

# Homeowners of Laurel Park Executive Committee

<b>Meeting Date:</b>	October 24 <sup>th</sup> , 2011
<b>Meeting Location:</b>	HALP Office
<b>In Attendance:</b>	Wendy Kane, President Tryna Hop, Vice President Dan Richardson, Property Manager Louis Hasbrouck, Financial Officer David Baker, Member-At-Large Kristopher Severy, Clerk Mike Pancione, Property Manager
<b>Next Meeting:</b>	<b>November 16<sup>th</sup>, 2011 at 6:45PM</b>

## Agenda:

### 1. New Business from Homeowners

#### A. Construction at #13 plot

#13 agreed to adjust building plans to meet the plot's footprint, and requested permission to build a ramp from her parking lot to the structure. See votes.

### 2. Committee Requests/Happenings

#### A. Use of Normal Hall, Sunday 11/13 from 5 – 8 PM (request 2)

Approved without objection.

#### B. Use of Normal Hall, 11/20 from 3 – 5 PM (request 4)

Approved without objection.

### 3. Property Manager

#### A. Wonky Floorboards in LPA Office

Pancione agreed to have some wonky floorboards in the LPA Office looked at for the next meeting.

#### B. Drainage at #'s 18 & 19 (request 1)

Drainage in these areas seem to be functioning well, will be monitored, and perhaps dredged in the spring.

#### C. Gift of the Tree

Pancione will dig up the stump of a mistakenly cut-down tree and replace it with a Red Bud Tree given to the EC by #87.

#### D. Parking signs near #21

Shall be handled by the Property Committee.

**E. Screen Door at Dining Hall update**

Though everything has been turned off in the Dining Hall in anticipation of winter, Pancione will check on the planned installation of plexiglass on its screen doors.

**F. Winterization of Normal Hall update**

The planned winterization of Normal Hall is going well, and shall be done soon.

**G. Ceiling tiles in Post Office update**

Replacement ceiling tiles for the Post Office are beginning to be put up.

**H. Gravel in the Simpson Lot update**

The addition of gravel to the Simpson Lot will be effected by the end of the week or first thing next week. Pancione will be sure to notify residents in the area of the impending work and Wendy will put a reminder to residents on the list serve.

**I. Pile of wood and stumps near garden update**

Pancione said this project is in the works and shall be accomplished at any rate before winter.

**J. Shut down the Dining Hall for winter update**

See 3.E. above.

**K. “Replacement reserve fund” documents for David Baker**

Past work on the “Replacement Reserve Fund” was present to David Baker. Pancione will check Condo Law to determine HALP requirements in this respect.

**L. Mosquito fills update**

Tabled.

**M. Other things discussed**

Pancione agreed to call CL Frank & Co. to see if there is a remedy for the woolly adelid, and acquire a schedule detailing when the leaves will be picked up; the EC will put this on the list serve. Pancione said he would have the leaves cleared along the roadways. Also, Pancione recommended Taylor David to repair Heading Ave., said he’s check about adding a small flat spot to the road’s plan (to aid in loading and unloading), and meet with Dan Richardson at the Heading Ave. site. Pancione will continue to call the electric company to get information about some dangerous-looking lines in the Park. In addition, refinancing the common property was discussed, removal of speed-bumps (to be done by November 15<sup>th</sup>, and will check the heater in the HALP office.

**4. Continued EC Business**

**A. HALP Investments Update**

Ron Michonski and David Baker met with HALP’s financial advisor. The EC will discuss HALP finances further at the next meeting, and perhaps form a committee to investigate them further.

**B. Sensitivity Training for the EC**

The EC's time frame for complying with sensitivity training has been extended due to scheduling and EC turnover; times are still being sought.

**C. Dog Run Insurance**

Wendy is still attempting to obtain information on acquiring insurance for a dog-run.

**D. Paving the lot at #83 (request 5)**

Paving at #83's lot has been effected; a handicap sign is forthcoming.

**E. Domestic Partnership Affidavit**

Wendy will contact #82 to obtain an affidavit designating a domestic partnership within that unit.

**F. Building lot at #13 update**

Dan Richardson made motion to allow the construction of a ramp to #13 on the basis that approval is necessitated by law. The motion passed without objection.

**G. Management Vision Committee update**

Wendy agreed to contact Jen Bogin to get dates for upcoming meetings of this committee.

**H. Common Building Sub-Committee update**

Since ownership of all building will be retained by HALP, the committee shall now focus on their use.

**I. Security Camera at dumpsters update**

Dan Richardson will install the security camera at the dumpsters in the hope of deterring illegal dumping.

**J. Permit for work at #94**

Wendy will ask #94 for a drawing of work done at his unit.

**K. Firewood policy update**

A firewood policy is currently being updated to be included in the Property and Courtesy Rules.

**L. FHA Certification update**

It has been determined that FHA Certification is not the EC's or HALP's responsibility, and the EC shall consider this issue closed.

**5. New EC Business**

**A. Refinancing HALP Common Property**

Wendy will tell Mr. Pancione to begin refinancing the common property if feasible.

**B. Admin to EC Email**

The EC is beginning to transfer administration of its email away from Mr. Richardson.

**C. Orientation for #81 (request 3)**

Tryna Hope shall effect the orientation of #81.

**D. Approve last meeting’s minutes**

Pending changes, the last meeting’s minutes were approved.

**E. Set next meeting**

The next meeting was set for November 16<sup>th</sup> at 6:45 PM.

**F. Also discussed**

Tryna will check on the status of an unregistered car in the Park. Louis will contact #39 about some dangerous-looking power lines on his unit. Kristepher will post not only the past minutes, but also the most recent agenda and a big sign telling the date of the next EC meeting, at the mailboxes. Louis Hasbrouck offered to contact Pancione and Ron Michonski regarding inconsistencies he discerned in the balance sheet, and to ask Pancione for monthly financial statements and for invoiced detailing the work Pancione does. Dan Richardson will have the property committee look at putting parking signs near #21.

**Action Items:**

Action	decision	Initiator/ Requester	Due Date
Wendy will put a reminder to residents on the list serve of the impending addition to gravel in the Simpson Lot.			
Wendy will contact #82 regarding the establishment of a domestic partnership within that unit.			
Dan Richardson will install a security camera at the dumpsters.			
Wendy will ask #94 for a drawing of work done at his unit.			
Wendy will tell Mr. Pancione to begin refinancing the common property if feasible.			
Tryna Hope shall effect the orientation of #81.			
Tryna will check on the status of an unregistered car in the Park			
Louis will contact #39 about some dangerous-looking power lines on his unit.			
Kristepher will post not only the past minutes, but also the most recent agenda and a big sign telling the date of the next EC meeting, at the mailboxes.			
Dan Richardson will have the property committee look at putting parking signs near #21.			

**Decisions/Voting**

<b>Motions</b>	<b>Initiated By</b>	<b>Seconded By</b>	<b>Comments</b>
To allow #13 to construct a ramp from their parking lot to their unit.	Dan Richadson		Approved without objection.