

HOMEOWNERS AT LAUREL PARK
MINUTES OF THE ANNUAL MEETING
October 15, 2022

Unit owners are considered signed in when they enter to Zoom room. At the time the meeting was started:

- A. Number of Units physically represented: 29 (22 required for quorum).
- B. Number of Proxies: 3
- C. Number of persons representing 2 Units: 1
- D. Total Units represented: 31

I. Meeting called into session at 9:06 AM.

- A. Introduction of Executive Committee
 - 1. Vice-President (Acting President): Laura Wallis, Unit 59
 - 2. Finance Officer: Ruth Lundeberg, Unit 64
 - 3. Property Officer: Louis Hasbrouck, Unit 33
 - 4. Clerk, Seth Wilpan, Unit 86
 - 5. Lauren Vitiello: Member-at-Large, Unit 114
 - 6. Sandra Hanig: Member-at-Large, Unit 65

II. Statement from the President

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

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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!

III. Property Committee Report

IV. Review of Robert's Rules

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.

1. 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:
 - i. Discussion has ended, or

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- ii. 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

2. General Rules of Debate

2. No member may speak until recognized by the chair
3. All discussion must be relevant to the immediately pending question
4. 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.
0. No member can speak more than three (3) minutes
0. All remarks must be addressed to the chair - no cross debate is permitted
0. It is not permissible to speak against one's own motion (but one can vote against one's own motion)
0. Debate must address issues not personalities - no one is permitted to make personal attacks or question the motives of other speakers
0. 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
0. When possible, the chair should let the floor alternate between those speaking in support and those speaking in opposition to the motion
0. Members may not disrupt the assembly
0. Rules of debate can be changed by a 2/3 vote or general consent without Objection

V. **MOTION:** Approve 2021 Annual Meeting Minutes. **PASSED**

VI. **Introduction by Seth of new Long Term Planning Special Committee formed by the EC.**

Long term planning is an essential element of any organization. Such planning involves an evaluation of challenges and opportunities, the definition of goals, and the development of strategies and tactics in the service of those goals.

To name a few the long-term issues that have recently come to the fore:

- Maintenance and use of common buildings
- Sustainable governance practices
- Land use, adaptation to changes in the landscape brought about by plant disease, invasive species, and climate change
- Integrating our community into the city sewer system
- Installing wind turbines for generating electricity

The EC is too engaged in day-to-day operations to devote itself to the research and discussion that this planning requires, so, under the auspices of Section 3.11.1, we

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have established a Special Committee for this purpose. The Long-Term Planning Committee will initially be composed of five (5) homeowners to be appointed by the EC. Having been appointed, the committee will elect a chairperson and whatever other officers it deems necessary.

The Committee will draft its own governing rules, which will be subject to approval by the EC.

The Committee will submit a written report of its activities, findings and recommendations in writing to the EC at each monthly EC meeting. When there is no activity to report, the committee will register “no report”. More frequent communications and meetings may be conducted as required.

It seems logical that each committee member will focus on one or more specific topics of interest, forming subcommittees to work on those specific interests. Committee members are encouraged to elicit the participation of homeowners in the work of the committee.

Due to the nature of the work of the Committee there is no requirement for it to meet on a regular basis so long as a monthly report is submitted to the EC.

If you'd like to sign up for the Long Term Planning Committee, please submit your name to the clerk prior to the November 8 EC meeting, at which time the committee appointments will be made.

VII. Presentation by LPA

Here are some of the art, spirit and cultural events presented by LPA

- Winter festival presented four performance events over Zoom.
- LPA secured an Historic Preservation grant to partially fund the design, purchase and installation of six historic signs for Laurel Park.
- LPA continued working with the EC in transitioning control of the common buildings from LPA to HALP.
- Work continued on organizing our on-site historical archives.
- Various Choral groups chose Laurel Park's Tabernacle for their performances. Laurel Park residents were invited to attend
- Peter Russell conducted a nature walk on the grounds of Laurel Park.
- LPA oversaw the rental of the Dining Hall and Normal Hall for private events; as well as seeing to it that the Dining Hall was open daily for residents' use during temperate months.
- A wonderful exhibit of historic photographs is currently on display at the Forbes Library. This was created by LPA members.
- Planning the Sesquicentennial Event celebrating 150 years of Laurel Park's existence; the event will be held on October 22.

VIII. Presentation by SU

HALP graciously funded the Social Unnion to the tune of \$1,500.

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Here are the events that the Social Union presented this year:

- Pumpkin carving and scare crows and resident decorated treat bags filled with candy) for the kids.
- Halloween / Pet Parade led by the Expandable Brass Band (thank you Nona for the connection)
- Winter Solstice, Bonfire at the friendship fire place with Hot Chocolate and treats
- Decorating the front Gate for the Winter Holidays with plants and lights
- A New Years Eve Illuniation
- May Day Celebration with a may pole and historic themed musician (Chris Devine) Thank you Nona, again, for the connection.
- The return of the Strawberry Social
- The Summer Tag Sale was hugely successful; there was also a Fall Tag Sale.
- Welcome Baskets were handed out to new Home Owners
- Coffee Hours were well attended and the snacks and sweets the residents brought, pot luck style, were scrumptious.
- The Gardeners continued to grow their special brand of goodness in the community gardens

We still hold out hope for the return of :

- the Harvest / Newcomers welcome dinner
- Coffee hours in Normal Hall;
- Movie Nights; . Trivia nights; . a scavenger Hunt; funny hats parade and more???

IX. Playground Presentation by Lauren Anderson

This was a Powerpoint Presentation that is available for viewing at <https://homeownersatlaurelpark.com/wp-content/uploads/documents/Playground%20Improvement%20Presentation.pdf>

A. Discussion

1. Wil Morin cautions that base material should be carefully considered to avoid prolonged maintenance.
2. Lauren suggests that we find agreement on the concept of refurbishing the playground and continue to research options.
3. Beth Brown is concerned about liability and thinks that playground should be removed. She is concerned about long-term infrastructure projects that seem to be of a higher priority than the playground.
4. Lauren Vitiello thinks that children are also an important part of the future of the park and the playground committee has done a good job of cutting costs.

X. Review and Vote on Proposed Budget

- A. .The proposed Budget can be found at APPENDIX I of this document/
- B. **MOTION:** Accept the Proposed Budget for 2023.

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C. **Discussion:**

1. Judson notes that due to inflation, a level budget actually represents a reduction of whatever the rate of inflation is, possibly 6-8%.
 - a. Ruth responds that this was a consideration in compiling the budget, but at the time utility price hikes were unknown and there are several other unknowns.
2. Judson asked where the money for the playground would come.
 - a. Ruth responds that it would come out of reserves.
3. Sheri K is concerned that money earmarked for playground would detract from tree work and would put a significant dent in the reserve contributions.
 - a. Ruth responds playground is a one-time request.
4. Sandra H points out that the playground is not part of the budget, so is off topic for vote on the budget.
5. Judson questions differences from last year's budget in building maintenance.
 - a. Ruth responds that there is an increase for required repairs of the Chapel. Normal Hall maintenance budget has been reduced.
6. Judson asks why the Contingency amount has been reduced from \$15,000 to \$4,000.
 - a. Ruth explains that the purpose of the Contingency line is to allocate funds unanticipated expenses rather than juggling amounts in other line items. It's lower this year because we feel we've done a better job of allocating funds to specific categories.

D. **VOTE:** to approve the budget. **PASSED**

XI. **MOTION:** Approve \$6,000 expenditure for playground. **PASSED**

XII. **Review and vote on proposed by-laws.**

A. **ISSUE:** 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

1. Current Bylaw

Article II Section 2.2 Sale of Units

Sale of units shall be subject to the orientation procedure set forth in Section 11.9.

2. Proposed Bylaw

Article II Section 2.2 Sale and Transfer of Units

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

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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)

3. MOTION: Approve change to bylaw. **PASSED**

B. ISSUE: By-laws do not include gender identity in the non-discrimination Section.

1. Current Bylaw

Section 2.5 Non-Discrimination 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 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)

2. Proposed Bylaw

Section 2.5 Non-Discrimination 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 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, *or gender identity* in addition to the foregoing, by any reason whatsoever prohibited by any federal, state, or municipal law. (Amended @ 2008, 2022 Annual Meeting)

3. MOTION: Approve change to bylaw. **PASSED**

C. ISSUE: 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).

1. Current Bylaw

Section 3.2.6

The Budget Meeting and the Annual Meeting will be held on the grounds of LAUREL PARK. (Amended @ 1998 Annual Meeting)

2. Proposed Bylaw

Section 3.2.6

The Budget Meeting and the Annual Meeting will be held on the

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grounds of LAUREL PARK *or by an electronic video conferencing platform with the approval of the HALP EC. (Amended @ 1998, 2022 Annual Meeting)*

3. MOTION: Approve change to bylaw. **PASSED**

XIII. Review nominations and vote for officers and committee members

Following is the list of candidates: (Aaron Bissell, Andrew Lehmann and Jill Taglia were nominated from the floor.)

President: 2-year term
Ruth Anne Lundeberg #64

Vice President: 1 year term
Andrew Lehmann #31

Clerk 2 year term
Aaron Bissell #56

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 remains on the committee until her term ends in 2023;
Nominees:
Louis Hasbrouk #33
Karen Gaggin #66
Sandra Hanig #65
Jonathan Dean #113.

Member-at-Large 2 members / 1 up for election / 2 year term
Nominees:
Lauren Anderson #57
Jill Taglia #10 – replaces Lauren Vitiello for the term that ends in 2023

Nominating Committee: 3 members total/3 up for election/ 1 year terms
Laura Wallis #59
Kandy Littrell #15
Andrew Lehmann #31

VOTE: All nominees were elected.

XIV. Open Discussion

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- A. Tryna Hope encourages newly electeds to attend the next two EC meetings prior to the commencement of their terms. She reminds the committee that they can change the meeting time if they so desire.
- B. Lauren Vitiello acknowledges Laura Wallis for stepping into the role of President.
- C. Sandra Hanig suggest that people prepare themselves for a condo fee increase, which seems imminent.

XV. MOTION TO ADJOURN. PASSED. Meeting adjourned at 11:44 AM.

2023 HALP Draft 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	19,800.00		
		4130 - Transfer Fees			
		4100 Total		257,400.00	
	4900 · Other Income				
		4925 · Miscellaneous Income	3,200.00		
		4900 Total		3,200.00	
				Income Total	260,600.00
5000 · Maintenance					
	5100 · Building Maintenance				
		5115 · Miscellaneous Building Maint	250.00		
		5120 · NORMAL HALL	10,000.00		
		5121 · Dining Hall	8,000.00		
		5122 · P.O. Building	500.00		
		5123 · Red Barns	500.00		
		5124 · Salt Barn	500.00		
		5125 · Tabernacle	500.00		
		5126 · Chapel	10,500.00		

E. APPENDIX II: 2021 HALP Budget

5130 · Supplies	3,000.00	
5100 Total		33,750.00

5200 · Grounds Maintenance

5201 · Grounds Maintenance Other	5,000.00	
5205 · Snow Removal	20,000.00	
5210 · Mowing (outside vendor)	7,000.00	
5211 · Piles/Sticks/Debris Removal	12,000.00	
5215 · Spring Cleanup	4,000.00	
5220 · Fall Cleanup	5,000.00	
5230 · Special Projects	3,000.00	
5245 · Assorted Routine Maintenance	1,000.00	
5255 · Landscaping	5,000.00	
5200 Total		62,000.00

5500 Contingency

5510 - All Contingency	2,870.00	
5520 · Drainage Maintenance		
5530 · Tree Trimming & Misc Tree Work		
5540 · Road Maintenance Non Asphalt		
5550 · Water Line Maintenance		
5500 Total		2,870.00

6000 · Overhead

6100 · Utilities

6105 · Water	29,000.00	
6110 · Electric	3,000.00	
6116 · Normal Hall Propane PARLA 2	1,500.00	
6117 · Post Office Propane PARLA 3	1,725.00	
6118 · Dining Hall Propane LAUHOM	172.50	
6120 · Rubbish Removal	13,000.00	
6100 - Total		48,397.50

6200 · Insurance

E. APPENDIX II: 2021 HALP Budget

6204 · Bond	380.00	
6205 · Building & Liability	14,500.00	
6206 · Dishonesty	400.00	
6210 · Directors & Officers	1,600.00	
6200 Total	16,880.00	
6300 · Taxes		
6315 · Real Estate Tax	450.00	
6320 · Federal Income Tax	5,000.00	
6321 · Mass State Income Tax	1,500.00	
6300 Total	6,950.00	
6400 · Professional Fees		
6405 · Legal Fees	3,000.00	
6410 · Accounting Fees	2,500.00	
6400 Total	5,500.00	
6500 - Improvements		
6515 · Tree Removal	25,000.00	
6526 paving	225.00	
6500 Total	25,225.00	
6600 · Administrative Expense		
6605 · Copies	330.00	
6610 · Postage	247.50	
6615 · Miscellaneous Office Expense	500.00	
6620 · Social Union and LPA Contributions	3,000.00	
6630 Empowered HOA	1,200.00	
6600 Total	5,277.50	
6700 · Stipend Payments		
6722 · President	1,600.00	
6723 · Vice President	400.00	
6724 · Treasurer	400.00	
6725 · Clerk	1,000.00	

E. APPENDIX II: 2021 HALP Budget

	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	250.00		
	6910 · Bank Service Charges	500.00		
		6900 Total	750.00	
7000 - Other Assets				
7100 · Reserve				
	TOTAL BEFORE RESERVE CONTRIBUTION		248,600.00	248,600.00
	7050 · Reserve Account Contributions	12,000.00		
	GRAND TOTAL Expenses			260,600.00
	Balance			0.00

	216332.6
HALP 7 Day CD Reserve	2
HALP Operating Account	35973.35
HALP Rental Checking ESB	15594.96
	267900.9
Total Checking/Savings	3