

# Minutes of Executive Committee Regular Meeting of April 14, 2019

**Present:**

**EC:** Presiding Officer: Thom Herman, Clerk: Seth Wilpan; Jody Santos, Kristopher Severy, Tryna Hope, Darcy Johnson, Dennis Tarpey.

**Absent:**

**Homeowners/Residents:**

## **I. HOMEOWNERS MATTERS**

## **II. APPROVAL OF MINUTES**

Approved.

## **III. COMMITTEE REPORTS:**

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

Most business has concerned communication with lawyer. Continuing communication with PO about replacing large boxes.

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

Conducted Orientation with prospective new owner of unit #100.

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

Open Items:

- Still looking for a landscaper. Three quotes being considered as early as tomorrow.
- Retaining wall at #8 (see below).
- Mailbox improvement.
- Tree work. Only trimming expected this summer.

### ***D. FINANCIAL REPORT***

Reviewed chart of accounts with Pancione. Scheduling meeting with accountant to finalize chart of accounts. LPA and Social Union have been paid.

#### **● *CLERK REPORT***

Would like to have discussion about the process of minutes approval and access to documents at a later meeting.

### ***E. AT-LARGE REPORT***

1. Dennis
  - Has heard significant concern about getting leaves cleaned up
2. Darcy
  - Homeowner requested that she help post information regarding sale of unit to the internet.

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### **OLD BUSINESS**

1. Dennis will prepare a plan for administration of the Maker Space. IN PROGRESS
2. Open fire guidelines. Tryna will clarify guidance from the Fire Department that specifies the requirement for a water type fire extinguisher to be present at open fires. Upon clarification, Kietheley will format a final document to be available on the website and for distribution to unit owners.

### **IV. NEW BUSINESS**

#### A. Legal Fees – Thom

1. Concerned that he is not aware of how much we're being billed by the lawyers. Thom will have bill sent to him for his review prior to Pancione paying the bill.
2. Darcy raised the question of whether we should also review insurance. She will review, especially the valuation of the buildings and report to EC.

#### B. Removal of logs:

1. There have been some requests for logs to be removed from wooded areas within site of some units. The EC policy is that trees that are downed in the woods will be left there. We may be able to facilitate having Pancione remove logs at the owners' expense.
2. Parts of trails in the 9-acre woods are blocked by fallen trees. Seth will communicate with LPA about clearing trails.

#### C. Tractor tires: The rear tires of the tractor had to be replaced, at a cost of \$1066,96.

#### D. Orientation Packet – The new Orientation packet will be made available on the website. A one or two page summary will be included in the information packet for the annual meeting, which will include instructions on accessing the document on the web or obtaining a physical copy.

#### E. Parliamentary Issues:

1. Motion by Kristopher: Any violation considered by the EC will be discussed and memorialized in the Executive session using unit number and name. Any fine will be reported in the minutes using unit number only. PASSED
2. Recording the counting of votes: A member of the EC can call for a ballot, counted or roll call vote. A counted vote would record the number of ayes and nays. A roll call vote would record how each member voted.

#### F. Fire Rules – see above

#### G. Email Protocol - Recently, some emails have been sent to unintended recipients, partly due to intermingling of property committee and ec communications. Going forward, property committee emails will be forwarded to the EC in a separate thread. It's incumbent on us all to be attentive to who is included in the addressee list of emails, especially when communicating about subjects of a sensitive nature.

#### H. Document Access – Seth- Withdrawn

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- I. Vehicle Parking – It was agreed that we need a consistent policy on parking and storage of cars within the park. Kristopher has agreed to begin developing such a policy document.
- J. The retaining wall around parking area near #8 has deteriorated and must be replaced. The EC votes to accept the least expensive quote from Theroux Brothers to build a replacement using boulders at a cost of \$4,200. It will cost an additional \$1,600 to have the old material removed, since it is made from creosoted lumber that must be disposed of as hazardous waste.
- K. Trees at 103. Three trees in the vicinity of Trinity Circle and, possibly one trees near Northampton Street, require removal. A decision on proceeding with the work was tabled pending receipt of a cost estimate.
- L. Next Meeting: May 13, 2019, 6:15 PM at the EC office.
- M. Meeting was adjourned at 12:02 PM.