

# Minutes of Executive Committee Regular Meeting of June 10, 2019

## **Present:**

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

**Absent:** Darcy Johnson

**Homeowners/Residents:** Scott Henry – father of owner – power of attorney for unit #12

## I. HOMEOWNERS MATTERS

Scott Henry: Questioned the way the footprint is being decided for his unit. Property committee will meet with him to make a determination.

## II. APPROVAL OF MINUTES. Approved online

## III. COMMITTEE REPORTS:

### A. PRESIDENT'S REPORT

- i. Calls Post Office every 2 weeks to get replacement for the broken mailboxes
- ii. Has been involved in legal issues that will be discussed later

### B. VICE-PRESIDENT'S REPORT

- i. No orientations.

### C. PROPERTY REPORT

- i. Mailboxes are getting worked on
- ii. Sand barns getting repairs to walls and rooves
- iii. Follow-up walk-around conducted today with much improvement
- iv. Still a big mess at #43. Kristopher MOVED that we give them 30 days to comply with cleanup, after which a fine of \$5/day will be imposed. PASSED.
- v. Retaining wall at Unit #8 pending

### D. FINANCIAL REPORT

- i. Finance Committee met with Pancione in late May to get more clarification on the way expenses are categorized and reported.
- ii. Jody has been studying ways to bring more accountability to the budget process, including more checks and balances on everything from our reserve account to expenditures.

### E. CLERK REPORT

### F. AT-LARGE REPORT

- i. Dennis
  - a) Will set a date to meet with people interested in Maker Space.
- ii. Darcy

Scott King sent the renewal insurance policy for review. He included the following in his email:

Darcy:

Attached is the renewal policy for HALP which I have mailed to Pancione Associates. In my letter to Mike Pancione, I recommended increasing the Property Deductible to save premium. Here are the savings you would receive by increasing your deductible which is currently at \$500.

\$1,000 – \$-375 credit, revised renewal premium to \$12,695

\$2,500 – \$-1,350 credit, revised renewal premium to \$11,720

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I thought the \$2,500 deductible would be the best choice and the savings is quite beneficial. Your claims record is very clean with no property losses in quite some time, so you haven't had to come up with your deductible. Let me know if you would like to make any change. I will also be advising when we last evaluated the building values. Thank you much!

### **Scott A. King, CIC**

In addition, he provided the following valuations covered in the policy. These were provided by Pancione in 2017:

Post Office Building	\$350,000		Normal Hall	\$300,000	
Tabernacle	\$150,000		Dining Hall	\$100,000	
Truck Barn	\$50,000		Tractor Barn	\$75,000	
Tractor	\$15,000		Snowblower	\$1,000	
Misc. Equipment	\$10,000				

Scott has offered to meet me and anyone interested to review whether the evaluations need to be updated.

Recommendations: I propose that Scott meets with us to assure the valuation is adequate. In addition, I agree with his recommendation that we change the deductible on our policy. Our claims history would support this and given that our operating budget continues to be close, it would give us some added funds.

- a) Thom spoke on Darcy's behalf, recommending that we lower our deductible for the insurance. MOTION to reduce the deductible as recommended. PASSED.

#### IV. OLD BUSINESS

A. While reviewing minutes from prior years, Bob Burkhardt found three items that had been raised, but never resolved:

- i. The minutes of October 15, 2018 the Executive Committee included the following:
  - a) "\*\* Concern of Member of Property Committee (lawn mowing people tearing up area behind Dining Hall over leach fields): Discussion held re water build up due to area on top of ledge and not on top of leach fields as thought by concerned member of PC. Tabled for next meeting."
  - b) Bob notes that this does not seem to be taken up in future meetings and requests further consideration.  
TABLED
- ii. The minutes of November 17, 2016 the Executive Committee included the following:
  - a) \* #111: Underground oil tank needs to be removed (was left in place when the previous owner of #111 had above ground oil tank installed many years ago). Tank was tested by Mike S., Ashfield who will be doing removal. Not thought to have leaked. Discussion held on whether owners or LP responsible for paying for removal. Opinion will be sought on who is responsible for paying and whether really has to be removed (Northampton town request vs law that goes into effect on 7/1/2017 and concerns that it is left and oil leaks it will cost a lot more money to remove). Also, info re septic lines, etc and water lines will need to be made available to owners and excavators. Resolution: Kris S will work with Mike P re: need to know answers to questions, who pays and whether really has to be done. (Kris is aware that owners have scheduled removal for 11/18 and coordinated

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with fire department and Ashfield removal company as well as #112 owner who lives next door to #111.)

Bob noted that information on septic lines and water lines has not yet been disseminated to owners.

TABLED

- iii. The minutes of November 8, 2010 the Executive Committee included the following:
  - a) d. Property Management is planning to send out to every homeowner a copy of plot plan that shows the location of their water shut off. Updated By-Law states that water shutoffs and septic clean outs must be marked. In post office building there are two different sized (head) water keys of the same length-long versions – will color code key head – one red and one yellow."
  - b) Bob noted that this has not been done.

TABLED

### V. NEW BUSINESS

#### A. Homeowner request to review HALP records – Tryna

- i. Bob Burkhardt wants to look at the records of other homeowners for the purpose of tracking changes in home footprint and to find out whether permission was given for extending footprints. The EC is reluctant to provide free access to records to anyone who is not a member of the committee. However, we will do our best to respond to his specific questions and work to establish procedures to facilitate access to information.
- ii. A few homeowners have requested that we expand our mowing map to include areas that may have been cleared during construction, or otherwise. We will continue to make a determination on a case by case basis.
  - a) Homeowner of unit #75 requested that the Association include land around the house in the mowing map. Decision was made to decline, since the land was cleared in the course of construction of the home.

#### B. Speeding Letter – Thom

- i. Thom conceded that our decision to send letters to alleged speeders might have been hasty and that we ought to formulate more careful procedures for dealing with complaints and accusations of rules violations.
- ii. Darcy will compose letter to summarize the situation and let the community know that we're working on processes for dealing with speeding and other homeowner complaints. We will ask Darcy if she will take on that project of formulating those procedures.

#### C. Financial Management – Jody

- i. We are seeking clarification to make sure we are in compliance with state law in terms of how much we keep in our reserve account and whether checks made against the reserves must be signed by an officer of the board.
- ii. We are looking at areas, such as piles, in which there is a large variance between actual and budgeted expenses to get into a better position to identify options at our annual meeting in October and to budget more realistically for the next fiscal year.

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- D. Confirm, pre-sale, the footprint. – Dennis TABLED
- i. Houses for sale should get a walk-around to verify that the house, as offered, complies with the foot print. We want to stop the situation of someone buys a house not knowing the house does not comply the footprint. Can this be done during the Orientation? or is that too late?
- E. Footprint Compliance – Dennis TABLED
- i. We need to do a whole park survey, verifying that the foot print and the actual building match. It would be wise to take photos of the house on all sides at that time. And we need to decide if we want to require that noncomplying houses be brought into compliance, or "grandfather in" houses that are non-conforming as of now, or some particular date.
- F. Storage of cars in LP – Dennis TABLED
- i. We need to limit stored cars. Cars in the park must be able to be driven legally on the streets; Including :
    - a) registration ( plate and valid year sticker on the plate);
    - b) Current Insurance; and
    - c) valid inspection sticker.
  - ii. This may require a bylaw addition.
- G. Dining Hall - Tryna
- i. EC is responsible for scheduling and management of the Dining Hall. Darcy is willing to take responsibility for scheduling. We will ask if she will also assume management, which consists mostly of making sure it's cleaned as needed.
  - ii. Unit owners who have been using the Dining Hall for winter storage have been uncooperative about removing their stuff in the spring. This has imposed an unmanageable burden on the EC. Therefore, the MOTION was made to disallow use of the dining hall for winter storage. PASSED
  - iii. MOTION was made to have Pancione to remove the warped and unusable ping-pong table. PASSED.
- H. The EC went into Executive Session to discuss a private homeowner matter.
- I. Next Meeting: July 8, 2019, 6:15 PM at the EC office.
- J. Meeting was adjourned at 8:00 PM.