

HALP Executive Committee

Meeting of 01/09/2023

EC: Presiding Officer & President: Ruth Anne Lundeberg, Clerk: Aaron Bissell; At Large: Jill Taglia, At Large: Lauren Anderson, Financial Officer: Kathy Murri, Vice President: Andrew Lehman, Property Chair: Peter Russell.

ABSENT:

HOMEOWNERS: Joni Sexauer, Laura Wallis, Paul Powell

HOMEOWNERS' MATTERS:

1. **Use of Normal Hall for Movement Classes - #79 (#75 will speak on their behalf):**
#75 would be willing to use space without heat or water. Would mainly like to be indoors. Dennis is scheduling Normal Hall for LPA. He just needs to let the EC know before use.
2. **Social Union Request:** Keeping Normal Hall open year round and a storage area for the SU.
 - a. **Proposal One:** Keep Normal Hall open all year with water and heat.
 - The cost is estimated by Pancione to be about \$6,500 for a whole year.
 - Space would be used for SU events, coffee hours, Margaret's movement sessions, etc.
 - SU would accept heat but no water though it's not ideal. Cooking activities would be more difficult without water.
 - Normal Hall would provide people a place to gather during isolating winter months.
 - Feeling that, because of new agreement between HALP and LPA, it may be that LPA is the group deciding on use/management of Normal Hall.
 - Previous use of Normal Hall during winter cost about \$2500 (see page 6).
 - b. **Proposal Two:** SU would like a storage space. Right now SU event items and records are spread out in several places around Laurel Park. Peter Russell suggests an empty closet in the EC office. That space is already heated all year round. **Joni Sexauer and Peter will tour the proposed storage space and continue discussion.**

A. REPORTS:

a. PRESIDENT'S REPORT

- 1) **New day for EC monthly meetings: Second Wednesday of month, 6:15 pm.**
Proposed time agreed on by EC members.
- 2) Review of guidelines for conduct (see page 5): Question about when and why EC enters executive session. There are criteria. Document is on the website. ([Executive](#))

HALP Executive Committee

Meeting of 01/09/2023

[Session Criteria Document](#)) Aaron Bissell will email the document to the rest of the EC.

- 3) Investing: HALP has a fair amount of money in reserve that should be invested to potentially increase its value. Kathy Murri has agreed to countersign for Ruth Anne Lundeborg.
- 4) Approving minutes via email: Homeowners don't receive minutes until approved. One month delay can create confusion for homeowners. No objection to approving minutes before the next meeting by email.

b. VICE PRESIDENT'S REPORT

- 1) Orientation for renter at #77: Circumstances of rental and EC transition have created some delay. Andrew Lehman and Laura Wallis are working on it. Some differences between doing orientation for a renter rather than a homeowner. Andrew is still waiting for renters contact information. Some urgency because of a bylaw mandated fine for the homeowner if an orientation isn't done.

c. FINANCE OFFICER'S REPORT

- 1) Kathy and Ruth Anne had a long meeting on HALP's financial situation. Kathy shared financial documents from last year as of December 31st. There may still be income and expenses from last year that aren't yet accounted for. HALP over spent on improvements, especially on the paving project, but saved money in other areas, reducing the final over budget amount. Spending over budget was covered by cash on hand.
 - [January Treasurer's Report](#)
 - [December Balance Sheet](#)
 - [December Budget Vs. Actual Sheet](#)

d. PROPERTY OFFICER'S REPORT

- 1) Peter shared a list of the property committee's [current list of tasks](#).
- 2) Dining hall work: Likely to be expensive and extensive. Problems with the septic system and rotting wood along outer walls.
- 3) The bathhouse's potential use as a storage space is being investigated by Louis Hasbrouck.
- 4) Trees: Trees were surveyed a couple of years ago. Tree map showing data on trees is available. Shea tree survey works with the property committee each spring to address homeowner concerns about trees. Peter filled out a form to potentially get free trees from the city to replace trees cut down along the North King Street border.

e. CLERK REPORT

- 1) Tutorial on using google drive to access EC documents

f. AT-LARGE REPORT

- 1) Playground update: Playground committee has been fundraising to cover some of the cost.

HALP Executive Committee

Meeting of 01/09/2023

- Hopes to order a cedar structure which should last longer. Hoping to spend about \$6,000 on structure, leaving about \$1, 200 for preparing the area around the new structure..
 - Hopes to reuse some existing beams for edging as well as trees that will be removed for a new nearby septic system.
 - It's not clear who will be taking down the current wooden structure.
 - Large pile of mulch available from earlier tree work. It needs to be reground before it can be used for a playground.
 - Structure provider will be installing it. New swings will be ordered and installed on the existing metal structure.
 - Although more money would be helpful, the project can proceed with current funds.
 - Request that EC be kept up to date in a similar manner to a homeowner who's doing a renovation. Proceeding to order structure pending approval is okay.
- 2) Reached out to Patti McManamy on winter storage in the dining hall. No update at this time.
- 3) Update on Makerspace: Space is ready to be used.
- Still need to finalize documentation for users to sign. Documents may need to be reviewed by a lawyer and insurer and maybe Pancione.
 - Suggestion to add a ban on space heaters to documents since there is no working heater in the space.
 - Question about where the property line is between Rockridge and Laurel Park. Laurel Park already has an easement allowing use of the building.
 - **Motion: Adopt documents provisionally pending review by lawyer. PASSED.**

g. LONG TERM PLANNING COMMITTEE REPORT

- 1) No Report

h. PROPERTY MANAGER'S REPORT

- 1) No Pancione representative in attendance
- 2) Dishwasher replacement: Broken dishwasher in upstairs rental unit caused leak. Pancione discovered an improperly installed dishwasher makes replacement necessary.
- 3) Personnel changes in the company
- 4) Pancione is moving offices. **Pancione Associates has a temporary mailing address: PO Box 686, Northampton, MA 01060.**
- They are still operating, but have been bought by a new company.
 - They plan to use their own HOA software. Pancione's request to homeowners for updated contact info likely related to new HOA software.
- 5) Future plans impacting Laurel Park: Pancione's HOA software may change HALP's plan for HOA software of our own. HALP is mostly waiting on Pancione before deciding how to proceed.

HALP Executive Committee

Meeting of 01/09/2023

B. OLD BUSINESS

1. **Unapproved Excavation on Common Ground:** Former EC president sent email and letter via US Mail requesting information from the homeowner. Homeowner has left a report at the EC offices. Report in the EC office says that a title 5 inspection was done and the tank was replaced. This was done without EC permission, a bylaw violation. New EC members still need time to review the report on work that was done.

C. NEW BUSINESS

1. **Insurance on #20:** LPA has informed HALP that there is currently no insurance on the Chapel. Under the new agreement whose responsibility is it to insure chapel, LPA or HALP? HALP is the owner of the chapel and is responsible for the maintenance. **Ruth Anne will investigate.**

D. Executive Session

1. **Motion: Enter Executive Session. PASSED.**
2. **Motion: Pass Item One in Executive Session** - Andrew will review the report on unapproved excavations. **PASSED.**
3. **Motion: Pass Item Two in Executive Session** - Peter will request more information on use of Normal in the winter. **PASSED.**
4. **Motion: Leave Executive Session. PASSED.**

Meeting adjourned. 8:35pm

Next meeting: Wednesday, Feb 8th, 6:15pm

HALP Executive Committee

Meeting of 01/09/2023

attachment: Conduct Guidelines for EC meetings

(From Robert's Rules of Order)

Only one speaker at a time.

Raise your hand to speak, but not until while someone else is speaking. You can also use the chat to raise your hand. You can do this at any time

When using chat, please address all chat comments or questions to everyone. The chair will read out relevant comments and questions as part of the topic discussion.

Chair will read out the comments and questions from the chat.

The chair will recognize the next speaker.

Preference will be given to those who have not yet spoken.

The chair will interrupt if the discussion goes off-topic

Address comments or questions to the speaker only.

The Chair reserves the right to set time limits on items and speakers

The Chair may request the discussion be continued outside of the meeting.

Giving reports

1. The person reporting speaks uninterrupted until the report is concluded.
2. Questions can be directed at the speaker

Conducting all business:

1. Proposal
2. Questions
3. Comments
4. Motion made
5. Seconded
6. Voting on motion (only committee members can vote)

If the motion is not seconded, there can be no vote.

If a motion is not approved by vote, there will need to be another motion made.

If there is no motion made, the item will be moved to old business for the next meeting.

Voting takes place in an executive session, which is confidential.

HALP Executive Committee

Meeting of 01/09/2023

Attachment: Normal hall use report

Details NH **winter** use. 11/1/17-4/15/18

Although the numbers in this brief synopsis look as they do, this is deceiving. Only about 13 residents organized, supported and attended the groups that were offered on a regular basis. Attending a group or two once or twice is not counted as support over the winter period. I can email monthly details to share with whomever wants.

Groups:

Decorate Front Gate 1 time

Crafts Sundays 3-5pm almost every week poor attendance

Games **Friday night's 7-9pm Nov., Dec. not too many about 4/5**

Community **Gathering 1 time**

LPA Meeting once every month

Meditation every **Sunday 5-6p poor attendance maybe 3 on average**

Joanna Rush rehearse for LPA Event frequently by herself **or with 1 other person**

Coffee **Hour 1 time some months, not all, poor attendance**

Nominating Committee 3 times

Month	# attending	total hours of events	Notes
Nov.	81	26.5	
Dec.	55	20.5	
Jan.	41	29.5	20.5 hours were Joanna's
Feb.	42	13.5	

HALP Executive Committee

Meeting of 01/09/2023

22 attendees were at the Gathering

March

37

16.25

**April
20**

70

20.5

15 attendees were at the Nomm. Comm. Meeting

EC meeting 9/10/18

Mike stated the utility **bills** for NH were @ \$2, 500. This means based on @ 100 households that **each unit** pays **\$25** per winter season to keep NH open. If voted NO to keep NH open this **winter the** heat **in** the kitchen will remain **off**. If NH is **voted** YES to stay open then the heat **in** the kitchen will remain on at **55** degrees **all the** time.