

HALP Executive Committee Meeting of 02/10/2020

Present:

EC: Presiding Officer: Thom Herman, Clerk: Seth Wilpan; Tryna Hope, Darcy Johnson, Wil Morin, Laura Wallis, Dennis Tarpey. (Seth attended by phone)

ABSENT:

I. HOMEOWNERS MATTERS

II. APPROVAL OF MINUTES

Minutes were approved on 2/29/2020,

III. COMMITTEE REPORTS:

A. PRESIDENT'S REPORT

Auction of foreclosed property is not happening for reasons that aren't clear

B. VICE-PRESIDENT'S REPORT

No orientations this month, however several houses are going up for sale soon and new owners will need to be oriented.

C. PROPERTY REPORT

Property Committee Meeting Minutes 3-2-2020

In attendance: Althea, Colleen, Wilfred

1. Pancione obtained 3 quotes for the stump removal, grating and compacted gravel of the parking area on Northampton Street across from the dining hall. The lowest was 3600\$ from Theroux. Discussion on whether or not to move forward with this project. Pros-it would increase parking space and make it safer to park there in winter because it will be easier to plow. Cons-people already leave their cars there during a snowstorm and do not remove them making it difficult/impossible to plow.
2. Hauling debris (leaves and stick pile) out of the 9 acre woods. Pancione provided quotes for the containers and the labor. 15ys container 420\$ and 20-30yd container 650\$. Labor for two days to fill the containers 880\$. 9 acre woods is LPA property and Will Morin, property chair will request permission from LPA to place a dumpster on their property and to remove the debris that is also on their property. Pancione would spread and flatten the piles that are there and remove subsequent piles. A decision regarding the size of the dumpster needed will not be made until the fall after the leaves and sticks have accumulated.
3. Baker Street: An idea has been presented to make Baker Street into a greenway. Would need to vote on this at the annual meeting in the fall. Wil is going to work with Pancione to get quotes and a proposal for the Greenway idea.

4. Normal Hall Roof: needs to be replaced. Should be incorporated into the budget. Okay to wait until next year to replace the roof and will plan to incorporate the cost into the annual budget next year.
5. Wil is requesting a yard waste removal calendar from Pancione Associates.

D. FINANCE REPORT

1. The investments are showing a \$4,230 loss for February. This is a result of the volatile stock market during the coronavirus crisis. The market remains in flux with no markers of stability. Recommendation: EC discuss whether to remove funds from the stock market at this time. Investment in low yield bonds are an option but will grow money very slowly. A discussion was held regarding what, if any, changes should be made in how the money is invested. The financial advisor, in February suggested moving to a portfolio that has less risk. Three options were discussed: a) do not make any changes, b) move the portfolio to less riskier investments and c) move money out of the stock market and into CD's or a savings account.
2. Account Item 6910 – Bank service fee for bounced check will be added to cost of homeowner. \$10 Bank service charges of \$299.72 will be reviewed with Pancione.
3. Due to a mild winter, snow removal costs are low. The February financials show that the costs are over budget. but this is due to the budget being averaged over twelve months.
4. Utility costs are all showing over budget. These will be reviewed with Pancione.
5. Tree removal costs should be watched closely. Extensive costs were needed in February. \$11,083.75
6. 6700 – Stipend Payments are also showing over budget. This is due to the budget being shown over twelve months and the stipends are given quarterly. They are running true to budget.
7. Eleven homeowners are in arrears with fees for two months or more. Delinquent notices have been sent. The total in arrears is \$4,191. A bank has notified the Executive Committee that one unit is now in foreclosure. In addition, eight homeowners' fees were not received within the month of February. The total outstanding is \$1,645.
8. Accounts Payable is listed at \$15,800. The accountant will be making a correcting journal entry as this reflects funds for the reserve account
9. Darcy created a draft of a fine schedule for EC members to review in preparation to discuss next month.
10. Pancione contract must be reviewed this year, per requirement that it be reviewed every two years and is due to expire in October 2020. Darcy handed out copies of the contract to EC members to review and to discuss at a future EC meeting.

E. CLERK REPORT

1. All notifications for the March 21 meeting have gone out.

2. I've been concerned about our ability to keep track of information. When we want to research past events our only recourse at the moment is to search through documents. This is both tedious and error prone. I've been looking at some software offerings that could help manage information such as tracking violations, events, motions passed, tree-requests and any interactions between homeowners and the EC. Most of the software packages I looked at also include facilities for bookkeeping and homeowner communication tools. It looks like the cost would range somewhere between \$60-\$100/month. Can we agree that getting into such a system would be worthwhile?

F. AT-LARGE REPORT

1. Dennis – No report
2. Laura – No report

IV. OLD BUSINESS

V. NEW BUSINESS

- A. MOTION to award contract to Theroux for stump removal, grating and adding compacted gravel in the parking area on Northampton Street. PASSED.
- B.
- C. MOTION to not make any changes to our Investment Portfolio FAILED, MOTION to move our investments to a less risky portfolio PASSED. A vote count was requested on this motion. Vote was 4-3 in favor.
- A. Knotweed Meeting – to be run in accordance with the rules for an Annual Meeting. Homeowners will vote on which of the three options for remediation to adopt.
- B. Real Estate signs. Tryna contacted the realtor and she will cooperate with our guidance on the placement of signs.
- C. Discussion of Master Plan and Individual Footprints. There is concern that the Master Deed of Laurel Park is outdated and does not accurately reflect the actual home footprints. Thom and Darcy will consult with lawyer to try to determine the best way to update the Master Deed.
- D. LPA would like to spruce up Normal Hall this spring and requests that HALP share the total cost of \$1000:
 - a) Painting the interior, including kitchen, \$500.
 - b) Refinish the floors (with non-toxic tung oil/ citrus solvent blend, \$500
- E. Coronavirus concerns: Thom will reach out to social union to see if they have developed any plans or have ideas to support homeowners if needed.
- F. EC went into Executive Session.
- G. Next meeting April, 13:15 PM, EC Office.