

# MINUTES OF EC MEETING January 14, 2019

## **ATTENDANCE:**

### **EC**

**Present:** Thom Herman, Tryna Hope, Jody Santos, Seth Wilpan, Darcy Johnson, Dennis Tarpey, Kristepher Severy

### **Residents**

Wendy Abeles, 77

## **I. HOMEOWNERS MATTERS**

### **A. Wendy Abeles**

1. Wendy has posted flyers on the bulletin board and had them rapidly and repeatedly taken down. Seth has had the same experience. she posted on the bulletin We'll try to find who's maintaining the bulletin board and see if we can establish a protocol for its use.
2. She is concerned about a unit owner who was denied permission to make an alteration to their home to accommodate illness, but would have altered its footprint. She is concerned that, given the aging population of the park, more of these situations will arise. Kristepher pointed out that this matter is governed by state law and is not in our power to circumvent. Tryna added that the park has already been granted exemption from regulations governing housing density, so it would be unrealistic to press for further allowances.

## **II. APPROVAL OF MINUTES**

Minutes of Meeting on 12/10/2018 approved on 1/5/2019.

## **III. COMMITTEE REPORTS:**

### ***A. PRESIDENT'S REPORT***

Certain types of EC business, such as accommodating requests for information and issuing warnings (not fines) for rules violations, can and should be taken care of as the need arises without having to wait for the matter to be taken up by the EC at its regularly scheduled meeting.

### ***B. VICE-PRESIDENT'S REPORT***

No new residents. Tryna did an orientation with someone who was interested in buying in the park and offered for our consideration the suggestion that this be made a regular practice

### ***C. PROPERTY REPORT***

- Working on solving the drainage issue outside unit 77
- Drainage issue at 66 seems to be resolved

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- Pursuant to winterization of Normal Hall, the property committee will call MassSave to see if this project qualifies for their program. After inspection, Mike Pancione mentioned that the building is surprisingly well insulated.
- Mike thought it would be a nice idea to get the fountain outside the dining hall working. PC will evaluate cost.

## **D. FINANCIAL REPORT**

- We are over budget by \$25K, or 10% of budget. One troubling number is that we are \$30K over on Grounds Maintenance.
- Working to get more detailed information to better evaluate costs and budgeting of each line item.
- Evaluating historical Miscellaneous costs to determine if any of them recur sufficiently to be given a line item
- Working on a more realistic budgeting process based on closer examination of actual expenses
- Developing more accessible and readable reports and changing the annual reporting period to run from October to September so a full year of actual data can be presented at the annual meeting.
- We now have electronic access to our investment portfolio.
- Schedule of fines not in purview of Finance.

## **E. CLERK REPORT**

Moving forward on Minutes approval process

## **F. AT-LARGE REPORT**

1. Dennis
  - Reviewed the wording of collection letters issued by Pancione and is satisfied with their tone and content
  - Two trips to Dining Hall storage
  - Kristopher says all of Pancione's material and equipment has been moved out of the Maker Space. He inquired about the material that Scott reported missing and Mike Pancione will ask his staff about it.
2. Darcy
  - Fielded one question about getting invoices from Pancione

## **OLD BUSINESS**

### **IV. NEW BUSINESS**

1. Tree removal plan.

Dennis made the **MOTION** that: Only the trees that Edwards Tree Service did not get to, (the ones on the summer 2018 list) are to be cut down this winter.

After discussion, motion was WITHDRAWN.

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2. Kristepher made the **MOTION** that: Tom should contact our lawyer to inquire about the rules of electronic meetings and whether we are bound by Open Meetings Law. **PASSED**
3. Darcy pointed out that one of our current by-laws (Section 11.7) specifies that homeowners be notified by posting on our "YAHOO" listserv. Since we no longer use Yahoo, the language must be changed. The board will compose a by-law amendment at the next annual meeting.
4. Seth made the **MOTION** that: The EC institute procedure wherein contact info is forwarded to the Clerk upon orientation of a new unit owner or resident. **PASSED**
  - a. Darcy suggested that we find a means for one-way communication from the EC to unit owners for the purpose of sending notifications and to preclude discussions attached to such notifications. Seth will look into a way to accomplish this.
5. Publication of Executive Session minutes
  - a. Open Meeting Law prescribes procedures for disclosure of Executive Session minutes. Pending advice from our lawyer (see 2. Above), the EC will determine how to handle these minutes.
6. Darcy made the **MOTION**: To not use names or unit numbers in EC minutes when a warning is issued regarding a rule violation. Names and/or unit numbers will be memorialized if fines are issued. **PASSED.**
7. Status of Administrative Committee. Since none of the homeowners who were appointed to the Administrative Advisory Committee are active in that committee, Kristepher made the **MOTION** that: The EC considers that the Administrative Advisory Committee is disbanded. **PASSED**
8. The board agreed that as a matter of procedure, upon receipt of a complaint the alleged offender will be sent a message to notify them that we will discuss issuance of a warning at the next EC meeting.
9. The following discussions were postponed:
  - a. Rules governing open fires and fire pits, Tryna has arranged for a visit from the Fire Marshall on Wednesday 1/16
  - b. Dennis will prepare a plan for administration of the Maker Space.
  - c. Darcy will look into our insurance coverage in general and specifically with regard to the Maker Space.

The EC went into Executive Session to protect homeowner confidentiality.

Minutes approved 2/4/19.