

Homeowners at Laurel Park Annual Meeting

Saturday, October 21, 2023

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 19. Look for the email from halpct@googlegroups.com. If you do not receive it, email Ruth Anne Lundeberg at presidentlaurelpark@gmail.com or Aaron Bissell at 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 2023 Annual Meeting
- 2022 Annual Meeting Minutes
- Proposed Budget for 2024
- 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.

Ruth Anne Lundeberg, President

Andrew Lehman, Vice President

Aaron Bissell, Clerk

Peter Russell, Property Officer

Kathy Murri, Financial Officer

Wil Morin, Member at Large

Lauren Anderson, 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 2022 Annual Meeting Minutes
5. Presentation by LPA
6. Presentation by SU
7. Presentation by Wil Morin on potential installation of EV charger.
8. Review and vote on proposed budget
9. Review and vote on proposed by-law changes
10. Review nominations and vote for officers and committee members
11. Open Discussion
12. Adjourn

Summary of Robert's Rules of Order

Amendment:	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.)
Quorum	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 .
Presiding officer/Chair	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*

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 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.

I. Statement from the President

Dear Homeowners of Laurel Park,

In addition to accomplishing the tasks laid out for the Executive Committee in the bylaws, we have begun many initiatives with a view to mid- and long- term planning. We have been researching and developing ways to:

- 1) Fully utilize the unique common material and historic assets of the Park.
- 2) Increase our care and stewardship of our land, its flora and fauna, and by extension, the planet.
- 3) Broaden and strengthen the Laurel Park community.
- 4) Lower operating costs and keep homeowner fees down.
- 5) Prepare the park for the future.

Projects in research and development include:

- Partnering with Mass Save to weatherize and upgrade heating and cooling in all common buildings, to save costs over time, and provide the community access to climate controlled spaces 12 months of the year.
- Increasing biodiversity through creating planned areas of wild and indigenous plants and containing invasive species.
- Reducing our carbon footprint.

- Creating a safe and climate controlled space to house Laurel Park archives.
- Improving accessibility for all to the common features within the park by constructing walkways and ramps in the heart of the park.
- Establishing alternative additional sources of income.
- Creating a mid- and long-term spending plan, accounting for all major maintenance and repair for the next 5 to 15 years.
- Installing an electric vehicle charger in the park.

Many thanks to the Social Union and Laurel Park Association (LPA) for their hard work and vision in creating opportunities for Homeowners to come together to enjoy the Park's unique blend of Nature, Culture, and Community.

Thank you to Laura Wallis, Andrew Lehman, and Kandy Littrell for their committed effort to put together a complete slate of candidates for 2024.

I want to thank the Executive Committee for all their hard work this year. Aaron Bissell has organized the EC documents, kept the Committee aware of the By-Laws and reduced the time between EC meetings and the delivery of the minutes to Homeowners.

Lauren Anderson, in addition to performing the At-Large duties, oversaw the creation of a stunning new playground.

Kathy Murri, as Finance Officer, created clear and simple monthly reports, offered guidance on managing the 2023 budget, and has been a crucial participant in creating the proposed 2024 budget.

These folks are wrapping up their time on the committee. Their presence will be felt and missed.

I want to thank Peter Russell, Property Officer, for his strong commitment to maintaining and improving all the grounds and buildings. He has worked tirelessly on behalf of the entire community.

I also want to thank Andrew Lehman, Vice President, who in addition to performing orientations, has been actively reaching out to new homeowners in an ambassadorial role to smooth their integration into the Park community.

I want to thank Wil Morin, who has served as a knowledgeable advisor on construction, drainage, paving and other projects. In addition, he has been spearheading an initiative to create an electric vehicle charging station in the heart of the Park.

It has been an honor and privilege to serve as president of the 2023 Executive community.

Sincerely,

Ruth Anne Lundeberg, #64
President HALP Executive Committee