

HALP Executive Committee Meeting of 9/09/2019

Present:

EC: Presiding Officer: Thom Herman, Clerk: Seth Wilpan; Wil Morin, Dennis Tarpey, Darcy Johnson

Homeowners/Residents: Cate Kokonowski, Unit 26

Other: Mike Pancione, Property Manager; Kristine A. Koczajowski, ESB Financial Planner

Absent: Tryna Hope, Jody Santos

I. HOMEOWNERS MATTERS

- A. Cate Kokonowski re: Wall Construction. There was a breakdown in communication about the retaining wall project. Cate was dismayed that she wasn't notified about the work and the disruption it caused in her area. Homeowners should be, and typically are, consulted about construction projects in their area, and are provided the opportunity to offer feedback and make suggestions. This didn't happen in this case, partly due to the sudden change in leadership of the Property Committee. The EC apologized to Cate and will take steps to restore the area around her house that was torn up by construction equipment and to ensure that it doesn't happen again.
- B. The EC agreed that we need to create a checklist for projects to help ensure that all required steps are followed, which, of course, includes participation of homeowners in proximity to the project.

II. APPROVAL OF MINUTES

- A. Minutes were approved on 8/30/2019.

III. COMMITTEE REPORTS:

A. PRESIDENT'S REPORT

Concerned that our procedures for tracking required follow-up actions are not as effective as they should be.

B. VICE-PRESIDENT'S REPORT

C. PROPERTY REPORT

See separate committee minutes

D. FINANCIAL REPORT

Waiting to hear from Pancione on:

1. A plan for how we can stay within budget for grounds maintenance next year (designating spots where people can leave their piles and sticks, having pickups perhaps only twice a month - or more during busy seasons - etc.)
2. Any information on why grounds maintenance (5201) went up by \$1000 over the last month and what the category labeled 6900 (miscellaneous) includes, as it's also over budget

E. CLERK REPORT

Unclear about the provenance of the minutes of the various committees and who is responsible for making them public. It was determined that the Property and Finance committees are responsible for taking minutes at their meetings and then submitting them to the EC for approval, after which they can be made public.

F. AT-LARGE REPORT

1. Dennis
 - a) Would like to create a system for filing current building projects so that information on each project is readily accessible.
 - (1) To clear out space in the filing cabinets and to make the archives of information more accessible, Darcy offered to scan in our paper-based records.
 - b) People who were interested in the Maker Space were notified that this facility has been suspended until the group convenes to make a plan and take concrete action to get it into operation.
2. Darcy
 - a) Working with the nominating committee to enlist people to serve in the open positions that will be voted on at the upcoming annual meeting.
 - b) Working on putting together and distributing two separate information packets for each of the two upcoming annual meetings.

IV. OLD BUSINESS

V. NEW BUSINESS

- A. LPA requested that their customary annual stipend of \$1500 be included in the budget. It has been budgeted.
- B. Cleaning of HALP Office. Since the office is only used once per month it was determined that it isn't worth the expense to clean it every month. The service will be discontinued.
- C. Report on Investments. Kristine A. Koczajowski is the ESB Financial Planner who handles her account. She come to the meeting to discuss our account.

1. Our investments are in a moderate risk pool. Kristine recommends that we move to the next level of lower risk.
 2. As of the year to date our investments performed at a rate of 12.56%, growing in value from \$75,235.62 to \$84,685.41.
 3. The account is completely liquid. Changes to the portfolio and cash withdrawals can be executed within 2 business days.
- D.* Retaining Wall at #8. We'll be shown sample fences.
- E.* Prepping for Budget and Bylaw
1. Dennis, Wil and Seth will come early to set up.
 2. Erin Nelson has volunteered to arrange for Coffee, etc.
- F.* Iliia Cornier-Rivera, unit 87, proposed a plan for restoring the garden at the front gate. The text of that proposal is below. Wil will contact Iliia to see if we can get an estimate of the cost before we make a decision.
- G.* The second Monday of October is Indigenous Peoples Day, so the next meeting will be on October 7 at 6PM.
- H.* Meeting adjourned at 8:30 PM.