

HALP Executive Committee Meeting of 04/13/2020

Present:

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

ABSENT:

I. HOMEOWNERS MATTERS

II. APPROVAL OF MINUTES

Minutes were approved on 3/13/2020,

III. COMMITTEE REPORTS:

A. PRESIDENT'S REPORT

Getting calls from people asking EC to enforce social distancing.

B. VICE-PRESIDENT'S REPORT

People in #8 moved out and sister and boyfriend moved in. They had a phone conversation but no orientation under the circumstances.

C. PROPERTY REPORT

Colleen created flyer to advertise leaf pick-up dates.

Walk around on April 6. Pile near 100 was picked up.

Pavement on Haven Street needs repair. Wil to consult Pancione.

Wil wants to send out a questionnaire to homeowners regarding the new snow-plow map he is creating. EC will review the plan and questionnaire before it's made public.

D. FINANCE REPORT

1. Balance Sheet – Still showing Accounts Payable of \$19,016.38. Of this, \$17,800 is reserve money from 2019. This will be reversed by the accountant when he completes the year-end report for 2019. All other items in Accounts Payable were paid on April 2.
2. Investments – As of today, our investments are still showing an unrealized loss of roughly 2.13% or \$1,708. The current value is approximately \$78,382.
3. Profit and Loss –
4. Normal Hall maintenance (5120) has used roughly half of the overall budget for 2020. This now includes repairing pipes in January and installing a new lock box in March.

5. Snow Removal (5205) has a discrepancy. The costs thus far are: January \$632.50, February \$2555.00, and March 838.75. This totals \$4026.50. However, on the Profit and Loss report through March, 2020, the total showing is \$5408.75. I have asked Pancione to provide an explanation for the discrepancy.
6. Piles/Sticks/Debris Removal (5211) is high for this time of year using one quarter of the total budget. However, early cleanup has taken place. With the new protocols in place, this should be fine throughout the Spring, Summer, and Fall.
7. Utilities (6100) is showing over budget but should even out over the months ahead. I will look to see this evening out in the next few months.

E. CLERK REPORT

1. Based on evaluation of 4 HOA Management systems, I'm recommending at a cost of \$75/month.
All of the packages I reviewed had features for creating and maintaining a website and varying degrees of homeowner communication. The features that set HOA Management apart are:
 - a. Incident management. The EC or the homeowner can initiate communication through the software to create an incident. From then on, all communication is associated with that incident. The EC can communicate among themselves by making messages invisible to the homeowner, then bring the homeowner back in at appropriate times. The full record of the full life cycle is then available in one place in a searchable list.
 - b. Task Management. Tasks can be recorded and assigned to people so they can easily be tracked.
 - c. Integration with Quickbooks. They provide a plugin that would give us real-time access to create queries and reports from our financial data at Pancione.
 - d. The interface is clean and intuitive so it should be easy for everyone to use.

EC members will evaluate and make a decision at next the next meeting.

F. AT-LARGE REPORT

1. Dennis – Erin wants to have a mini-pie day during which she will safely bake and distribute small pies in the Dining Hall. MOTION to keep public spaces within the park closed for duration of the State and Town stay at home orders. PASSED.
Therefore, we will decline Erin's request.
2. Laura

IV. OLD BUSINESS

- A. Review of Pancione Contract. TABLED.
- B. Fine Schedule. TABLED
- C. No meeting of Digital Committee until further notice.

D. Updating the Master Deed. TABLED.

V. NEW BUSINESS

- A. Question was raised as to whether the Property Committee can spend money without going through the EC. The answer is no. All expenses must be approved by EC, with the exception that Pancione can use their discretion to conduct repairs or maintenance as long as the cost is less than \$1,000.
- B. Wil proposed that we authorize the expense of having the tree outside unit 115 trimmed. After review of the Tree Policy it was determined that the scope of the work is such that the homeowner is authorized to do the trimming on their own.
- C. The homeowner of Unit 52 has requested permission to build a paving-stone walkway between their unit and their parking area. A MOTION was made to grant permission. Motion was TABLED to allow the EC to review the plans and their conformance with the By-Laws.
- D. Question was raised as to whether the EC should we sign up for a zoom account. Darcy and Laura have accounts and agreed to host meetings.
- E. Protocol for making on-line meetings accessible to homeowners. For now, we will notify homeowners that if they want to attend an online meeting they can contact Darcy for connection details. Further discussion was TABLED.
- F. There was discussion about how and whether we could offer relief to those whose incomes have been affected by the pandemic.
 - 1. MOTION to forbear referring homeowner accounts that are three or more months in arrears to legal counsel until further notice. WITHDRAWN
 - 2. MOTION to amend the letter we send prior to foreclosure to say that we will consider evidence that hardship has been caused by the corona pandemic before taking action. PASSED
 - 3. We will consider options over the next month and take up the matter at the next meeting.
- G. Knotweed. In order to include homeowners in the decision on how to deal with the knotweed situation, the MOTION was made to summarize knotweed options in a message to homeowners and to enable them to vote for their choice by means of an electronic or postal survey. PASSED.
- H. Tryna noticed a new leech field abutting Warren Street and Coles Meadow Road. Wil will check.
- I. EC went into Executive Session.
- J. Adjourned 8:06 PM
- K. Next meeting May 11, 6:15 PM, on Zoom.