

**HOMEOWNERS AT LAUREL PARK
EC MEETING, 11/13/17**

Homeowners of Laurel Park Executive Committee	
Date/location:	
In Attendance:	Tryna Hope, Wendy Kane, Jody Santos, Elizabeth Nett, Thom Harman, Shivani Kleinerman and Mike Pancione Absent: Kris Severy
Next Meeting:	12/11/17

MINUTES:

1. New Business from Homeowners

- * #100 (request from property owner, C Nett, to put his name in for the third position on the Nominating Committee): Discussion held and Chuck told that EC will decide later in the meeting. Decision was made at the end of the meeting to appoint Chuck Nett to the Nominating Committee. He will join two others who are on the committee.
- * #35 (at meeting as an observer)
- * #44 (safe entry proposal for cottage just bought for 85 year-old mother): Proposal explained via letter from owner via a letter. Proposal includes a gravel walkway from the parking area for the cottage to the house door and a railing. It is being requested as a reasonable accommodation per age and disability. Discussed. It is requested that permission be given tonight as the woman will be moving here in a few weeks. VOTED to allow and send a notice to the property owner that it is okay as long as documentation is gotten from the individual's doctor for the file and that the railing is removed when no longer needed.
- * #63 (roof paperwork needed): Paperwork has been completed.
- * #56 (roof work): Presented proposed work. It is a small cottage and may only take one day and no dumpster is needed. Owner will let his owners know about the proposed work which will be in late November or early December. He will get a permit and give it to Kris S.
- * #37 (roof work): Turned in insurance binder and permit; work is done.
- * #54 (window replacement): Reported that owner has spoken with neighbors and was told she needs to have a building permit which needs to go to Kris S.
- * #75 (change in plans for balcony): Owner at a previous EC meeting has said that the balcony on her new building would not have posts into the ground. It turns out that the plans ended up with posts and posts outside of the footprint of the house. The Property Manager spoke with the owner and contractor to let them know they could not do that. As a result there will be braces into the structure and no posts into the ground.

2. Property Manager Report

- * **Budget Report:**
Fees in arrears reviewed. Doing better and fewer units in arrears than in years. LP is "over budget" for tree trimming and removal. This will be made up by extra money in other line items.
- * **Infrastructure report:**

Mike presented how efficiently nine trees requiring a crane were taken down. As the company planned carefully, the crane was only needed for one day, saving \$1,600. Mike stated that we are done with tree work for 2017 except for #33 which has a tree that still needs trimming (barring emergencies). Per the annual meeting, a form will need to be filled out for all tree related requisitions in 2018 and the cutoff for receiving a form is 5/15/18 (form will be on the website and Wendy K., Property Chair, will also have copies. During the work, despite hand delivered notice of the need to move cars for the tree work, #85 had a car in the drive way which had to be towed. Wendy K., Property Chair, will follow up as to whether the car was their's or someone else's and why the car was there despite a hand-delivered notice the need for it to be moved. Whether to take action against homeowners delayed for now. Fall cleanup discussed. Enbury ("the Springfield lot") was graded on Wednesday so that water will flow down the hill in the direction of the dining hall (not a problem for dining hall as long hill and distant). The gravel mix was put on the lot.

*** Landscaping and Snow Plowing Quotes Discussed**

Also, Landscaping and snow removal proposals. O'Masta Landscaping has presented an estimate that is about \$2,000 less than the current company doing the landscaping. Mike P has experience with them and is impressed. VOTED to hire O'Masta. Snow plowing proposals discussed. Jandrow, the current plowers vs two other proposals, Snow and Sons and JW Cotton. Pros and cons of the companies discussed with a VOTE to offer the contract to JW Cotton whose headquarters is 1/2 mile away and they will dedicate one truck here for the entire storm. They also plow CDH. Mike also went over the prep work he has done with the company (i.e. maps, review of lot idiosyncrasies, 27 sand barrels, stakes). Wendy K. is the contact for issues during a snow storm (i.e. lots not plowed, build up of ice). Specific needs of Normal Hall discussed now that it will be open through the winter. VOTE taken and JW Cotton chosen to get snow plowing contract.

*** Communal Buildings (Winter Prep)**

Dining Hall was winterized as was the Normal Hall (latter will not have bathroom use and only the room off the kitchen will be kept at 55 degrees and used for events). LPA will be in charge of managing the schedule of use as well as the raising and lowering of the thermostat prior to after use.

*** Fire Hydrant Maintenance:**

The Town of Northampton volunteered to flush the hydrants in LP this year. Mike P will follow up as to their continued willingness to do this on a yearly basis.

3. Committee Reports

- * **Property Committee:** There is going to be a meeting for the Property Committee members on 11/24 at 10:30 a.m. for an orientation and discussion of long-range plans. It was reported that a new member, Robin Levine has resigned as she and her husband are selling their house and moving. Wendy will be putting up a notice of available for membership in the committee. Leaf pickup will be starting on Monday.
- * **Orientations:** None

4. Approval of EC Minutes from Last Meeting

- * Minutes of 10/16/17 approved as amended.

5. Scheduling of New Meeting

- * Next meeting will be on 12/11/17 at 6:15 p.m. It was discussed and agreed to hold meetings on the second Mondays of each month.

4. Old EC Business

* **Dining Hall (quotes for replacement of kitchen floor; refrigerators):** Brought up that there are only two quotes and a green quote had been wanted. Mike reported that "Allied" has submitted a significantly lower price than the other company who bid on the job. Mike said that he will attempt to get one more and bring the to the next meeting. Mike P stated that he has two very good used refrigerators. Tryna H, will follow up with the Social Union to see if they are wanted. Refrigerators are unplugged during winterization.

* **Contractor Guidelines (assignment of person to do it):** Discussed. Wendy K., Property Chair, volunteered that the Property Committee will write up a draft (based on by-laws) and present to EC for review and approval.

* **#94 (status):** Reported that the bank owns the house.

5. New EC Business

* **Dining Hall (winter storage):** SU sent an email asking for permission regarding people using the Dining Hall for storage during the winter months. #56, the Treasurer of the Social Union has the key to the Dining Hall. Discussion held. VOTE Taken and passed: "Storage in the Dining Hall is limited to kayaks, canoes, row boats, bicycles, non-gas powered lawn mowers and other non-mechanized (no electrical cords or gasoline) outdoor equipment and can be stored until May 1st of each year." Social Union will be in charge of winter storage and will devise a sign-in and sign-out sheet and decide on access via key." Elizabeth Nett will follow up with the Social Union about this. Use of Dining Hall in the winter by children for play tabled for further discussion.

* **#81 (deep trenches left undone):** Discussed trenches beside #81 and another cottage that were dug as part of work started by Sam & Sam for drainage. The job on #81 stopped when rot was found in the walls. There is supposed to be a start and end date for the work. Wendy Kane is going to follow-up with owner regarding concerns re status with winter coming and plans. Permit from August still needed. It was also brought up that similar work was started with #82 and #86. Wendy will follow up with these as well for similar issues as well as questions about permit submission (talk with Kris, etc). She will also send a notice to effected unit owners notifying them that they have 30 days to fill in trenches or finish the work as the trenches represent safety hazards.

* **Proper Signage for dumpsters:** Unit owner of #95 will do and LP will pay.

* **Posting EC Minutes, meeting notice, snow plowing info, leaf pickup):** Discussed need as most people have the list-serve. Neighbors could volunteer to notify those who don't. Table to discuss at next meeting.

* **Normal Hall Winter Use (system for tracking use as well as time heat gets turned on/off and by whom: estimates for insulating):** Elizabeth N is following up on a tracking system for use and heat turn on and off; Mike P will followup on estimates for insulating Normal Hall.

* **Thom H (proposal for community meetings):** Discussed and Thom will go forward.

* **Registering by-law changes and finalize new officers:** Tabled until next meeting when Kris will be present.

Questions?

These minutes are composed with brevity in mind. If you have questions regarding any of the issues set forth here, please email us at laurelparkec@gmail.com. Thank you!