

Homeowners of Laurel Park Executive Committee	
Meeting Date:	August 29, 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 Kate Richardson Eric Tirrell of #91 Tricia of Pancione and Associates
Next Meeting:	September 12, 2011

Agenda:

1. New Business from Homeowners

A. Roof work and dumpster at #72 (request #2)

Discerning that #72 was engaged in roof work, the EC requested a building permit be provided; #72 complied. The EC approved the work, and Dan offered to remind the city's building department that no permits should be issued to residents without approval from the EC. She also offered to inform #72 that the work done on her unit is approved.

B. Stump near #55 (request #3)

#55 requested a stump that lies between their unit and the one adjacent be removed by the EC. Thought the EC previously authorized the removal of a stump that impeded parking, it was iterated that the removal of other stumps should be done at an individual homeowner's expense. David Baker made motion that, as a rule, that the EC shall not remove stumps unless they are a hazard or unless they impede entrance to a home. Wendy seconded, and the motion carried with 6 approving. Jen will add this rule to the rule book.

C. Conjoined and dead trees near #55 (request #3)

#55 wrote to the EC requesting the evaluation of a tree near their unit. Dan offered to explain the tree policy to #55, ask them to fill out a tree-request form, and offered to put more such forms in the post office for easy access. (The forms are also available from the Laurel Park website). Tricia offered to have Pancione Associates look at the offending tree. It was discussed that residents should be reminded to eschew the planting of trees without EC approval, due to the dangers of interfering with power lines, water pipes, septic tanks, leach fields, etc., and that a note in the minutes will suffice as a reminder.

Wendy then provided the EC with copies of a 2010 evaluation of trees throughout the Park, and ask the board to inspect those near their units.

D. Gravel in Simpson lot near #55 (request #3)

#55 requested more gravel be placed in the Simpson lot near their unit. As this lot is slated to receive left over stone from road work to be done in September, the EC decided to wait on this issue.

E. Trees at #59 (request #9)

#59 requested a review of many near their unit; Tricia informed the EC that these trees have been looked at by Pancione Associates. She also agreed to ask Pancione to regularly cut all low-lying branches, especially those on Hemlocks, throughout the Park. During the tree walk-around, scheduled for the first week in September, the trees concerning #59 shall be reviewed again.

F. Entrance sign at Coles Meadow Road (request #10)

Though #96 reported that the new sign at the Coles Meadow entrance to the Park went missing, it was found in place on the afternoon of August 29th. #96 also expressed displeasure that, at the request of merely one homeowner, the former sign should be replaced – should not this be brought up for a group vote? It was discussed that, though only one homeowner did draw attention to the weathered state of the old sign, the EC did vote as a group for its replacement, necessitated not only by its weathered state, but by its placement on a tree, which violated Park rules. Dan offered to inform #96 of the return of the sign.

G. Parking cars in the Park for extended periods (request #10)

#96 expressed displeasure with the rule that forbids parking a car for extended periods when the homeowner is not present. Dan agreed to inform #96 that such would require a by-law change.

H. Building permit for work done at #72 (request #11)

#72 sent the EC a building permit for work being done on her unit.

I. Name sign at #77 (request #12)

A request for corrections on a name sign will be effected by Pancione Associates.

J. Name sign at #10 (request #13)

A request for correction on a name sign will be effected by Pancione Associates.

K. Communication on the bulletin board (request #14)

The EC received report of offensive, vulgar, and somewhat violent, threatening language being writ on the bulletin board above the post boxes. The EC would like to ask that we communicate with one another in polite and non-threatening terms, and that we use proper channels of communication to air grievances, and decided that this note in the minutes shall suffice.

L. Construction at #108 (request #15)

The EC cheerfully awaits plans for construction at #108.

M. “Private Property” & “No Trespassing” signs (request #16)

A resident inquired about the possibility of placing “Private Property” and “No Trespassing” signs at all entrances to the Park, both to (maybe) limit liability, and to discourage illegal dumping at the dumpsters where, it was suggested, a security camera might be placed as well.

It was iterated that suggestions to place such signs about the Park have been voted down in the past, but conversation then turned to the problem of illegal dumping. Tricia agreed to have Pancione Associates investigate the cost to the Park of removing illegal detritus, which would allow the EC to decide if a security camera might provide an offset. Tricia agreed to have Pancione Associates place a “No Trespassing” sign in the vicinity of the dumpsters.

N. Speed-bump feedback (request #17)

The EC reviewed the concerns brought by several homeowners regarding the speed-bumps placed throughout the Park. Most feed-back was negative (especially where the plastic bumps were concerned), save a request to add a few more.

Dan said many speed-bumps were placed improperly, leaving space between them, and Tricia agreed to get Pancione Associates to check on this. She also offered to see if the more agreeable, though more expensive, rubber speed-bumps could be purchased in bulk (the EC is slowly replacing the plastic ones).

Suggestion was made that the Park purchase “speed *humps*,” though these seem cost prohibitive. The EC planned to air the issue of speed-bumps at the annual meeting.

Impromptu request #1

#91 requested permission to replace window sills on his unit, and move 2 propane tanks in order to regrade the earth nearby. He claimed the work would take three weeks to one month, require no dumpster, and that noise restraints would be obeyed. The work was approved without objection, Wendy offered to provide a letter of approval for the city’s building department, and #91 offered to provide the EC with a permit after it is received.

Impromptu request #2

David Baker said that during Hurricane Irene a drain by #111 was taking no water, and that a sign nearby needed to be righted. Tricia agreed to have Pancione Associates check the drain and the sign. Mr. Baker also said a drain between #'s 18 & 19 was also non-functional, and Tricia agreed to have this checked as well.

2. Committee Requests & Happenings

A. Common Building Sub-Committee

Currently the Common Building Sub-Committee is scheduling a meeting of all members in order to finalize a report for presentation at the annual meeting.

3. Property Manager

A. Ceiling tiles in Post Office update

Information concerning the replacement of ceiling tiles in the Post Office was not available, but Tricia offered to review the issue.

B. Drain ditch at Trinity Circle update

The EC was told that the expected construction of a drain ditch at Trinity Circle would occur on the week of the 5th of September, should the weather be favorable. In anticipation of the work,

Tricia said Pancione Associates would put a note on the bulletin board, and place reminders on the doors of those residents that would be effected.

C. Update on road repairs authorized at last meeting

As the weather has turned cool, the EC decided to reschedule many road repairs for early next summer, though to still fill pot holes outside #'s 47 & 46, and those on Northampton Street, and to put some gravel in the parking lot off Simpson Street.

D. Pile of wood & stump near garden

Tabled.

4. Continued EC Business

A. Permit for work on #94

Previous letters sent to #94 concerning work done on his unit have gone unanswered; Wendy agreed to send another letter.

B. Tree walk-around update

1. Work at #76

Tree work at #76 has been done, as well as some work near #18. More work will be done when after a tree specialist reviews trees in the Park during the week of September 5th.

2. Mosquito fills

Dan will contact Rockridge to ask if they'd like to split the cost of filling mosquito pools.

C. Shuffleboard box update

Pancione Associates found and replaced the missing shuffleboard box.

D. "Management Vision Committee" update (Jennifer Bogin)

Jennifer Bogin announced that the Committee charged with reviewing Park management has had one successful meeting. By the annual meeting, she said, the group should have a list of guidelines and goals regarding what the Park should expect from management.

E. Firewood Policy

A request to organize a program allowing residents to put a deposit on downed, burnable wood in the Park was tabled.

F. Ongoing work at #13

Thought the EC happily awaits plans for building on the plot of #13, no plans have been submitted.

G. Keeping Normal Hall open year-round update

Kate Richardson requested the EC approve the necessary improvements to Normal Hall that would allow for the building's use throughout the winter. She cited several groups slated to use the building, and said several more expressed interest, but were waiting to see if it would be available. After much discussion, Anne Rogers made motion that Pancione's recommended upgrades to Normal Hall, at a projected cost of \$2500, and which would prepare it for winter use,

be effected. Jen seconded the motion, and the motion passed with 7 votes. Kate Richardson expressed happiness at the decision.

H. Permit for work at #83 update

Dan Richardson will check if a permit for work done at #83 has been received.

I. Review of HALP finances

Ron Michonski met with Pancione to create a budget for 2012, and presented this to the EC. Though according to this budget no fee increases were recommended, concern was expressed about the feasibility of keeping dues at their current level given the many neglected aspects of the Park. Mr. Michonski agreed to get more information about the finances of the rental properties, if possible, before the EC meeting on September 17th. He also agreed to ask Pancione to add a further \$8000 to the Normal Hall budget. Wendy offered to check for unexpended monies to finance the winterization of Normal Hall and to paint building #1.

5. New EC Business

A. Nominating Committee (request #1)

Kate Richardson volunteered to be on the nominating committee, as the posts of Financial Officer, Vice-President, and one At-Large seat are up for re-election. Ron Michonski offered to re-up for Financial Officer, and Kate offered to see if it was possible for him to run again. She also offered to post on the bulletin board and on the list-serve asking for nominations.

B. Construction at #65 (request #8)

Dan Richardson informed #65 that construction being done on their unit would need EC approval, but discovered that no permit was required.

C. FHA Certification (request #8)

Wendy informed the EC that she is attempting to update Laurel Park’s FHA certification, which is soon to expire.

D. Proposed By-Law changes

Dan Richardson shall send out by the 8th of September the proposed by-law changes, with a notice of the by-law meeting to be held on September 17th. These include changes in requirements in calling a special meeting, in EC authorizations to pave roads, in specifications on road-side stones and decorations, and regarding the placement of firewood in the Park.

E. Approve last meeting’s minutes

The minutes were approved pending changes.

Action Items	decision	Initiator/ Requester	Due Date
Wendy shall remind the city’s building department that no permits may be issued to LP residents without prior approval from the EC.			
Dan shall inform #72 that roof work done on her unit is approved.			
Wendy shall provide a letter of approval to #91 for work to be done on that unit.			

Jen will add a new rule on stump removal in the Park to the rule book.			
Dan shall explain the tree policy to #55 and place a supply of tree-request forms in the post office for resident to access.			
Members of the EC shall examine those trees in their neighborhoods that are indicated on the 2010 tree evaluation.			
Dan will inform #96 of the return of the Coles Meadow entrance sign and inform her that her requested change to parking rules would require a by-law change (see 1.G. above).			
Wendy will send a letter to #94 requesting a building permit for work done on his unit.			
Dan will check and see if a permit for work done at #83 has been received.			
Ron will request financial information on LP rental property from Pancione Associates and ask Pancione Associates to add \$8000 to the budget for Normal Hall.			
Wendy will check and see if there is any unexpended money to finance the winterization of Normal Hall and to paint building #1.			
Wendy will send a letter to #13 to inform them that they must pay dues at the summer rate.			

Decisions/Voting

Motions	Initiated By	Seconded By	Comments
The EC shall not authorize expenditure for the removal of stumps in the Park unless they post a hazard or block access to a unit.	David Baker	Wendy Kane	Approved with 6 votes
The EC shall authorize Pancione Associates to upgrade Normal Hall that it may be suitable for winter use.	Anne Rogers	Jennifer Bogin	Approved with 7 votes