

## **HALP Executive Committee Meeting of 10/07/2019**

### **Present:**

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

**Homeowners/Residents:** Wendy Abeles #77, Sheila Delson #82

**Other:** Mike Pancione, Property Manager;

### **Absent:**

## **I. HOMEOWNERS MATTERS**

Wendy and Sheila registered their concern about the knotweed that is spreading in the area between Wendy's house and the Dining Hall. This was taken up at the Property Committee meeting and the EC will follow up.

## **II. APPROVAL OF MINUTES**

A. Minutes were approved on, 10/07/2019.

## **III. COMMITTEE REPORTS:**

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

No outstanding legal matters.

Appreciative of Jody's service over the last 2 years.

There will be one more joint PC/EC meeting in November, after which we will return to our procedure of having a separate property committee meeting, the results of which are reported to the EC at its meeting

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

Two orientations, one for the new owner of 108, Sue Chanin, and one for the prospective owner of 115, Sean.

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

A walkaround of the property was conducted. Conditions in violation of By-Laws or Policies were noted and affected homeowners will be notified.

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

I have attached the final year to date budget before our annual meeting. Some items to note - line item 5201, grounds maintenance, is almost \$6000 over budget - or 527

percent. If you recall, we emailed Mike Pancione about this, and his response was the following:

*The "Grounds Maintenance" was impacted by one thing early on that assured us of being over budget i.e. new tires for the tractor back in April for \$1066.96; the other item was the fountain which cost approximately \$700 +/-.*

Mike also sent a detailed report for that line item and for line item 6900. I have attached those again. Mike suggested perhaps moving some of the costs to other line items. As of September 26, we were 115 percent over budget overall for grounds maintenance (242 percent over for piles, 199 percent over in sticks, etc.), with approximately three months left in the year. Also note that we were 176 percent over in tree removal, which is in a different category than grounds maintenance (6000 - improvements). For all expenses, we spent 80 percent of our budget, with three more months left for the remaining 20 percent.

The biannual review has been completed and I have sent you a draft of the report. Below are some highlights from that report:

1. Accountants' Conclusion: "Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America."
2. Pancione Associates was paid a total of \$110,248 for services in 2018.
3. \$6900 was transferred to the reserve account in 2018; \$13,275 was taken out for "major repairs and replacements" and another \$1260 was used for "administrative" expenses.
4. We exceeded our projected expenses by \$14,535.

Finally, Darcy and Seth met with Mike Pancione and Cindy, their in-house accountant, a couple of weeks ago. Some highlights from that meeting:

1. Pancione will begin providing us with detailed profit and loss information in excel format beginning with the September 2019 data.
2. A few line items will be added to the budget: Interest on the Investment Account; Interest on the Reserve Account; Management Fees on the Investment Account.
3. It appears we will not have to go to a cash accounting basis, as Pancione Associates will be providing us more information monthly on accounts receivable and accounts payable.
- 4.** We have had an ongoing cash flow problem that has caused us to consistently pay interest for late payments on our water bill. At first glance, it appears that this may have been caused cumulatively during a period when fees were not being paid in a timely manner nor followed up on in a timely fashion, but it is still an issue since three months' worth of reserve funds have not been put into that account due to insufficient funds. We will consider how to remediate this

situation. In the meantime, Pancione will note interest payments on future financial reports.

### **CLERK REPORT**

No Report

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

1. Darcy
  - a) There's a full slate of candidates
  - b) Seth will create ballots
  - c) At the 2018 Annual meeting of the Social Union an interest was expressed to enable Normal Hall to be open in the winter. LPA has also expressed interest in this and in getting estimates on what it would take to make Normal Hall usable during the winter. This year the water supply to Normal Hall will be shut off on November 4.
2. Dennis

## **IV. OLD BUSINESS**

- A. Investment Strategy: MOTION: Table. Passed.
- B. Checklist: In the previous meeting it was decided that we need a checklist for actions that need to be taken when there's a project in the park that will directly affect one or more homeowners. Wil is working on it.

## **V. NEW BUSINESS**

- A. What's needed for Annual meeting
  1. Checking people in
    - a) Taking proxies: Clerk
    - b) Distribute paddles: Clerk
    - c) Count votes: Clerk and Vice-President will count paddle votes and ballots
  2. *By-law proposals will be sent to attorney for review*
  - 3.
- B. Contract with Landscaping company. Darcy is concerned about their unwillingness to participate in the settlement with a homeowner for damages that were incurred by their workers and wants that to be considered when Landscaping contracts are put out for bid and negotiated.
- A. To reduce the cost of pickup of piles and sticks, alternative plans were suggested by Mike Pancione and Wil
  - Designate specific days in the Spring season for pile pick-ups and stay firm on them. After those dates residents would be on their own to dispose of the yard debris
  - Calculate the number of days for pick up based on a cost of \$440 per day  
dumpster would involve too much policing
  - We're looking into purchasing a trailer for the tractor that will enable workers to remove more debris on each trip, thus reducing the total number of trips and time required for cleanup.

- C.* New Trash Removal Contract. We have been advised that the contractor will likely be passing their increased expenses along to us. The increased expense is at least partly due to the failure of residents to follow the rules for trash separation and disposal.
- D.* In view of the holiday on the next regularly scheduled meeting date, the next meeting will be November 18, 6 PM
- E.* Meeting adjourned at 8:10 PM.