

	Homeowners of Laurel Park Executive Committee
Meeting Date:	May 9, 2011
Meeting Location:	HALP Office
In Attendance:	Wendy Kane, President Jennifer Bogin, Vice President Dan Richardson, Property Chair Ron Michonski, Financial Officer Kristopher Severy, Clerk David Baker, Member-At-Large Anne Rogers, Member-At-Large Mike Pancione
Also invited/attending:	Tira Pandolf Keithely Greg Kline Jan Rainier Dory (#58)
Next Meeting:	May 23rd, 6:15, HALP Office

Agenda:

1. New Business from Homeowners

a. Reinstate tree-use policy (request #2)

Norma Sims Roche requested a program that allowed residents to place a deposit on downed trees and use them for firewood, and to cut such trees into desired lengths at their own expense, to be reinstated. The EC decided to re-approach the issue when tree-trimming is imminent, and Pancione agreed to investigate the cost of cutting, versus hauling, downed trees.

b. Property Committee requests time

The property committee submitted a request agreed to by over a score of Homeowners for an enclosed dog-run to be put on HALP grounds. Amongst the issues discussed were possible by-law changes to accommodate such a project. Further discussion would be required.

c. Composting Problems (request #6)

Kate Richardson's observation that composted leaves are not always used to best advantage, or used at all, prompted Pancione to plan to ask Johndrow about the process of their disposal, and the possibility of better facilitating their retrieval for use.

d. #42 requests repairs/no plowing to lot across from her unit (request #9)

#42 requests gravel heaped by plowing to be redistributed into the lot across from her unit. Further, she requests the area not be plowed in the future, offering to shovel the space herself. Pancione will redistribute the gravel in question, but the EC decided that, as the area is a common lot rather than a space more-or-less designated for an individual unit, it cannot forgo plowing.

e. New sign for #67 (request #1)

#67 requests a new name sign to replace the old one bearing the wrong name. Pancione will check to see if there is a correct sign, and put it up along with the battery of other signs to be put up throughout The Park.

f. RV parked next to #77

g. Gravelling #'s 101, 106, 108 in Trinity Circle

Pancione will look at the area with Dan Richardson.

h. General stream dredging around park (request #15)

Dan Richardson requests attention to the need to dredge several streams and other waterways, and will investigate the areas with Pancione. They also will investigate a cracked storm drain cistern below #93.

Impromptu Request #1 – Heading Ave. Committee

The Heading Ave Committee would like a review of possibilities concerning the further maintenance and/or repairs that can be done to Heading Ave. in order to compose possible plans for it's continued use. Also, they requested it be swept as are other roads. Pancione agreed to find pertinent estimates for a review.

Impromptu Request #2 – Lattice Work at #58

Doree at #58 submitted a proposal to place lattice work strategically near her unit, to shield her propane tank from view amongst other things, and to move a plastic storage unit belonging to her. See votes.

Impromptu Request #3 – Petition for Special Meeting

13 Homeowners petitioned to convene a special meeting for the purpose of discussing a change to HALP's grounds keeping model.

Impromptu Request #4 – Gravel and Drainage near #'s 101 & 106

Cin (#101) requests attention to the Trinity Circle lot in the area between #'s 101 & 106. Poor maintenance, outright neglect and improper drainage routinely cause flooding and turn the area to mud. Pancione and Dan Richardson agreed to investigate the area and initiate repairs. Cin would also like the EC meeting minutes posted sooner.

2. Committee Requests

a. LPA requests Normal Hall for meditation (request #3)

Motion to approve LPA's request to use Normal Hall for meditation on Sunday mornings throughout the summer from 10:15 to 11:15 is approved, provided the activities do not interfere with church services in July and August was approved without comment. See votes.

b. Request for Earth Spirit to rent Normal Hall (request #7)

LPA requests use of Normal Hall for the group "Earth Spirit," which will run a sing-along/meditation from the hours of 7-9 with some time before and after for set-up and clean-up on June 9th, July 14th, August 11th, September 8th and October 13th. See votes.

In addition, Anne's motion that HALP shall charge \$25 an hour, excluding set-up and clean-up time, for use of Normal Hall, and that such funds be used for Normal Hall's upkeep and repair, was approved by a 5 to 1 vote. See votes.

c. Review of "Laurel Park Living" Text (request #8)

Approved, provided Wendy's comment received via email is accepted.

d. Cottage Tour Publicity (request #10)

Approved without objection.

3. Property Manager

a. Normal Hall Issues

1. Toilet leak in left bathroom

Pancione informed the group that the toilet in Normal Hall has been fixed.

2. Plumber cleaning up after themselves/finishing their work

Pancione informed the group that the plumber left materials in Normal Hall because his work was unfinished, and he needed to return the following day.

3. Rodent problems in Normal Hall

The EC decided to apprise the situation of rodents in Normal Hall again if more frequent and sustained use fails to discourage them from hebetating there.

b. Tarp on roof of #1

Pancione will put a tarp on Building #1 to cover that section of roof that leaks. Dave's motion that the EC approve Pancione's hiring a contractor to replace the roof on Building #1 was approved without objection. See votes.

c. Repair of Heading Ave. (request #5)

Pancione will find already-existing estimates for the re-paving, stoning, and removal of blacktop on Heading Ave, which shall be shown to the Committee on Heading Ave., though it was decided by the EC that The Annual Meeting is the appropriate time and place to make decisions regarding the fate of the troublesome road.

d. Graveling Coles Meadow entrance & exposed plastic pipe (request #11)

The EC decided fixing drainage at the bottom of Trinity Circle shall precede decisions about graveling. Kristopher shall find out where the exposed plastic pipe is.

e. Lockbox on #20

Concerning the lockbox on #20, it was decided that a review of the lease should be made to determine who should rightly have access.

f. EC communication with Pancione

Given problems with miscommunication between Pancione's Office and the Property Chair, an agreement that Dan give clear instructions in his emails to Pancione's office, and that Trish at Pancione's office give reply to both Dan and Wendy, was reached.

Here the meeting adjourned for Executive session, with the intention of reconvening on Wednesday, May 11th, to finish the following business.

Meeting Date:	May 11, 2011
Meeting Location:	HALP Office

In Attendance:	Wendy Kane, President Jennifer Bogin, Vice President Dan Richardson, Property Chair Ron Michonski, Financial Officer Kristopher Severy, Clerk Anne Rogers, Member-At-Large
Also invited/attending:	Jenny Pelissier Kathy Murry
Next Meeting:	May 23rd, 2011

g. Clean up leaves and sand, dredge stream, fix rail ties at #105 (request 12)

Pancione and Dan agreed to look at several places for dredging throughout the Park and to plan repairs to the Trinity Circle drainage ditch. Dan will look in to splitting the cost of filling in standing pools with Rockridge and check for wetland issues.

h. No mowing behind #'s 41-43 (request #13)

The email requesting this has forwarded to Pancione, with the expectation it be honored.

i. Mowing/weed whacking at front gate (request #14)

Dan will communicate the request to Pancione. In addition, Dan will call Pancione when he sends emails in order to alert him.

j. Cracked storm drain cistern at #93 (request #15)

Rather than be repaired, the Property Chair and Pancione determined it best to monitor the problem.

k. Cost of water line repairs for #13

Pancione reported the amount to the EC.

4. Continued Business

a. Patio work at #108

Approved.

b. Update on #94's building permit

Wendy will send the letter to the resident indicating a fine for failure to produce a building permit on his addition.

c. Retaining Wall near #52 (Pancione)

A review of the wall by Pancione and the Property Chair determined the wall is not falling over and is not a safety issue. Pancione will procure a quote on repairing it.

d. Leaves and cleaning at #117 (Pancione)

(Discussed on May 9th) Pancione will deliver loam to the residents, provided they are willing to spread it themselves.

e. Use of Normal Hall year-round (Pancione)

Information on the year-round use of Normal Hall has been presented.

f. Kate Richardson's request to use Normal Hall for sing-ins & dancing

Approved without objection.

g. Jackhammering near #82

Received report.

h. Downed signs (Pancione)

The signs have been replaced.

i. Homeowner responsibility for water repair

Appropriate wording for determining homeowner responsibility for the repair of their water lines has been discussed.

j. Process for EC decision-making

Discussed.

k. Sale of Property in the park – Committee

Anne reported that the committee on the sale of property in the Park will meet on May 17th and create a timetable for their activities. Motion was made to perform building inspections on Normal Hall, the Dining Hall, and Building #1, and to contract this work to Affordable Home Inspections was approved without objection.

1. Lock Box at Florence Savings Bank

Wendy will ask Ron about information concerning the mysterious lock-box at Florence Savings Bank.

5. New EC Business

a. Process for EC landscaping approval (request #4)

A request that guidelines and information be given to residents who request permission from the EC to do repairs/renovations in or near their unit prompted Dan to agree to create a small guide on the subject.

b. Warning residents of street sweeping (request #14)

As May 17th will be next street-sweeping, Anne will post the date on the mail-box board, and Wendy will try to post to the list serve.

Action Items:

Action	Decision	Initiator/ Requester	Due Date
Kristopher will determine the whereabouts of an exposed plastic pipe (see 3.d.).			
Dan will look into splitting the cost of filling in standing pools with Rockridge and check for wetland issues (see 3.g.)			
Wendy will send a letter to the owner of #94 indicating a fine for failure to produce a building permit on his addition (see 4.b.).			
Wendy will ask Ron about information concerning the mysterious lock-box at Florence Savings Bank.			
Dan will create a what-to-expect guide for residents wishing to do renovation on or near their units.			
Ann will post at the mailbox board a sign indicating the date of the next street sweeping (May 17 th).			

Decisions/Voting

Motions	Initiated:	Seconded:	Comments
1. Extra Request 1. #58 may place a three-sided, free standing & unconnected lattice structure around her unit’s propane tank, but may not erect the other lattice work she proposes.			Approved without objection.
2.a. Motion to approve LPA’s request to use Normal Hall for meditation on Sunday mornings throughout the summer from 10:15 to 11:15 is			Approved without objection.

approved, provided the activities do not interfere with church services in July and August, and that the group are informed of correct parking, and use no amplification.			
2.b. Motion to allow “Earth Spirit” use of Normal Hall at the requested times is approved; they shall be charged \$25 and hour, excluding set-up and clean-up time; the fee shall be paid to HALP to be used for the upkeep of Normal Hall.			Approved without objection.
HALP shall charge \$25 an hour, excluding set-up and clean-up time, for use of Normal Hall by groups outside the Park, and that such funds be used for Normal Hall’s upkeep and repair, was approved by a 5 to 1 vote	Anne		Approved 5 to 1.
3.b. Motion to approve Pancione to hire a contract a roofer to replace the roof on Building #1.	Dave		Approved without objection.