

HALP Executive Committee meeting

March 4, 2010

Present: Kathy Murri, Sheila Rhodes-Dow, Ron Michonski, Robin Levine, Jenny Pelissier, Dan Richardson

Regrets: Wendy Kane

Visitors: Kate Richardson (substitute scribe), Mike Pancione and Tricia Kuntz, Greg Kline, Anita Weigel, Tryna Hope, Joan Brown, Lou Hasbrouk, Mike Florio, Mike O'Connor

Meeting started promptly at 6:30.

1. Housekeeping

A. Review and approval of 2/18/10 meeting minutes: minutes were corrected and approved as amended.

B Next meeting will be March 18th at 6:30. Dan and Sheila will not be able to attend.

3. Property Issues:

Mike Pancione was late, so we began with building requests:

A. #41 roof replacement request: permit and request are now all in order. Request approved; Sheila will email notification.

Mike and Tricia Pancione arrived, and we proceeded with the order of the proposed agenda

2. Report from Mike Pancione

A. Financial report: see attached. Mike noted that we are making progress on collection of outstanding payments, and that on the snow removal line we are at close to the same expenditure as we would have been if we'd been using the old Groundskeeper model.

Discussions:

B. February plowing, including parking lots

Plowing issues: Speeding has been repeatedly observed, both in plowing and sanding. Certain lots did not get plowed; the lots were not plowed in the correct order so Homeowners had no place to move their cars to. There was damage to gardens and driveways, and placement of snow piles was not well thought out.

Pancione's response: Because of the condition of the roads it is not possible to plow well. Paving the roads is the only solution in some places. Pancione drove around with Johndrow (plowing) after the first plowing and pointed out problems; he will pass on the concerns raised here. Specific problems (#117, #111) will be individually addressed and corrected.

Kathy will write a list of complaints for Pancione to bring to the plowing contractor.

3. Property Continued- Property Ad Hoc database proposal: Pancione creates a work order (on paper) for each homeowner complaint or request, which is kept in the Laurel Park file. These could be used for data entry into Lou's spreadsheet. The questions of who has access to this information and where it should reside will be taken up at the next meeting.

4. Access to Laurel Park files: Joan Brown requested clearance to review Laurel Park files at Pancione's office. Homeowners may review general Park files, but not files on individual units aside from their own. Joan received a copy of our contract with Pancione on behalf of Chris Donovan and the Stipend ad hoc.

5. Follow up on last meeting's questions

A. use of HALP tractor and truck: both should be run occasionally to keep them in shape. The tractor is being used occasionally, only by Darren, a Pancione employee, which saves us the expense

of hiring equipment. The truck need not be used. HALP is responsible for routine maintenance, Pancione or the contractors would pay if there was any damage due to negligence.

B. collection of late fees: An owner can not close on the sale of a unit if fees are outstanding. However, if the fees are more than 6 months late, there is no guarantee of collection. We are allowed to charge interest on late payments, and are not doing so. This discussion is to be taken up at the next meeting.

C. legal requirement for homeowners to have insurance: exists only if the homeowner is carrying a mortgage. If they own the property outright there is no such requirement. Laurel Park could have a bylaw requiring insurance, which would then carry the force of law. We may want to consider this; if someone is injured in a unit that carries no insurance, liability could be transferred to the Park.

D. Renting apartment in #1: The EC decided not pets due to noise issues. Pancione will write an ad. The EC will post it to the HALP list and Craigslist for a week, then Pancione will post it to the Gazette for a week.

6. Roads and drainage--current issues:

A. Potholes: Darren will continue to do temporary traprock fills of major potholes. The priorities are the two hillside roads, the road by #117, the entrance, and the road by #19. Pancione agrees that potholes need to be filled on a regular basis.

B. #117, #68, #58-59 drainage issues: Road work may help address drainage issues by #68. It may also help with #117, but there is no easy solution there. Likewise, there is no easy resolution for water pooling by #58 and 59.

7. New Business:

A. Roads: developing a long-term plan: Roads can be cut, dug out and repaved. Pancione thinks we could alleviate some of our worst problems by doing this in 4 or 5 places this summer. Note that drainage issues around the roads must be addressed at the same time. The Property ad hoc recommends that there be a committee dedicated to planning for roads, drainage, water and sewer repair and replacement.

B. Building and property requests

1) **#41 roof replacement request** : addressed at start of meeting.

2) **#103 replacing windows and door:** If windows are not being replaced by bay windows that extend beyond the footprint, and if there is no dumpster involved, the request was approved (Dan moved, Robin second)

3). **#7 request:** install upstairs half bath, enclose screen porch. Plans submitted and placed in file were not clear in terms of footprint Jenny will respond in email stating that footprint may not be expanded, outside stairs may not be moved, and asking about timetable. Robin will visit to look at the unit and get a sense of the project (after the meeting Dan agreed to go instead of Robin)

4) **#38 tree request and tree review:** The fallen tree has been removed from the road but the rest needs to be removed. There are also a number of hanging branches that need immediate attention. Sheila com piling a list for Pancione; will request that Jim Banner (tree

service) come by within a week, and also schedule a tree walk around in the spring.

5) #52 dog fine review request: Files were reviewed and found one fine from 12/27/08 was paid and there was a second complaint filed 7/3/09. The EC sent a letter on 8/31/09.

6) Quiet hours reminder: There was a homeowner request for a reminder to be posted to the list serve regarding Laurel Park quiet hours. Sheila will draft an email for the list and post it on the bulletin board.

C) Special meeting in April : At the last Annual Meeting, homeowners voted for a special meeting to review the use of contractors. The EC scheduled the meeting for Sat. April 24th at 9:00 am. This will also be a good opportunity to collect signatures for the Master Deed change.

D. Other business

1) Dump run: Proposed timing shortly after the spring tag sale. Planning will be taken up once a date is set.

2) #51 insurance compensation: in 2008 a tree fell on homeowner's car. He has paid for repairs out of pocket. His insurance advised him to seek coverage through the Park. He has gotten no response. See attached documentation. Kathy will talk to King & Cushman and respond to the homeowner.

3) Trailer belonging to #76 obstructing plowing. Jenny has requested that the trailer be moved, with no result. According to bylaws, the trailer may be parked in that lot as long as it is moved after each storm to allow plowing. Wendy will draft a letter to that effect.

4. Old Business:

4.1. Property issues:

4.1.1. #94 review: Sheila will pick up a copy of the permit application for construction from the Northampton building inspector. Discussion to be continued.

2. Uninhabitable houses (and #69 request re: resolving status of #80): Kathy and Mike Pancione will meet with our attorney Ed Etheridge to discuss this issue. Other members of the EC may also attend this meeting. We would like to come to a clear understanding of what we are able to do with regards to uninhabitable units.

3. #65 letter response: The fence is being taken down.

4.2. Master Deed change update: nothing to report.

4.3. Ad Hoc Committee updates: Listing of ad hoc committees and members will go out to the list serve. Many of the ad hocs are now actively meeting. Notes from the Long Range Planning ad hoc are attached.

4.4. New date for MCAD hearing: Thursday April 15 at 1:00 pm. There will be no further continuances. At least 4 EC members should be present.

Meeting adjourned at about 8:15.

Topics for next meeting:

Property ad hoc database proposal: access and location of information

Charging interest on late payments of service fees

Review/continue advertising for apt in #1

#94 review continued