

	Homeowners of Laurel Park Executive Committee
Meeting Date:	August 1, 2011
Meeting Location:	HALP Office
In Attendance:	Wendy Kane, President Jennifer Bogin, Vice-President Dan Richardson, Property Chair Ron Michonski, Financial Officer David Baker, Member-At-Large Anne Rogers, Member-At-Large Kristepher Severy, Clerk Mike Pancione Jan #69 Greg Kline #85 Michelle Marchese #117
Also invited/attending:	
Next Meeting:	August 29th, 2011

Agenda:

1. New Business from Homeowners

a. Rental at #103 (request #1)

#103 informed the EC that a renter will occupy their unit from 8/1/11 to 8/1/12.

b. #76 requests tree removal (request #2)

Tree work requested by #76 will be reviewed during the proposed tree walk-around, scheduled for Thursday, 8/4. At the time of this writing, the tree walk-around is being rescheduled.

c. Sheila Rhodes-Dow requests email change (request #3)

Sheila Rhodes-Dow requested that her email address associated with the list serve be changed; Anne will inform her to ask Diane Lenox to do this, as she is the person who handles the list serve.

d. Perc test at #13 (request #4)

#13 scheduled a perc test for July 28th at 8:30 am.

e. Perc test at #117 (request #5)

Michelle of #117 submitted a plan to install a new leach field, which shall be located near other leach fields by the parking lot abutting the community garden. The plan was approved without objection, provided the nearby residents are informed as to the time of the construction. Wendy will drop off an approval letter at Michelle's house.

f. Record of road maintenance and repair (request #6)

Greg Kline requested members of the EC put together a comprehensive record of the whens, wheres and whats of past road work in the Park. In that line, Wendy offered to ask Anita when the last time work was done on Heading Ave, as she may know best. For the rest, the EC will ask Greg Kline how he would like such a record to be put together.

g. Ceiling tiles in post office (request #7)

Pancione will attempt to match and replace some ceiling tiles in the post office.

2. Committee Requests

a. Common Building Committee

Anne Rogers reports that the last meeting of the Common Building Committee went well, and that the document they are preparing is being fine-tuned for presentation at the annual meeting. Their next meeting will be on Tuesday, July 9th.

Pancione offered a review of the building inspections put together by this committee, and he indicated which of the repairs outlined he considered most pressing; none, he said, were in dire need of immediate action.

3. Property Manager

a. Update on sign at Coles Meadow entrance

The sign at the Coles Meadow Rd. entrance to the Park has been replaced.

b. Update on name signs at #'s 92, 67, 94 and 95

These name signs have been corrected.

c. Trinity Circle drain ditch update

The project has been declared "dig-safe," and is awaiting ground-breaking. Both the EC and nearby homeowners will be informed when it is imminent.

d. Speed bump update

A new speed bump map shall be created during the tree walk-around, and the plastic speed bump at the Route 9 entrance to the Park has been replaced with a rubber one.

The EC asked Pancione to see if he can locate the antique cast iron shuffleboard box, which went missing when the tree to which it was affixed was removed.

4. Continued EC Business

a. Road repair & future road work (Northampton St., etc.)

Pancione presented an estimate from the Pioneer Stone & Seal company, outlining several road projects in the Park. Wendy made motion and Ron seconded a vote to authorize work on the entry into Northampton Street, on Springfield Street, on Simpson Street, elsewhere on Northampton Street, the Ansbury and Northampton Street intersection, and elsewhere on Ansbury Street. The motion passed 6 in favor. In addition, Wendy's motion to authorize a regarding and stone dusting to the upper end of North Warren Street was seconded by Ron. This motion also passed with 6 in favor. Pancione will see if gravel from this street can be redistributed into nearby parking areas.

b. Ongoing formation of a Property Management Committee

The EC selected Jennifer Bogin to chair the committee mandated by the Special Meeting to review Park management. In line with the spirit of the project, this committee shall be named The Management Vision Committee, and is charged with determining the best management model for the Park and clarifying Park management goals. All those who signed up at the post boxes and through the list serve shall be pressed into the service of this committee. Jennifer Bogin shall contact all the members and schedule bi-weekly meetings in anticipation of a creating a presentation at the annual meeting.

c. Heading Ave. update (G&H Landscaping)

Jan of #69 brought a chart created by the Heading Ave. Committee outlining some possible renovations to that street, and the estimated costs. It was discussed that paving only half the street would cause problems during plowing, though Greg Kline may ask Johndrow if a smaller machine could be used instead of a truck. A plan submitted by Johndrow would pave the upper half, and sod, loam and add a footpath to the lower half for \$8500. Other plans have been reviewed, and still others are expected to materialize before the annual meeting.

d. Tree work and tree walk-around

Though a tree walk-around with Pancione and Dan Richardson was scheduled for Thursday 8/4, as of this writing the event is being rescheduled.

e. Firewood Policy (ongoing)

The EC is still considering a policy allowing residents to put deposits on downed, burnable wood in the Park.

f. Ongoing work at #13

Though the EC looks forward to seeing plans for construction at the #13 lot, nothing new has yet been submitted. The EC still awaits work from attny. regarding moving the #13 footprint.

g. Keeping Normal Hall open year-round

Residents working to prepare Normal Hall for year-round use submitted a brief list of improvements needed to the building, including protecting pipes from freezing, and installing a heating system with a thermostat. They outline a number of benefits to keeping the building open throughout the winter.

h. Post Office update

Work around and within the post office is completed.

i. Update on building permit for #94

The EC awaits reply from #94 regarding the most recent attempt to contact him regarding construction at his unit.

j. Mosquito fills & splitting the cost with Rockridge / Rockridge request to remove trees

Trees which Rockridge requested the EC remove have been removed by Rockridge, as Dan Richardson pointed out to them that the offending vegetation was on their, not HALP, property. The mosquito fills will be addressed during the tree walk-around, currently being rescheduled.

k. Permit for work at #83

Dan Richardson sent a letter to #83 requesting a permit for work done on the roof at that unit.

5. New EC Business

a. Approve last meeting's minutes

Minutes from last meetings were accepted pending changes.

b. Other things discussed

The EC shall opt to purchase a review of HALP finances, as required by the by-laws.

Pancione agreed to put together a list of suggested by-law changes for Wendy in anticipation of the Budget and By-Law meeting, scheduled for September 17th.

A by-law mini-meeting is scheduled for August 15th at the Richardson residence at 6:00 pm. Dan will inform residents of this meeting via the list serve.

Action Items:

Action	decision	Initiator/ Requester	Due Date
Anne will inform Sheila Rhodes-Dow to contact Diane Lenox to get her email changed on the list serve.			
Wendy will drop off a letter of approval regarding the construction of a leach field for #117.			
Wendy will inquire of Pancione asking for information on the missing shuffle board box.			
Jennifer Bogin will contact inducted members of the new Management Vision Committee and arrange a schedule for meeting.			
Wendy will ask Anita when the last time road work was done on Heading Ave.			
Dan will put a notice on the list serve informing residents of the by-laws mini meeting to take place at #109 on August 15 th at 6:00 pm.			

Decisions/Voting

Motions	Initiated By	Seconded By	Comments
To authorize Pioneer Stone & Seal to perform work on the entry into Northampton Street, on Springfield Street, on Simpson Street, elsewhere on Northampton Street, the Ansbury and Nortampton Street intersection, and elsewhere on Ansbury Street.	Wendy	Ron	Passed 6 in favor.
To authorize a regarding and stone dusting to the upper end of North Warren Street	Wendy	Ron	Passed 6 in favor.