

HALP Executive Committee

Meeting of 12/20/2023

EXECUTIVE COMMITTEE: (laurelparkec@gmail.com): Presiding Officer and Vice President: Tryna Hope (vp@laurelpark@gmail.com), President: Andrew Lehman (president@laurelpark@gmail.com), Clerk: Aaron Bissell (clerk@laurelpark@gmail.com); At Large 1: Wilfred Morin (atlarge1p@gmail.com), At Large 2: Lauren Anderson (atlarge2p@gmail.com), Financial Officer: Kathy Murri (treasurer@laurelpark@gmail.com), Property Chair: Peter Russell (propertycommittee@laurelpark@gmail.com).

ABSENT: Andrew Lehman, Wil Morin

INCOMING EC MEMBERS: Clerk: Victoria Lucadello; At Large 1: Barbara Friend; At Large 2: Lauren Vitiello

HOMEOWNERS: Lauren Vitiello, Nancy Padula, Victoria Lucadello, Zayeet, Barbara Friend, Theo Schall

GUESTS:

HOMEOWNER MATTERS:

1. **Wood Stove Replacement at #37.**
 - a. [See Linked Construction Form](#)
 - b. Theo already had EC approval to get the chimney up to code. That work has been completed.
 - c. **Motion:** Approve installation of wood stove, pending building permit from city.
 - i. Discussion: There shouldn't be much impact on neighbors since work is interior only and will only take one day.
 - ii. **MOTION PASSED.**
2. **Request by Amanda Nash, on behalf of the SU, for additional winter uses of Normal Hall.**
 - a. No representative from the Social Union was present.

VOTES BY EMAIL:

1. Approving Minutes of November 15th Meeting: **PASSED.**
2. Approving installation of a chimney extension for #37 as required by the homeowner's insurance company and building codes: **PASSED.**
 - a. [See Linked Construction Form](#)
 - b. [See Linked Building Permit](#)
 - c. [See Linked Insurance Binder](#)
3. Approving installation of new exterior vents at #113: **PASSED.**
 - a. [See Linked Construction Form](#)
 - b. [See Linked Insurance Binder](#)
 - c. Contractor has determined that no building permit required, so EC permission likely wasn't needed.

REPORTS:

1. **PRESIDENT** (Andrew Lehman)
 - a. No Report.
 - b. Request for an update from Andrew on the septic map situation.

HALP Executive Committee

Meeting of 12/20/2023

2. **VICE PRESIDENT** (Tryna Hope)
 - a. Orientation completed for Unit #9.
 - i. Closing on December 28th.
3. **PROPERTY COMMITTEE** (Peter Russell)
 - a. [See Linked Document](#)
 - b. More on the Place Program - Needs to be investigated/priced before anything is implemented. It might involve asking for advice more than anything.
 - c. More on Roofing - Dining Hall roof repair is awaiting roofing materials to come back in stock.
 - d. More on Tree Work - Homeowners have reported a couple more trees that need to be trimmed soon.
 - i. Pancione has been notified.
 - e. Question about what to do with documents in the Post Office safe.
 - i. EC does know how to open the safe.
 - ii. It mostly contains founding documents for Laurel Park.
 1. Perhaps these should go in a safe deposit box.
 - f. Peter suggests purchasing cheap blackout curtains for Normal Hall in the future.
 - i. These would help to reduce heat loss and darken the room for lectures, presentations, and the like.
 - ii. Next step would be to price the curtains before seeking EC approval.
 - g. Question about leaks in the Makerspace roof - Peter and Mike investigated the reported leak during a rainstorm but couldn't find anything.
 - i. Peter will follow up.
4. **FINANCE OFFICER** (Kathy Murri)
 - a. [See Linked Document](#)
 - i. Income is still very close to target through November.
 - ii. Still working on splitting miscellaneous building expenses between individual buildings.
 - iii. Some expenses are high while others are low; overall expenses are a little low through November.
 1. Some bills are still coming in.
 - a. Tree bill is likely the largest of these.
 2. Pancione charges a fee for each visit or service which increases the cost of their property management.
 3. One reason lawyers fees are higher is that we had to involve different lawyers for some issues.
 - iv. If the expenses planned to come from reserves were instead included in the 2023 budget, that would put expenses right on target through November.
 - v. Overdue condo fees stand at \$900.
 - b. Notifying homeowners of 2024 condo fees and 2024 budget.
 - i. Condo fee has been increased from \$180 to \$185 per month.
 - ii. Homeowners still need a copy of the revised 2024 budget.
 - iii. Because of Pancione's new digital system, they can't send out an invoice in the way they used to.
 - iv. Easiest and surest way to alert all homeowners would be to send both an email and a letter to everyone.
5. **CLERK** (Aaron Bissell)
 - a. No Report.

HALP Executive Committee

Meeting of 12/20/2023

6. **AT-LARGE 1** (Wilfred Morin)
 - a. No Report.
7. **AT-LARGE 2** (Lauren Anderson)
 - a. No Report.
8. **PROPERTY MANAGER** (Mike Pancione, Tricia Pancione)
 - a. No Report.

OLD BUSINESS:

1. **City's requirements for utilities/septic mapping.**
 - a. Awaiting update from Andrew.
2. **Winter Storage in the Dining Hall.**
 - a. For years, homeowners have been allowed to store items in Dining Hall over winter.
 - i. Right now the Dining Hall is unlocked during the day meaning people can just drop things off.
 - ii. Also, the Dining Hall roof does seem to be leaking right now in several areas.
 - iii. Often getting items removed in the spring has been a problem.
 - b. [See Link to Current Winter Storage Agreement](#)
 - c. [See Link to Proposed Winter Storage Agreement](#)
 - i. Rules would be posted in the Dining Hall rather than having homeowners sign something.
 - ii. Homeowners would have to label their items with name and house number.
 - iii. Idea is to reduce the amount of work for EC or homeowner volunteers related to winter storage.
 - iv. It could be expensive for HALP to pay for disposal of items left by individual homeowners; perhaps unretrieved items could be returned to the owner's house.
 - v. Suggestion that communication with homeowners on this issue not be done by email as it might encourage more storage of items.
3. **Steps Toward Transition of Current EC Members to Incoming EC Members.**
 - a. The main complication is transferring email addresses.
 - i. People need to be able to communicate with each other and have internet access during the process because of two factor authentication.
 - ii. Suggestion that email "names" remain as position titles rather than the names of office holders to avoid confusion.

NEW BUSINESS:

1. **Homeowner Concerns about Excavation at #87.**
 - a. Excavation has been completed although excavators gave no notice to anyone.
 - i. They did try to minimize damage to the grounds near houses.
 - ii. All homeowners seem satisfied if not pleased.
 - iii. It seems that the contractor's lack of communication is what led to any dissatisfaction.

HALP Executive Committee Meeting of 12/20/2023

EXECUTIVE SESSION:

1. **Motion: Enter Executive Session. PASSED.**
2. **While there was discussion, no items required voting.**
3. **Motion: Leave Executive Session. PASSED.**

Meeting Adjourned. 7:49 pm

Next Meeting January 17th, 2024 at 6:15 pm via Zoom.