

# HALP Executive Committee

## Meeting of 09/20/2023

**EXECUTIVE COMMITTEE:** ([laurelparkec@gmail.com](mailto:laurelparkec@gmail.com)): Presiding Officer and President: Ruth Anne Lundeberg ([presidentlaurelpark@gmail.com](mailto:presidentlaurelpark@gmail.com)), Clerk: Aaron Bissell ([clerklaurelpark@gmail.com](mailto:clerklaurelpark@gmail.com)); At Large 1: Wilfred Morin ([atlarge1lp@gmail.com](mailto:atlarge1lp@gmail.com)), At Large 2: Lauren Anderson ([atlarge2lp@gmail.com](mailto:atlarge2lp@gmail.com)), Financial Officer: Kathy Murri ([treasurerlaurelpark@gmail.com](mailto:treasurerlaurelpark@gmail.com)), Vice President: Andrew Lehman ([vplarelpark@gmail.com](mailto:vplarelpark@gmail.com)), Property Chair: Peter Russell ([propertycommitteelp@gmail.com](mailto:propertycommitteelp@gmail.com)).

### **ABSENT:**

**HOMEOWNERS:** Sandra Matthews, Tryna Hope, Amanda Nash, Theo Schall, Sandra Hanig, Joni Sexauer, Zayee

**GUESTS:** Michael Pancione (Property Manager), Darcy Johnson

### **HOMEOWNER MATTERS:**

1. **Request for a place to store LPA archival materials.**
  - a. There are two sets of archives: one for HALP records and LPA.
  - b. There has been some confusion about where the LPA archival materials will go when moved out of the dining hall office.
    - i. Most likely either in the EC office or behind the library.
      1. Both spaces would be more climate controlled than the dining hall office.
  - c. There's also the question of who is improving the former EC Office space.
    - i. Homeowners would like to help in a way similar to how the library renovation was completed.
    - ii. There's also energy efficiency work that is proposed to be done by Mass Save.
  - d. Lots of different interests are making the project complicated.
  - e. **Motion: Continue to investigate repurposing of EC Office and including both HALP and LPA archives in the space behind the library. PASSED.**
  - f. **Motion: Investigate creating an archival room in the post office. PASSED.**

### **VOTES BY EMAIL:**

1. Approving Minutes of August 16th Meeting: **PASSED.**
2. Approving Purchase of Climbing Dome with Slide for Playground: **PASSED.**

### **REPORTS:**

1. **PRESIDENT** (Ruth Anne Lundeberg)
  - a. Budget and ByLaws information packets were sent and received on 9/16.
  - b. Meeting sign has been received.
2. **VICE PRESIDENT** (Andrew Lehman)
  - a. One more unit on the market: Unit #63.
    - i. David Santos is the selling agent which has worked well in the past as he is also a resident.
3. **PROPERTY COMMITTEE** (Peter Russell)
  - a. [See Linked Document](#)
  - b. More on Mowing:

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- i. Question of whether new mowing map includes the roadside along rt 5 & 10.
  - ii. Potential for HALP purchasing our own electric mower for Pancione to use.
    - 1. Still evaluating the details to decide whether it would be worthwhile.
  - c. More on Tree Pruning Removal:
    - i. Having extreme difficulty contacting Shea Tree Services to the point that a new company may need to be considered if Shea doesn't respond soon.
- 4. FINANCE OFFICER (Kathy Murri)**
  - a. [See Linked Document](#)
  - b. Income still on target.
  - c. Expenses still under budget for this time of year.
    - i. There should still be money available for replacing roof on Normal Hall porch and dining hall kitchen. Time before winter might be an issue though.
- 5. CLERK (Aaron Bissell)**
  - a. Email Consent Update:
    - i. All homeowners who haven't yet filled out an email consent form were sent an email requesting that they do so.
    - ii. Did receive some new complete forms, mostly from newer homeowners.
    - iii. Currently, about half of units have a completed form on file.
- 6. AT-LARGE 1 (Wilfred Morin)**
  - a. Update on EV Charging Station:
    - i. Expecting a quote by the weekend.
    - ii. Will ask for more quotes if necessary.
    - iii. Further information will be available for the next monthly meeting.
- 7. AT-LARGE 2 (Lauren Anderson)**
  - a. No Report
- 8. PLAYGROUND COMMITTEE**
  - a. Installed the toddler climber.
  - b. Hung the community banner made by Jill and said a huzzah to the new playground at the Harvest Supper.
  - c. Still need to:
    - i. Remove the bark from the border logs and relocate the bark.
    - ii. Finish painting the patchy parts of the swingset.
  - d. Other than those small things and regular maintenance, the new playground is done!
- 9. PROPERTY MANAGER (Michael Pancione, Tricia Pancione)**
  - a. Parking lot above #77 was re-graded today to improve drainage.
  - b. Rent increase letters have been sent to the two tenants. They have until October 1st to make a decision on staying.
  - c. Units #30 and #80 have waterline issues. Maps are insufficient to show where the lines enter the house. There will need to be a meeting with our plumber and the city to get curb stops replaced. Hopefully that meeting will take place Monday.
  - d. Paving will take place next month.
  - e. Will get quotes on Normal Hall porch roof and Dining Hall kitchen roof.
- 10. LIBRARY COMMITTEE (Tryna Hope, Erin Nelson, Patti McManamy, Liz Duffy Adams)**
  - a. Peter's mushroom book is still missing. Its return would be greatly appreciated.
  - b. Book donations are now being accepted again.
- 11. NOMINATING COMMITTEE (Laura Wallis, Andrew Lehman, Kandy Littrell)**
  - a. Likely candidate for clerk has been found.
  - b. Property Committee slots have candidates.

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- c. Still looking for a Treasurer candidate and new Nominating Committee members.

### 12. SOCIAL UNION

- a. Amanda Nash is the new president.
- b. Work on tag sale is ongoing.
- c. Also working on Halloween celebrations: parade and trick or treating.

### 13. LAUREL PARK ASSOCIATION

- a. LPA Annual Meeting Thursday September 21st.

## OLD BUSINESS:

### 1. Energy retrofitting common buildings.

- a. See Linked Reports
  - i. [Normal Hall](#)
  - ii. [EC Office](#)
  - iii. [Apartment 1A](#)
  - iv. [Apartment 1B](#)
- b. Proposal for insulation provided by Mass Save throughout the common buildings.
  - i. The insulation—materials and labor are no cost to HALP. Total value is around \$16,000, not including the dining hall, which will be a separate proposal.
  - ii. We will have to install a ceiling in the EC office, which will cost about \$1,000.
    - 1. Mass Save recommends a drywall ceiling.
  - iii. Mass Save will send an electrician to see if there is live knob and tube wiring requiring removal. If it's not live, it can remain.
  - iv. Mass Save returned to assess the rear of the dining hall. They still need access to the attic and the kitchen in order to complete the assessment report.
  - v. Spaces eligible for more insulation are Normal Hall (downstairs, not the tower) the back of the dining hall, and Post Office building, including the two rental units.
- c. Spaces being considered for heating/cooling upgrades are Normal Hall (excluding the tower) EC office, Library, the storage room behind the library, the rental units and the back of the dining hall.
  - i. Insulation will provide savings regardless of whether or not new heating is installed..
- d. Next step is for Mass Save electrician to evaluate wiring.

## NEW BUSINESS:

### 1. Creation of formal fee or interest structure for unpaid condo fees or fines.

- a. Problem:
  - i. Some people have owed HALP money for a long time, and there is no incentive for them to pay up.
  - ii. The longer they wait, the more inflation eats away at the value of the amount owed.
  - iii. When you think about it, that's really not fair to all the other homeowners to pay on time.
    - 1. Due to inflation, the people who pay on time are actually paying more than those who are delinquent.
  - iv. When someone does not pay, we are in effect lending them money interest free.
- b. Points of comparison:

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- i. The IRS charges 7% per year compounded daily, which works out to 7.25% annually.
- ii. Mortgage rates are 6.8% for 15 years and 7.2% for 30 years.
- iii. The fed rate is 5.5%.
- iv. Inflation is currently about 3.2% per year.
- v. Example: \$12,000 owed for the past year would be \$13,579 today, if adjusted for inflation.
  1. We have lost \$1,579 in buying power by not charging interest.
- vi. Question of how hard charging interest would be to administer.
- c. Solutions:
  - i. Bylaw 3.7.4 gives the EC the right to levy late fees, fines, or interest on unpaid condo fees. Bylaw 3.7.4(A) outlines a timeline for how unpaid condo fees are processed.
  - ii. Is there a correct amount to motivate individuals to pay on time?
  - iii. What about payment plans?
  - iv. Should there be a fee for owing and not setting up a plan?
  - v. Should there be interest on money owed on a payment plan?
  - vi. **Motion: Table until next meeting for further research. PASSED.**
2. **Proposal to invest more of Laurel Park's Reserve in CDs to take advantage of high interest rates.**
  - a. Proposal to purchase 10 CD's at 5.12%, totaling \$100,000.
    - i. [See Attached Projections.](#)
    - ii. Penalty for early withdrawal is 3 months' interest.
      1. Maximum risk for early withdrawal is about 1.25% while return would be 5.12% at maturity.
    - iii. Kathy doesn't recommend having less than \$100,000 in cash.
    - iv. If money isn't invested, then HALP is losing value by not keeping up with inflation.
    - v. Question of whether or not Laurel Park would benefit from a money manager.
      1. Having a money manager in the past hasn't worked out well.
    - vi. Question of whether a vote on investing more in CDs could be held at the Annual Meeting.
    - vii. Pancione has never advised HALP on investments and CDs.
    - viii. **Motion: Purchase 10 CD's at 5.12%, totaling \$100,000. PASSED.**

### EXECUTIVE SESSION:

1. **Motion: Enter Executive Session. PASSED.**
2. **Motion: Follow lawyers advice regarding a bylaw infraction. PASSED.**
3. **Motion: Leave Executive Session. PASSED.**

Meeting Adjourned. 8:55 pm.

Next Meeting October 18th, 2023 at 6:15 pm via Zoom.