
- c. Meeting with Pancione allowed for reconciliation of budgets, so items should now all be in the proper categories.
- d. Expenses are a little low overall for this time of year, but we are now heading into the spending (construction/maintenance) season.
- e. Utilities are still high. Electric costs are already above budget.. Water prices will soon be greatly increased; the exact amount of increase is still unclear.
- f. Cash reserves have been moved about to different categories because of CD purchases.
- g. There may be some budget items that can be moved about to cover over-budget categories.
- h. Collection from homeowners who are behind on fees is proceeding.

4. PROPERTY OFFICER'S REPORT (Peter Russell)

- a. Peter was away for part of the month, limiting scope of report.
- b. Still waiting for more information from tree contractors on the most urgent tree work.
- c. Still waiting to hear estimates on the consolidated utilities map.

5. CLERK'S REPORT (Aaron Bissell)

- a. Website hosting has been renewed with Hostpapa at a cost of \$71.40 for one year.
- b. Problem with emails sent by our website. The website says it's sending emails, but they aren't arriving at their destination.
 - i. Lauren volunteered to try and figure it out, once they have administrative privileges.
- c. Suggestions for making Laurel Park's two listservs less confusing.
 - i. Change the halpct google group's name.
 - ii. Implement [guidelines](#) for the halpct google group as instructed in the bylaws.

6. AT-LARGE ONE REPORT (Wil Morin)

- a. EV chargers.
 - i. Potentially on both red barns.
 - ii. Investigating whether or not the barns' electrical system can handle 50 amps.

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- iii. Hard part will be to get chargers that won't increase HALPs electric bill.
- iv. Suggestion of solar panels for those barns.

7. AT-LARGE TWO REPORT (Lauren Anderson)

- a. No Report.

8. LONG TERM PLANNING COMMITTEE REPORT

- a. No Report.

9. PLAYGROUND COMMITTEE REPORT

- a. Progress is being made on painting and reinforcing the swingset.
 - i. Applied Rustoleum primer for metal with large rust stains and one coat of Rustoleum, forest green to the swingset.
 - ii. Need to install the extra support (aiming for next clear days I have free).
 - iii. Need 2nd top coat.
 - iv. Weather has interfered with final stages of work.
- b. Playhouse is up and being used daily.
- c. Rules for posting at playground.
 - i. Play at your own risk.
 - ii. No glass in the playground area.
 - iii. Don't leave toys or other things overnight.
 - iv. Get permission from the Property Committee before adding anything new to the playground.
- d. Talking to SU about party at playground once work is complete.

10. PROPERTY MANAGER'S REPORT (Michael Pancione, Tricia Pancione)

- a. Property Managers not present.

11. Library Committee Report (Tryna Hope, Erin Nelson, Patti McManamy, Liz Duffy Adams)

- a. Sign with a hidden key code has been placed.

B. OLD BUSINESS

1. Investing a portion of our reserves. Completed.
2. Creating a Multi-year Plan for expenditures and income.

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3. Order financial review.

- a. Required in bylaws and Mass Condo laws.
- b. Current quote from Pancione (\$10,000) seems expensive. Kathy may investigate other options.
- c. Kathy will follow up with Pancione.
- d. Makes sense to wait until this year is over, so review can be done on this year's financials using the current bookkeeping method.

C. NEW BUSINESS

1. #80 Construction

- a. Construction was approved last year but still hasn't begun.
- b. There have been several missed estimates for work to begin.
- c. Schedule is still unclear. Homeowner has stated that they still don't have any new information even though the most recent start date estimate is approaching.
- d. One year time limit on approval of plans is also approaching.
 - i. November 14, 2023 for building plans.
 - ii. November 21, 2023 for septic system approval.

2. SU would like to keep Normal Hall open with heat and water until the end of November or perhaps all winter.

- a. **Motion: Allow Normal Hall to remain open until the end of November pending feasible verification with Pancione. PASSED.**
- b. Use of Normal Hall all winter is still very complicated pending potential upgrades.
 - i. Previous experience has shown that keeping Normal Hall open during winter is very expensive in its current condition.
 - ii. Proposal: Pursue renovating Normal Hall and Dining Hall to make them more useful for homeowners.
 1. Because it's a big expense, it needs approval at the Annual Meeting.
 2. Expense of maintaining buildings in their current condition also needs to be taken into account.

3. Repurpose EC office to accommodate more activities and groups.

- a. **Motion: Allow SU to use the EC office for meetings. PASSED.**
- b. Potential for LPA to use EC office space, while the SU would use LPA space in the dining hall.
- c. In the future, the idea is to make EC office space a welcoming multi use area.
 - i. If the EC office is a multi-use space, it wouldn't be used for storage.
 - ii. It's not clear where the EC's records currently in the office would go.
 1. The EC doesn't have a lot of items to store.

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- a. Question about keeping physical documents and digital records and whether the paper records are still being updated. The paper records are not being updated with print outs of digital documents, but they are still referenced when needed.

4. Rules signage for the playground.

- a. Adding outdoor proof signage outlining rules for playground use would be at HALP expense.

5. Upgrade insulation, heating/cooling, universal access, kitchens, bathrooms, and bring everything to code in Dining Hall and Normal Hall.

- a. It's a big project that would take a long time.

6. Improve ecological practices on grounds.

- a. Add more Pollinator gardens rather than lawns.
 - i. Concerns about mosquito and tick population.
- b. Reduce mowing.
- c. Potential for electric mowing to reduce carbon footprint.
 - i. Previous investigations have shown it would be expensive.
 - ii. Electro Lawn Care could be a good solar powered option.
 - iii. Sandra Hanig is looking into electric lawn care options.
- d. Potential for ending use of gas leaf blowers.
- e. Electric Vehicle Chargers.
- f. May need to get wider homeowners input on many of these ideas.

D. EXECUTIVE SESSION

- 1. Motion: Enter Executive Session. PASSED.**
- 2. Motion: Fine homeowner \$500 for failure to maintain common area around their unit. PASSED.**
- 3. Motion: Leave Executive Session. PASSED.**

Meeting adjourned. 8:15 PM

Next Meeting Wednesday, July 19th at 6:15 via Zoom. ([Link to the current Meeting Agenda](#))