

# Homeowners at Laurel Park Annual Meeting

## Saturday, October 15, 2022

### Instructions

The Annual meeting will be conducted on Zoom. You can join by computer, tablet or phone.

The Zoom link will be broadcast on the official EC listserv on Thursday, October 13. Look for the email from halpct@googlegroups.com. If you do not receive it, email Laura Wallis at [presidentlaurelpark@gmail.com](mailto:presidentlaurelpark@gmail.com) or Seth Wilpan at [clerklaurelpark@gmail.com](mailto:clerklaurelpark@gmail.com).

The Annual Meeting is the time when votes will be taken on the budget, proposed bylaw changes, and election of officers and committee members. Only those whose names are on the deed of their unit are permitted to vote. There is only one vote per unit. If you are unable to attend the meeting, you may ask another unit owner to serve as your proxy. Instructions for proxy voting are below.

### Information Packet Contents

**Please have this packet available when you join the meeting.**

- Message from the President of the Executive Committee
- Summary of Robert's Rules of Order
- Instructions for Proxy Vote
- Agenda for 2022 Annual Meeting
- 2021 Annual Meeting minutes
- Proposed Budget for 2023
- Proposed Bylaw changes (wording was revised after Budget and Bylaw meeting)
- Proposed Slate of Officers and Committee Members

Your voice is important to the Community! Please plan to attend the meeting.

Laura Wallis #59, President

Laura Wallis #59 Vice President

Seth Wilpan #86, clerk

Louis Hasbrouck #33, Property Officer

Ruth Anne Lundberg #64 Financial Officer

Sandra Hanig #65 Member at Large

Lauren Vitiello #114 Member at Large

## Agenda

1. Unit owners sign in when entered to Zoom room
2. Introduction of Executive Committee
3. Review of Robert's Rules
4. Approve 2021 Annual Meeting Minutes
5. Presentation by LPA
6. Presentation by SU
7. Presentation by Long Term Planning Committee
8. Review and vote on proposed budget (includes presentation of proposed playground renovation)
9. Review and vote on proposed by-law changes
10. Review nominations and vote for officers and committee members
11. Open Discussion
12. Adjourn

## Message from the President of the Executive Committee



September 29, 2022

Dear Homeowners of Laurel Park,

The Annual meeting is being held virtually again via Zoom due to ongoing concerns of the Executive Committee (EC) about the risk of spreading COVID-19. While some activities in the park have returned to in person, the EC felt that everyone who wishes to attend the Annual Meeting should feel safe in doing so.

That being said, it has been lovely to witness the return of the traditional activities of Laurel Park, such as the Strawberry Social, Coffee Hour, Tag Sale and outdoor entertainment in the Tabernacle. Many residents have taken advantage of the fun games in the dining hall this year. We have had dinners, art displays and movement classes. Many thanks to the Social Union and Laurel Park Association (LPA) for your efforts in facilitating these activities.

Laurel Park is 150 years old this year! Laurel Park Association is hosting the Sesquicentennial celebration on October 22. LPA and the Property Committee have been working hard to create what I am sure will be a wonderful day of celebrating the unique history of Laurel Park.

I want to acknowledge the hard work of the Executive Committee this year. As you may be aware, the pivotal positions of President and Property Officer were vacated in June due to the homeowners who held that position leaving the park. Darcy and Colleen did a magnificent job, and we are very grateful for all the work they put into the park. As a result of their departure, the Executive Committee had to regroup. While it has been a bit chaotic at times, I believe that we have done a great job weathering the transition. I want to thank the members of the EC for weathering this transition and in many cases, doing more than what is typically asked of an EC member. A special thank you to EC Clerk Seth Wilpan, who during his tenure, worked diligently to streamline the clerical process, enhanced the HALP website, and helped the EC navigate the recent changes. And, many, many, thanks to Louis Hasbrouck for stepping into the Property Officer role during the busiest time of the year.

This transition period for the EC is not over. The positions of President, Vice President, Clerk, Treasurer, Property Chair and one Member at Large position are up for election. Tryna Hope has been working extremely hard as the lone member of the nominating committee to recruit homeowners to serve. Despite her great efforts there are positions with no nominees which leaves the Executive Committee in a very precarious position. Laurel Park is required to have an Executive Committee and it is the responsibility of all homeowners to make sure we have one. Please consider running for one of these positions.

I have served on the EC in three different capacities over the past 3 years, and I am grateful to have had the opportunity to serve. Laurel Park is truly a unique, lively and vibrant community!

Sincerely,

A handwritten signature in black ink, appearing to read 'Laura Wallis', with a long horizontal flourish extending to the right.

Laura Wallis #59  
HALP EC President

## Message From the Nominating Committee

September 28, 2022

Dear Homeowners,

As you see from our slate, we need people to run for positions on the Executive Committee. Our by-laws require us to have a full Board so it's important those positions get filled. I continue to speak to a couple of homeowners who are interested in running but have not yet made up their minds.

The roles of President and Clerk each need someone who is organized. While all roles require knowledge of and adherence to the by-laws, the President will keep them at the forefront of all decision-making. That willingness can be more important than previous experience on the EC.

Although the by-laws state that the Vice President's only task is to fill in when the President is unavailable, historically the VP role has to handle orientations. This is something that others can and should help with, including those of us who have done it before. Do consider the role of Vice President as a way to enter the EC while learning at the same time.

As Nominating Chair and Committee, if I have not tried to recruit you personally, please forgive me. I'm aware of those of you with full-time jobs, young families, aging friends and relatives as well as being new homeowners. At this time, I'm asking anyone who feels they have the skills described above to step forward if you can.

Thank you for all you do to make this a wonderful place to live.

Tryna Hope #24

## Summary of Robert's Rules of Order

<b>Amendment:</b>	Before the vote is taken on a motion, it may be amended. (HALP By-Law Section 1.8, homeowners must have min of 7 days notice of proposed by-law change. This by-law prohibits voting on motions that are amended at the Annual Meeting.)
<b>Quorum</b>	the minimum number of members who must be present in order for votes to be taken. The quorum for HALP is specified as 20% of the members who are eligible to vote, which equates to 22 members .
<b>Presiding officer/Chair</b>	The individual who facilitates the meeting, usually the President. In the absence of the President, it will be the Vice President.

### General procedure for Handling a Main Motion

1. A member must obtain the floor by being recognized by the chair
2. Member makes a main motion
3. A motion must be seconded by another member before it can be considered
4. If the motion is in order, the chair will restate the motion and open debate
5. The maker of a motion has the right to speak first in debate
6. The main motion is debated along with any secondary motions that are debatable.
7. Debate on Subsidiary, Privileged and Incidental motions (if debatable or amendable) take precedence over debate on the main motion and must be decided before debate on the main motion can continue.
8. Debate is closed when:
  - a. Discussion has ended, or
  - b. A 2/3 vote closes debate ("call the previous question" or "call the question")
9. The chair restates the motion, and if necessary clarifies the consequences of affirmative. and negative votes
10. The chair calls for a vote by asking "All in favor?" Those in favor say "Aye." Then asking "All opposed?" Those opposed will say "no"
11. The chair announces the result

### General Rules of Debate

1. No member may speak until recognized by the chair
2. All discussion must be relevant to the immediately pending question
3. No member can speak more than twice to each debatable motion. The second time takes place after everyone wishing to debate the motion has had an opportunity to speak once.
4. No member can speak more than three (3) minutes

5. All remarks must be addressed to the chair - no cross debate is permitted
6. It is not permissible to speak against one's own motion (but one can vote against one's own motion)
7. Debate must address issues not personalities - no one is permitted to make personal attacks or question the motives of other speakers
8. The presiding officer must relinquish the chair in order to participate in debate and cannot reassume the chair until the pending main question is disposed of
9. When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
10. Members may not disrupt the assembly
11. Rules of debate can be changed by a 2/3 vote or general consent without objection

## Instructions for Proxy Vote

Must be received by the clerk no later than one day before the annual meeting.

Bylaws

### **Section 3.3.2**

Any person authorized to cast a vote for a Unit as required by Section 4.2 may give a Proxy to another Unit Owner to vote on their behalf on all issues at an Association meeting. Said Proxy must specify the proxy holder in writing, must be surrendered to the Clerk before voting at a meeting, and shall be valid for ONE MEETING only. (Amended @ 1992, 1998 Annual Meeting)

### **Section 3.3.3**

No one having a beneficial interest in more than ONE UNIT may cast a proxy vote on behalf of another Unit Owner. No one may cast Proxy votes for more than ONE Unit at a meeting. Notwithstanding anything to the contrary in this or any other section, no person may cast more than TWO votes at an Association meeting under any circumstances. (Amended @ 1992 Annual Meeting)

### **Section 3.3.4**

If a person holding a Proxy for another Unit leaves a meeting before it is over, the Proxy may not be transferred to another person. A person holding a Proxy may vote it however (s) he judges best after hearing discussion and no provision to the contrary in the written proxy will be valid. A Proxy may be revoked by the Unit Owner who gave it if (s)he arrives at the meeting which is in progress. (Amended @ 1992 Annual Meeting)

Paper Proxy Form

*Please fill out the following and provide it to the Clerk. You may:*

- *Put the completed form in the marked receptacle on the bench outside the HALP office*
- *Mail the completed form to HALP, 70 Laurel Park, Northampton, MA 01060*
- *Take a photo of the completed form and email it to [clerklaurelpark@gmail.com](mailto:clerklaurelpark@gmail.com)*

**Proxies must be received before the beginning of the meeting.**

**Homeowner granting proxy**

Name (please print): \_\_\_\_\_

Unit Number: \_\_\_\_\_

I hereby request that my proxy vote be cast by the following at the (enter year)

\_\_\_\_\_ HALP Annual Meeting:

Signature of Unit Owner granting Proxy Vote:

\_\_\_\_\_

**Homeowner accepting proxy**

Name (Please print): \_\_\_\_\_

Unit Number: \_\_\_\_\_

Signature of Unit Owner Accepting Proxy Responsibility:

\_\_\_\_\_

*End of proxy form*

Instructions for Granting a proxy by Email

**If you prefer to enter a proxy by email, please forward a proxy request to the homeowner you wish to hold your proxy. Here is the message to send:**

**I, *(your name as it appears on the deed)* of unit # *(your unit number)* , request that *(name of proxy holder)* of unit *(their unit)* hold my proxy vote for the Homeowners at Laurel Park Annual Meeting of *(year of meeting)*.**

**The proxy holder must then reply to you that they accept. They can cc: [clerklaurelpark@gmail.com](mailto:clerklaurelpark@gmail.com) in their reply, or you can forward their reply to the clerk. You will receive a return email from the Clerk approving the proxy request.**

## Proposed Bylaw Changes

(with updates from Budget and Bylaw meeting of September 17)

 Proposed By-Law Changes 2022

ISSUE	CURRENT BY-LAW	PROPOSED BY-LAW
<p>HALP is not always aware of change in ownership of units when transferred or sold in a private sale. Examples include units being transferred to trusts or to family members. This information will help to ensure compliance with by-laws pertaining to home ownership and voting.</p>	<p><b>Article II Section 2.2 Sale of Units</b>            Sale of units shall be subject to the orientation procedure set forth in Section 11.9.</p>	<p><b>Article II Section 2.2 Sale and Transfer of Units</b>  <i>Homeowners must provide HALP EC with notice of an impending change of ownership of any unit, including the name(s) of the new owner at least 30 days prior to any such transfer or sale. This includes but is not limited to transfers of title into trusts and private sales to family members. Sale and transfer of units shall be subject to the orientation procedure set forth in Section 11.9 In the event the unit is transferred into a Trust and the Trustee is someone other than a recorded unit owner prior to the transfer, then the transfer shall be subject to the orientation procedure.(Amended at 2022 meeting)</i></p>
<p>By-laws do not include gender identity in the non-discrimination Section.</p>	<p><b>Section 2.5 Non-Discrimination</b>            Notwithstanding anything to the contrary herein, no part of this Trust or By-Laws or the Rules and Regulations now or hereafter adopted or promulgated shall ever be deemed to prevent, restrict, discourage, or hinder in fact, in any manner whatsoever the</p>	<p><b>Section 2.5 Non-Discrimination</b>            Notwithstanding anything to the contrary herein, no part of this Trust or By-Laws or the Rules and Regulations now or hereafter adopted or promulgated shall ever be deemed to prevent, restrict, discourage, or hinder in fact, in any manner whatsoever the</p>

	<p>alienation, conveyance, mortgage, purchase, sale, rental, lease, license, use, or occupancy of Units or any negotiations in connection therewith because of race, religion, creed, color, national origin, sex, age, ancestry, marital status, status as a veteran or member of the armed services, or any ethnic group, blindness, sexual orientation, in addition to the foregoing, by any reason whatsoever prohibited by any federal, state, or municipal law. (Amended @ 2008 Annual Meeting)</p>	<p>alienation, conveyance, mortgage, purchase, sale, rental, lease, license, use, or occupancy of Units or any negotiations in connection therewith because of race, religion, creed, color, national origin, sex, age, ancestry, marital status, status as a veteran or member of the armed services, <del>or</del> any ethnic group, blindness, sexual orientation, <i>or gender identity</i> in addition to the foregoing, by any reason whatsoever prohibited by any federal, state, or municipal law. (Amended @ 2008, 2022 Annual Meeting)</p>
ISSUE	CURRENT BY-LAW	PROPOSED BY-LAW
<p>By-laws do not include that the Annual Meeting and Budget and Bylaw meeting can be held via electronic meeting system. In this day and age, it is important to have the option to hold meetings via electronic meeting system (ie zoom).</p>	<p><b>Section 3.2.6</b> The Budget Meeting and the Annual Meeting will be held on the grounds of LAUREL PARK. (Amended @ 1998 Annual Meeting)</p>	<p><b>Section 3.2.6</b> The Budget Meeting and the Annual Meeting will be held on the grounds of LAUREL PARK <i>or by an electronic video conferencing platform with the approval of the HALP EC.</i> (Amended @ 1998, 2022 Annual Meeting)</p>

## SLATE OF OFFICERS AND COMMITTEE MEMBERS AS OF 9/29/22.

ADDITIONAL NOMINATIONS MAY BE MADE AT THE ANNUAL MEETING

**President:** 2 year term

Ruth Anne Lundeberg #64

**Vice President:** 1 year term

Undetermined

**Clerk** 2 year term

Undetermined

**Finance Chair:** 2 year term

Kathy Murri # 50

**Property Chair** 2 year term

Peter Russell #112

*Property Committee* 5 members total/ 4 up for election / 2 year term

Joni Sexauer #75 - term ends 2023;

Nominees: Andrew Lehman #31; Louis Hasbrouk #33; Karen Gaggin #66; Sandra Hanig #65; Jonathan Dean #113.

**Member-at-Large** 2 members / 1 up for election / 2 year term

Lauren Vitiello # 114 - term ends 2023

Nominees: Lauren Anderson #57

**Nominating Committee:** 3 members total/3 up for election/ 2 year terms

Undetermined