

Homeowners of Laurel Park Executive Committee	
Meeting Date:	December 5 th , 2011
Meeting Location:	LPA Office
In Attendance:	Wendy Kane, President Trina Hope, Vice-President Dan Richardson, Property Chair Kristopher Severy, Clerk David Baker, Member-At-Large Michael Pancione, Property Manager Kate Richardson
Also invited/attending:	
Next Meeting:	January 9 th , 2012, 6:15 PM, LPA Office

Agenda:

1. New Business from Homeowners

A. Permit for work at #5 (request 2)

A request to perform work at #5 was approved without objection. Wendy offered to send #5 a letter of approval.

B. Snowplow accessibility near #52 (request 4)

Wendy will send a letter to #52 requesting the removal of a fence and some other obstructing materials, and ask #52 to offer the EC a request before performing construction.

2. Committee Requests / Happenings

3. Property Manager

A. Leaf pick-up update

Pancione reported the recent storm and the perceived necessity of trucking leaves out of the Park for the delays in leaf pick-up. He also offered to attempt to secure a certain day of the week for their removal. Kate Richardson offered a map detailing appropriate places to dump the leaves within the Park, replete with a companion document and taking note of septic areas. As an aside, Pancione agreed to remove a pile of woodchips dumped in a scurrilous manner, blocking the road to the garden.

B. Leaved behind cottages 4 – 12 (request 1)

Though Pancione agreed to pick up brush in this area, it was decided not to have the leaves specifically removed by contractors.

C. Tree work near #24 update

According to Pancione, this are shall be looked at the next time the tree workers are in the Park, and shall be the first thing they review.

D. Wonky floorboards in LPA Office

Some swollen floorboards in the LPA Office seem to have self-corrected, yet in the spring the EC may visit the possibility of installing ventilation to avoid future similar problems.

E. Plexiglass in Dining Hall

The addition of plexiglass to the front and back doors of the Dining Hall has been effected.

F. Winterization of Normal Hall update

Pancione agreed to have holes that the electrician cut in a wall looked at, and to fix the temperature alarm so that it does not go off all the time (other than this, the winterization of Normal Hall is complete). He also agreed to shut off the water at the front gate, to get rid of the remains of the flag light, and to put the Park benches into the tabernacle.

G. Gravel in Simpson lot

Gravel has been added to the Simpson lot.

H. Replacement reserve fund under MA Condo Law

Pancione could not find a legally-mandated financial obligation in which HALP is negligent, and that as far as long term planning for common building is concerned, HALP is not in bad shape.

I. Heading Ave. update

Extensive repaving of Heading Ave. has been effected.

J. Refinancing Common property update

Here was discussed the impending need to replace the heating and hot water systems of building #1, as well as bolstering some load-bearing supports. As to refinancing, the general feeling was that it would be better simply to pay the mortgage down faster than refinance, and this shall be addressed at the next meeting.

K. Lien on #9 update

A lien shall be put on #9 to reclaim fees at its impending sale.

Other things discussed

Though #13 requested a reduction in fees for the time the lot is for sale, the EC could see no valid reason to allow such. Wendy made motion to reduce the fees, and 0 voted to do so, 3 opposed the motion, and 2 abstained.

A decision was made to impose liens on residents who are more than 1 year delinquent on their payment on January 31st. It was also decided to restructure fee payments to reflect the calendar year and to send out bills in accordance.

Pancione agreed to have the sand barrels put out for use, and to notify the owner of an unregistered car in the Park that it shall be towed if not removed in 30 days.

4. Continued EC Business

A. Approval letter for work on #108

Wendy will remind #108 of the need to post plans for work on that unit on the board and the list serve.

B. Sensitivity training update

January 7th at 10 AM is the date set for sensitivity training for the members of the EC who were unable to attend the last one.

C. Sign for leach fields near garden

A sign has been put up; the EC finds it suitable.

D. Site assessment for LP

Thought the EC hoped to obtain a site assessment of the grounds from one or more organizations, it has been determined that no such thing exists.

E. Sundry suggestions from Robin Levine (request 5)

1. Trees down by Route 5

The EC determined this to be the responsibility of Mass Highway.

2. Generator for Normal Hall

Purchasing a generator for Normal Hall to allow it to be used as an emergency shelter, as well as installing a gas stove from the Dining Hall and routinely affecting snow removal to its entrances, are all thought to be superior ideas by the EC, and shall be addressed at the next meeting when Michael Pancione is present.

3. New lawyer for HALP

The EC tended to agree that HALP could retain a lawyer more suited to its needs, and Wendy agreed to research possible candidates.

F. Firewood policy

As Jen Bogin was not present at this meeting, it was not possible to determine the progress on a policy that would allow residents access to downed, burnable wood in the Park, though appropriate wording is being created.

G. Committees update

The work of the Common Building Sub-Committee has been deemed accomplished, and their results shall be discussed at the next meeting of the EC.

As Louis Hasbrouck was not present at this meeting, it was not possible to get information about the formation of a HALP Finance Committee.

The Property Vision Committee is currently suffering from a necessary change-up.

H. Dog run insurance

Tabled.

I. Domestic Partnership update for #82

Wendy has not called, but shall call #82 regarding a domestic partnership in that unit.

J. Permit for work at #94 update

Wendy agreed to draft a letter requesting an as-built plan for work done at #94.

K. Admin to Email update

The EC tabled the issue of transferring the responsibility of maintaining the EC email.

L. Unregistered car in the Park

See 3. Other things discussed above.

M. Parking signs near #21 update

The EC opted to install no parking signs in this area this year.

Other things discussed

The EC must replace Jen Bogin, who necessarily resigned from the EC.

5. New EC Business

A. Fence near #52

Wendy will send a letter to #52 requesting the removal of a fence and some other obstructing materials.

B. Review annual meeting minutes

The annual meeting minutes were approved; Wendy shall post them to the list serve.

C. Approve last meeting's minutes

The minutes were approved pending changes; Wendy will post the to the list serve and Kristopher shall post them to the bulletin board.

D. Set next meeting

The next meeting was set for January 9th at 6:15PM in the LPA Office.

Other things discussed

To everyone's surprise, Dan produced the key to the mysterious Florence Savings Bank lock box, which he found in the HALP Office. Wendy will draft a letter designating Kristopher as an approved person-with-access, and he shall attempt to determine its contents. The EC asks all homeowners to cross their fingers so that it's filled with cash.

Action Items:

Action	decision	Initiator/ Requester	Due Date
Wendy will send a letter of approval for #5 for work to be			

performed on that unit.			
Wendy will send a letter to #52 requesting the removal of a fence and some other obstructing materials.			
Wendy will remind #108 of the need to post plans for work on that unit on the board and the list serve.			
Wendy shall call #82 regarding a domestic partnership in that unit.			
Wendy shall draft a letter requesting an as-built plan for work done at #94.			
Wendy shall draft a letter designating Kristepher as an approved person-with-access to a mysterious lock box at Florence Savings Bank, and he shall attempt to determine its contents.			

Decisions/Voting

Motions	Initiated By	Seconded By	Comments
Motion to reduce the fees of #13.	Wendy		0 in favor, 3 opposed, 2 abstaining.
Motion to impose liens on any resident owing more than 1 year back condo fees should they be delinquent on fees more than 1 year by January 30 th .	David		5 in favor, 1 opposed.