

**HOMEOWNERS AT LAUREL PARK
MINUTES OF THE ANNUAL MEETING
October 17, 2020**

- I. Unit owners are considered signed in when they enter to Zoom room
 - A. Number of Units physically represented: 25 (22 required for quorum).
 - B. Number of Proxies: 4
 - C. Number of persons representing 2 Units: 2
 - D. Total Units represented: 31
- II. Meeting called into session at 9:00 AM. Introduction of Executive Committee
 - A. President: Thom Herman, Units 17 & 18
 - B. Vice-President: Tryna Hope, Unit 24
 - C. Finance Officer: Darcy Johnson, Unit 113
 - D. Property Officer: Position is vacant at the time of the meeting since Wil Morin had resigned on October 6, 2020
 - E. Clerk, Seth Wilpan, Unit 86
 - F. Dennis Tarpey: Member-at-Large, Unit 35
 - G. Laura Wallis: Member-at-Large, Unit 59

III. Statement from the President

Dear Community,

As I conclude my term as President of the Laurel Park Homeowners Executive Committee, I want to take a moment to reflect upon my time as an At Large Member and as President. These three and a half years have been fulfilling and challenging in many ways.

I am grateful for the many ways in which we, as a community, in good times and challenging times have shown up to support one another.

Homeowners have made offerings to others in many ways including movement, meditation, and much more. Folks in the Social Union have thought carefully and proceeded to supply opportunities for all of us to enjoy some recreational activities and other support. Members of Laurel Park Arts have continued to think and plan for offerings going forward.

I began with "Listening Circles" when I was a Member at Large and I am pleased to see that several homeowners have proposed several options to engage the community in learning and growing about the challenges of these times.

I have been blessed to work with a very committed and hardworking Executive Committee (Tryna Hope, Darcy Johnson, Wil Morin, Dennis Tarpey, Laura Wallis and Seth Wilpan) which has continued to clarify its role in our governance and encourage transparency and accountability.

Several of these folks may continue on the new board and I feel confident that the good work will continue. I particularly want to thank Tryna Hope and Dennis Tarpey as they complete their service this October.

These times of the pandemic have been, for each of us, times to work with the reality of a different world and to find ways to stay in loving relationship with ourselves and others.

I am proud and delighted to be a part of the Laurel Park community and appreciate the opportunity you gave me to serve on the Executive Committee and contribute to the wellbeing of our homeowners.

Thank you for your support and I will continue to care about us going forward.

IV. Review of Robert's Rules

- A. Remarks will be limited to 2 minutes
- B. Individuals will be allowed to speak twice during any discussion
- C. All people who wish to speak will be allowed to do so before allowing anyone to speak for a second time
- D. The wording of the bylaw amendments has been reviewed by our attorney, therefore voting will be taken on the amendments as presented, with no modifications to be made at this meeting.

V. **MOTION TO** Approve 2019 Annual Meeting Minutes. **PASSED.**

VI. Presentation by SU

- A. Ilia
 - 1. Thanked the homeowners for another year or community
 - 2. Dennis Tarpey is the new Treasurer
- B. Aaron gave the Treasurer's report
 - 1. Most funds were spent on recreation and relief fund.
 - 2. See Treasurer's Record (APPENDIX 1)

VII. Presentation by LPA

- A. Since, due to the pandemic, there was no programming this year, funds were allocated for maintenance, including painting of the interior of the Tabernacle and repair of the Chapel Entrance
- B. Our Investment Portfolio was transferred to a more socially responsible and flexible account
- C. Dennis Tarpey replaced Randy Ross as Treasurer
- D. The LPA will be presenting some Zoom programming this winter with the help of Jaime Morton

VIII. Review and vote on proposed by-laws

- A. **MOTION TO ADD** the following bylaw.

Section 3.2.11

The Homeowner's Association of Laurel Park will have an official listserve for the purposes of communication for the Homeowner's Association. Each

homeowner and/or resident will submit an email address to be placed on the listserve. Guidelines for the use of the listserve will be developed by the Executive Committee and provided to each homeowner.

PASSED

- B. **MOTION TO ADD** the following bylaw.

Section 3.5.15

The Executive Committee will publicly post the agenda of its meetings three (3) days prior to each meeting.

PASSED

- C. **MOTION TO AMEND** the following bylaw as:

Section 3.7.2

The Trustees with the approval of a majority of the Unit Owners entitled to vote shall have the authority **to apportion Common Charges equally to each unit.**

PASSED

- D. **MOTION TO AMEND** the following bylaw as:

Section 3.11.2

In compliance with Chapter 183A of Massachusetts General Law, an independent certified public accountant shall conduct according to the standards of the American Institute of Certified Public Accountants, a review of the financial report for the condominium. Such review shall be conducted no less frequently than every two years. The review shall be included in the Finance Officer's report once it is received.

PASSED

- E. **MOTION TO DELETE** the following bylaw:

Section 11.6.1

Summer Units shall be used only between April 15 and October 25 of each year. (Amended @ 1998 Annual Meeting)

PASSED

- F. **MOTION TO DELETE** the following bylaw:

Section 11.6.2

All Units shall be designated Summer Units until and unless they have been winterized in a manner that is in compliance with the conditions set forth in Sections 11.6 and 11.7, have been connected to the Park's year-round water system or the City water system, and have received a permanent certificate of occupancy from the City of Northampton. All Units meeting these conditions shall be designated Winterized Year-Round Units by vote of the Executive Committee at which time the year-round fees will be applied. (Amended @ 1996, 1998 Annual Meeting)

PASSED

G. **MOTION TO ADD** the following bylaw:

Section 11.7.8

In compliance with the American with Disabilities Act (ADA) and the Fair Housing Amendment Act (FHAA), Unit owners with disabilities shall be allowed at their own expense to make reasonable modifications, including altering their Unit Footprint and to make structural alterations to allow reasonable accommodations to improve their mobility in regard to their disability. These alterations must comply with relevant building codes and must not be intrusive to any neighboring unit.

FAILED

H. **MOTION TO ADD** the following bylaw:

Section 11.8.17

No signage is permitted on common land with the exception of real estate or park sponsored events which are subject to the discretion of the Executive Committee.

PASSED

IX. Review and vote on proposed budget

A. Proposed Budget in APPENDIX II

B. **MOTION TO** accept proposed budget. **PASSED.**

X. Review nominations and vote for officers and committee members

A. The Nominating Committee presented the following slate of candidates:

PRESIDENT: 2-year term

Darcy Johnson 113

VICE PRESIDENT: 1-year term

Jody Santos 11

FINANCE OFFICER: 1-year term

Ruth Lundeberg 64

CLERK: 2-year term

Sue Chanin 108

MEMBER AT LARGE 1: 2-year term

Seth Wilpan 86

PROPERTY OFFICER: 2-year term

Colleen Byrnes 113

PROPERTY COMMITTEE: 5 Members Total / 3 up for election / All 2-year terms

Patricia Althea 23
Barbara Friend 25
Karen Gaggin 66

NOMINATING COMMITTEE: 3 Members Total / 3 up for election / All 1-year terms

Fred Cohen 40
Sandra Hanig 65
Janet Vance 29

B. **MOTION TO** accept the slate of candidates as presented. **PASSED.**

XI. Open Discussion

- A. The discussion centered on concerns about accommodating people with disabilities. It was restated that the Homeowners Association is bound to comply with all laws governing the accommodation of disabilities and the defeat of the relevant bylaw amendment was not a disavowal of that obligation. There was agreement that we should do smooth the review process for building modification requests related to disabilities, but the bylaw was probably not the best vehicle for that.
1. Laura Pravitz would like to see our community support Aging in Place.
 2. Bob Gaggin pointed out that the EC was in compliance with ADA and easement was provided to him at his expense.
 3. Kandy points out that failure of amendment was not a refusal of rights
 4. Darcy backed that up by saying that there are many laws by which we are bound, though they are not explicitly listed in our bylaws
 5. Ali thinks it's a complex issue and disability may not always be mitigated by existing law.
 6. Sandra Hanig seconds the idea that making mention of disability in a policy document could avoid the tedious process of accommodating disability modifications.
 7. Bob Gaggin thinks it's a matter of communication and we should make it easier for people to know their rights.
 8. Sheri Keshashian thinks the governing documents are sufficient.
 9. Tiffany asks whether the EC has a system for documenting past practices for issues such as this.
 10. Karen Gaggin responds to Sheri that there were complications in the configuration of her home that made her situation ambiguous.
 11. Ali points out that disabilities can happen at any time and it would be helpful to make the process less stressful.
 12. Darcy points out that the EC has been working on documenting its practices.

XII. Adjourn

- A. **MOTION TO** Adjourn:
1. Sheri points out that minutes are due in 30 days
 2. **PASSED** in the absence of a quorum. Meeting adjourned at 11:21 AM.

APPENDIX I: Social Union Treasurer's Report

Social Union Treasurer's Record - 2019-2020

Date	Explanation	Deposit	Withdrawal	Reimbursed to	Balance
October 30, 2019	Harvest Dinner Posters & Stuffing	X	43.61	Ilia Cornier-Rivera (#458)	3125.95
November 3, 2019	Harvest Dinner Groceries	X	117	Judson Brown (#459)	3008.95
December 10, 2019	Garlands for Front Gate Decoration	X	46.94	Judson Brown (#460)	2962.01
June 15, 2020	HALP funds	1500	X	X	4462.01
July 15, 2020	Front Gate Plants/ Soil	X	106	Patricia Althea (#461)	4356.01
	Flower Box Materials	X	125.97	Ilia Cornier-Rivera (#462)	4230.04
July 16, 2020	Reissue of check #456	X	X (27.61)	X (New Check #463)	4230.04
July 19, 2020	Table Tennis Supplies	X	298.54	Ilia Cornier-Rivera (#464)	3931.50
July 23, 2020	Community Covid Supplies	X	222.73	Aaron Bissell (#465)	3708.77
August 5, 2020	Cleaning supplies	X	53.63	Ilia Cornier-Rivera (#466)	3655.14
	Relief Initiative	X	439	Ilia Cornier-Rivera (#467)	3216.14
August 12, 2020	Relief Initiative	X	50	Ilia Cornier-Rivera (#468)	3166.14
August 20, 2020	Relief Initiative	X	75	Ilia Cornier-Rivera (#469)	3091.14
August 29, 2020	Relief Initiative	X	225	Ilia Cornier-Rivera (#470)	2866.14
September 21, 2020	Bank Fee (Stopped Check)	X	30	X	2836.14
September 22, 2020	Advertising Work	X	100	Kandy Littrell (#471)	2736.14
	Relief Initiative	X	300	Ilia Cornier-Rivera (472)	2436.14

APPENDIX I: Social Union Treasurer's Report

Table 1

Cash Transactions				Current Cash		
Date	Amount	Explanation	Total	Denomination	Amount	
October 27	5	Harvest Dinner Donation	103.02	Bills	78	
				Quarters	11.25	
				Dimes	9.20	
				Nickles	3.80	
				Pennies	0.77	
				Total	103.02	

APPENDIX II: 2021 HALP Budget

	5230 · Special Projects	3,000.00		
	5245 · Assorted Routine Maintenance	3,000.00		
	5255 · Landscaping	1,000.00		
	5260 · Tree Inventory	10,000.00		
	5200 Total			66,500.00
	5500 Contingency			
	5510 - All Contingency	19,620.00		
	5520 · Drainage Maintenance			
	5530 · Tree Trimming & Misc Tree Work			
	5540 · Road Maintenance Non Asphalt			
	5550 · Water Line Maintenance			
	5500 Total			19,620.00
			5000 - Maintenance Total	94,870.00
6000 · Overhead				
	6100 · Utilities			
	6105 · Water	30,000.00		
	6110 · Electric	3,000.00		
	6111 · Normal Hall Electric	500.00		
	6115 · Maintenance Garage Propane	200.00		
	6116 · Normal Hall Propane PARLA 2	1,800.00		
	6117 · Post Office Propane PARLA 3	1,000.00		
	6118 · Dining Hall Propane LAUHOM	150.00		
	6120 · Rubbish Removal	10,000.00		
	6100 - Total			46,650.00
	6200 · Insurance			
	6204 · Bond	380.00		
	6205 · Building & Liability	12,000.00		
	6206 · Dishonesty	400.00		
	6210 · Directors & Officers	1,600.00		
	6200 Total			14,380.00
	6300 · Taxes			
	6315 · Real Estate Tax	450.00		
	6320 · Federal Income Tax	7,000.00		
	6321 · Mass State Income Tax	1,500.00		

APPENDIX II: 2021 HALP Budget

2021 HALP Budget						
Major Account	Sub Account	Detail	Budget	Sub Account Total	Account Total	
4000 - Income						
	4100 - Fees					
		4110 · Service Fees	237,600.00			
		4120 · Rental Income	18,600.00			
		4130 · Transfer Fees				
		4100 Total		256,200.00		
	4900 · Other Income					
		4925 · Miscellaneous Income	1,000.00			
		4900 Total		1,000.00		
				Income Total	257,200.00	
5000 · Maintenance						
	5100 · Building Maintenance					
		5115 · Miscellaneous Building Maint	250.00			
		5120 · NORMAL HALL	1,500.00			
		5121 · Dining Hall	1,000.00			
		5122 · P.O. Building	500.00			
		5123 · Red Barns	500.00			
		5124 · Salt Barn	1,000.00			
		5130 · Supplies	4,000.00			
		5100 Total		8,750.00		
	5200 · Grounds Maintenance					
		5201 · Grounds Maintenance Other	5,000.00			
		5205 · Snow Removal	20,000.00			
		5210 · Mowing (outside vendor)	9,000.00			
		5211 · Piles/Sticks/Debris Removal	10,000.00			
		5215 · Spring Cleanup	2,500.00			
		5220 · Fall Cleanup	3,000.00			

APPENDIX II: 2021 HALP Budget

		6300 Total		8,950.00	
6400 - Professional Fees					
	6405 - Legal Fees		5,000.00		
	6410 - Accounting Fees		2,500.00		
		6400 Total		7,500.00	
6500 - Improvements					
	6515 - Tree Removal		25,000.00		
		6500 Total		25,000.00	
6600 - Administrative Expense					
	6605 - Copies		600.00		
	6610 - Postage		500.00		
	6615 - Miscellaneous Office Expense		750.00		
	6620 - Social Union and LPA Contributions		3,000.00		
		6600 Total		4,850.00	
6700 - Stipend Payments					
	6722 - President		1,600.00		
	6723 - Vice President		400.00		
	6724 - Treasurer		400.00		
	6725 - Clerk		1,000.00		
	6726 - Property Chair		1,600.00		
		6700 Total		5,000.00	
6800 - Property Management					
	6810 - Property Manager - Pancione Assoc.		36,000.00		
		6800 Total		36,000.00	
6900 - Miscellaneous					
	6902 - Small Equipment Purchase		1,000.00		
	6910 - Bank Service Charges		1,000.00		
		6900 Total		2,000.00	
			6000 Total		150,330.00
7000 - Other Assets					
	7100 - Reserve	TOTAL BEFORE RESERVE CONTRIBUTION	245,200.00	245,200.00	245,200.00
		7050 - Reserve Account Contributions	12,000.00		
		GRAND TOTAL	\$ 257,200.00		