

## **minutes- HALP Executive Committee meeting**

March 16th, 2010

**Present:** Kathy Murri, Sheila Rhodes-Dow, Jenny Pelissier, Wendy Kane

**Regrets:** Dan Richardson, Robin Levine, Ron Michonski

**Visitors:** Mike Florio, Joan Brown

Meeting started promptly at 6:30.

### **1. Housekeeping**

**A. Review and approval of 3/4/10 meeting minutes:** minutes were corrected by EC members. Sheila Rhodes Dow moved the minutes would be accepted as corrected, Kathy Murri seconded and the minutes were approved as amended.

**B Next meeting will be April 8th at 6:30.**

### **2. Property Issues:**

**A. #51** presented a tree request, to be reviewed for inclusion on the tree list.

**B. #52** completed a tree request (large pine on Northampton Street), to be reviewed for inclusion on the tree list.

**C.** A large oak tree dropping branches on the Northampton Street parking area has been added by the EC to the tree list.

**D.** The EC is putting together packets for sellers/buyers for homeowners consisting of a copy of the past year's financials, a letter regarding the current lawsuits, current by-laws, and forms. 6Ds will still be required from Pancione. This information can be useful for selling or re-financing property. Ron Michonski, our treasurer and financial officer will complete the lender's questionnaires upon telephone request by homeowners.

**E.** There was a report that #65 has taken down the fence they had on their property per the EC request.

### **3. Visitor and Ad-Hoc Committee Proposal- Tabled until the next meeting**

Our guest clerk Kate Richardson had suggested to Kathy via e-mail that it might be useful for visitors to notify the EC in advance in order to have their issues on agenda, and that time be allocated. This will help ensure that the agenda goes forward as planned. Kathy asked that we discuss this issue. Although EC members present agreed that in order to have meetings organized, it would be better to know in advance issues that could be presented, some were hesitant to limit last minute homeowner access to the EC. It was suggested that we adopt a policy of homeowners and ad hoc committees requesting time on the agenda in advance of the meeting, with an additional 5-10 minutes set aside for any last-minute homeowner requests. The proposal will be reviewed with the absent EC members at the next meeting for a vote before implementation at the following meeting.

**4. Duties of EC members and Property Manager :** It is been a point of discussion what duties and tasks are the responsibility of the EC and which are responsibilities of the Property Manager. We have decided to have a full discussion of this at the next meeting when all members will be present. Kathy will bring large paper to enable us to outline all our ideas.

**5. Organizing the Bulletin Boards by the P.O. Boxes:** The EC will talk to LPA to see if this could be a collaborative effort, volunteers will be recruited.

**6. Visit to Attorney Etheredge update** Kathy will schedule an appointment with Atty Etheredge for herself, Mike Pancione, and other EC members as they desire, to discuss bylaws and the EC's rights in terms of uninhabitable units, and the 5th amendment to the Master Deed. Wendy will

follow up with the Board of Health to see why they have not responded to our request.

**7. Spring Clean –Up Proposal:** Tree limbs are being picked up and removed some leaves have also been removed. Kathy reviewed the proposal and estimates for EC consideration. The EC approved the plans for the work. (Wendy Kane moved, Sheila seconded and the motion passed) It was noted that the common areas along Route 5 between the house and the fence had not been cleared during last fall's clean-up. This will be communicated to Mike Pancione (Let's fill in the details here.) There will be a 2 week notice to homeowners before spring clean-up begins.

**8. April Special Meeting: There is a special meeting scheduled for April 24th at 9 a.m. Notice will go out as per the by-laws** 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 amendments 4 and 5.

**9. Frequency of meetings:** it was suggested that we schedule meetings approximately every 3 weeks.

**10. Property ad hoc database proposal: access to and location of information-** tabled until the next meeting.

**11. Charging interest on late payments of service fees:** tabled

**12. Review and continue advertising for Apartment #1:** Draft has been forwarded to Mike Pancione and will run for one week.

**13. #94 review continued:** We have received the file from the building inspector's office and are reviewing it

**Action items:**

**By-laws will be completed, printed and brought to the next meeting along with written notice of the special meeting-** Wendy

**Contact LPA regarding joint effort to organize Bulletin Boards-** Kathy

**Send out via email special meeting notice-** Wendy

**Kathy is bringing big paper to next mtg for discussion of EC roles and issues**

**Tree list being passed on to our Property Manager. A walkaround is scheduled with Mike Pancione, the tree contractor and Jenny.**