

	Homeowners of Laurel Park (HALP) Executive Committee (EC)
Meeting Date:	December 20, 2010
Meeting Location:	HALP Office
In Attendance:	Wendy Kane, President Ron Michonski, Financial Officer Dan Richardson, Property Officer David Baker, Member-at-Large Anne Rogers, Member-at-Large Mike Pancione Absent: Jennifer Bogin, Vice President
Also Invited/Attending:	Kathy Murri, Past President/Guest Clerk
Next Meeting:	January 24, 2011, 6 PM

1. New Business from Homeowners:

- a. Contact from #83 re: bulletins: EC received complaint from #83 that notices delivered to her unit violate her space. She doesn't see those left on the ground, and does not permit them to be put inside her door. Wendy will e-mail w/cc to Atty. Dambrov that EC delivered no recent notices and that other items which may have been delivered (possibly Chirp and Chatter) are not under EC control.
- b. #69 re: Heading Avenue. EC has received letter from #69 saying she is ok with new decision not to plow Heading Avenue this winter. Letter filed.
- c. #42 Water pressure log. Submitted to EC, given to Mike.
- d. Clerk Update: Two residents, #102 Kristopher Severy and #37 Sonja Farak, have expressed interest in the clerk position. Wendy will talk with both.

- e. Front gates and lights- #7 contacted EC re: lights at front gates being out. They will be out until the septic work is finished. The water line and electrical wire have been disrupted and will be restored. Expect completion before Christmas. Mike will be on site in the AM. Dan will respond to #7.

- f. #112-drainage: There was a depression created by the recent water pipe repair; water pools then flows back toward foundation. #112 requested dirt; Mike will supply dirt from Normal Hall septic dig. #112 will level and plant grass seed, and fill in yard around #111 also. Dirt will be delivered behind the forsythia bush to the right of the driveway.

2. Property Manager Report:

- a. New assistant: Gary Perrier is a new employee of Pancione Associates. He and Mark Dean will be responsible for repairs and auxiliary snow removal in Laurel Park.

- b. Septic system-Normal Hall: Will be wrapped up before Christmas including restoration of electricity and water line.

- c. Lawncare and leaf clean up report: David Johndrow is finished with leaves for the season. A walk-around was done with Greg Kline of the Property Committee. Stakes have been placed for snowplowing. Mike has obtained bids from 2 other landscapers, which were higher than D. Johndrow's; one is willing to be snow removal back-up if necessary.

- d. Letter to #21: Mike sent letter responding to issue regarding water turn-on.

- e. Financial report: As expected. Normal Hall septic system is 75% paid at this time.
- f. Condo fee arrearages: Notices were sent to arrearages. Since then, 5 have paid in full. Currently \$16,397.80 is due; payment is progressing.
- g. Heading Avenue: Barriers are up and painted blaze orange. Anne will post a notice to board and Anne will send it to the listserve.
- h. Property committee list report: Mike walked around with Greg Kline. Potholes taken care of with ¾" traprock. Loose gravel removed to maintenance area. Pile of gravel by top entrance moved.
- i. Snow plans, barrels, sand: Sand barrels filled; new one on Northampton Street; EC will advise Mike if sand barrels need refilled.
- j. Other: #36 blue stake fell over near stump; needs replacement. No stakes near #112; Mike will check. Plowing list has been established. (#83 first then others with requests.) Copies of water shut-off maps received by Mike given to Dan. Mike suggests EC consider Past President position.

3. EC Business:

- a. Minutes from last EC Meeting on November 29, 2010 reviewed and approved.
- b. Kathy Murri- exit interview with EC

1. Master Deed: Changes in hands of HALP's attorney. When it is ready Kathy will work with EC to develop process to obtain homeowners' signatures. 67% needed to approve changes.

 2. Long Term Plan for Roads and Water Lines: Need long-term plan to determine what needs to be done. Budget for and replace a portion each year.

 3. Common Buildings: Committee forming chaired by Anne Rogers with Kathy Murri, Kate Richardson, David Baker and Tira Pandolf.

 4. Uninhabitable Homes: Wendy will consult Atty. Etheredge about insurance requirement and other action.

 5. Settlement Discussion with #83: Kathy reviewed progress to date.
- c. Make arrangement to get bylaw changes signed and filed: Wendy will meet with Tira Pandolf. Amended bylaws to be reprinted and filed with Registrar of Deeds. As voted by last EC, outside consultant (Dan Cahillane) will update by-laws on website.
- d. Review and approve minutes from Annual Meeting and Continuation on November 13, 2010. Wendy will meet with Kathy Murri on by-law notes.

4. Recurring Business:

- a. Orientations: #43 owner and son who will be resident.

- b. Ad Hoc Committees—no reports

- c. #83 update – settlement proposal update

- d. Approve and file Follow-up letters from last meeting - Update on letters sent out from last EC meeting

5. Other EC Issues- discussion items

- a. Complaint received on loose corgi in north of park. There are 3 corgis in that area. Two have been seen loose. Wendy responded.
- b. Consider orientation by-law change.
- c. Tira Pandolf has donated laptop and printer.
- d. Ron received notice re: safe deposit box fee due. Wendy will investigate. Mike will pay bill. Dan will look for keys.
- e. David Baker gave history of park water lines. Age of lines varies. When lines were put in, it was understood by the owners of some units that since units sit on rock lines could not be buried.
- f. #47 inquired regarding snow policy; Wendy will e-mail him.
- g. Certificate of Insurance clarification needed from broker.
- h. #112 observed that pine needles were raked this year; “leave them alone” was past practice. Mike expressed concern about pine needles covering roots and creating tripping hazard. Dan suggests pine needles are mulch

until the soil is built back up. David reported that a tree expert recommended that needles should stay. Conflicting advice has also been received. Wendy proposed Pine Needle Committee to research conflicting approaches to pine needle management. Approved by EC.

- i. #95 questioned trailer near sand barns. Owner (#91) was told by Property Committee member to park there. Trailer has been moved to near entrance to garden. Dan will assess whether trailer is a problem for the winter. Bylaw to be revisited.
- j. Wendy asked if employees of Pancione could be hired to plow driveways. Yes, at \$42.50/hr. Kids are available; neighbors often volunteer.
- k. A resident has requested Pancione's e-mail address. This is not the most reliable method of reaching someone. The EC can be e-mailed at halpec@yahoo.com or Pancione's office can be phoned.

Action Items:

Action	Decision	Initiator/ Requester	Due Date
Meet with clerk candidates		Wendy	
Convene Common Buildings Committee		Anne	1/11
Bylaws updated, printed and filed		Wendy	
Correspondence		As noted	
Safe Deposit Box		Dan, Wendy	

Decisions/Voting

Motions	Initiated By	Seconded By	Comments
Approve 11/29 minutes	Dan	Ron	Unanimous
Form Pine Needle Committee	Wendy	Anne	Unanimous

Discussions:

