

# HALP Executive Committee Meeting of 06/08/2020

## **Present:**

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

**Property Committee:** Joni Sexauer #75, Colleen Byrnes #113

**Homeowners:** Randy Ross #7, Deb Kozlowski #27, Karen Gaggin #66, Kristopher Severy #102,

**ABSENT:**

## **A. HOMEOWNERS MATTERS**

- a. Deb Kozlowski, #48
- b. Bob and Karen Gaggin #66
- c. Randy Ross #7

## **B. APPROVAL OF MINUTES**

Minutes of 5/11/20 Approved: 5/28/2020

Minutes of 5/18/20 Approved: 5/28/2020

## **C. COMMITTEE REPORTS:**

### ***a. PRESIDENT'S REPORT***

1. Received a call from City of Northampton regarding a complaint they had received about our shared compost bins. After it was explained that it was a commonly shared, it was not an issue.
2. The meeting scheduled for next week is for the purpose of reviewing open items, will not be open to the public and, therefore, no voting will take place.
3. Thom suggested to Ilia that the Social Union might play a role in being supportive of neighbors above and beyond the official responsibilities of the EC. Ilia had some ideas for an infrastructure that could support such an effort and will devote some effort to it later this summer.
4. Thom wants to conduct an exit interview or debriefing of current EC members prior to the close of its term this October.

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

1. Unit 13 due to close June 12
2. Will schedule an orientation for new residents at Unit 8

3. Darcy requests that new owners of 31 be contacted for orientation.

**c. *PROPERTY REPORT***

PC Meeting Minutes 5-26-20 5PM at the tabernacle

1. Make hard laminate signs for bulletin board about PC contact info, mosquito/pile pick up schedules and trash left at mailboxes.
2. Pancione to have an expert look, specifically at trees near units 7, 16, 23, 51 and 74 as well as park wide.
3. An Email has been sent to Pancione to remove the tree trunk that has fallen into the drainage feature just south of unit 105. Pancione has been notified and will remove the debris.
4. Pancione has been contacted regarding the 11-8-2010 EC meeting minutes that states he will send copies of plot plans to the homeowners with their water shut offs Via bylaw update. (What bylaw update?)  
Put information on Website? I am weary of doing so because of the accuracy of the information.

MOTION to obtain quotes from ON TARGET (or similar company) to locate our private water lines. PASSED

5. The material that is to be disseminated to the homeowners regarding the homeowners septic plans is being worked on (town offices are closed) to be posted on the website. There was an agenda item regarding this in the 11-17-2016 EC meeting.
6. There was an agenda item in the 10-15-20 EC meeting that contained information regarding the ground being soft behind the dining hall where the landscapers had damaged the ground during mowing operations. The area was especially wet that year and the property manager is aware to be careful mowing in this area.
7. Mosquitos are controlled by the property manager installing “dunks” monthly during their breeding (warm) times to combat the insect. A notice will be placed on the bulletin board.
8. Homeowners continue to request we mow their yards which we do not do. A mowing map will be produced this season.
9. Playground equipment has been inspected and there is another missing monkey bar and a loose railing that needs attention.
10. Refrigerator at unit 12 has been removed.
11. Update on homeowner project checklist is in the works.

Adjourned at 5:50PM

Next Meeting is June 29th at 5PM in the Tabernacle.

**d. FINANCIAL REPORT**

- a. A review of the financials through May 31 was completed. In total, we are under budget through May 31. The following individual accounts are showing over budget, however, below please see the actual percentages when compared to the annual budget. The highlighted items are ones most likely to go over budget by year end.

	Actual Jan-Apr	Yearly Budget	Percentag e Used	Percentag e Year
5120 Normal Hall Maintenance	\$ 770.24	\$ 1,500.00	51%	42%
5121 Dining Hall	\$ 247.50	\$ 500.00	50%	42%
5201 Grounds Maintenance Other	\$ 1,369.75	\$ 2,000.00	68%	42%
5211 Piles/Sticks/Debris Removal	\$ 4,707.50	\$ 5,500.00	86%	42%
5500 Contingency	\$ 6,704.55	\$ 20,996.00	32%	42%
6105 Water	\$ 13,265.03	\$ 30,000.00	44%	42%
6110 Electric	\$ 2,231.79	\$ 2,500.00	89%	42%
6116 Normal Hall Propane	\$ 1,323.29	\$ 1,800.00	74%	42%
6117 Post Office Propane	\$ 512.53	\$ 1,500.00	34%	42%
6120 Rubbish Removal	\$ 3,967.70	\$ 9,000.00	44%	42%
6204 Bond	\$ 380.00	\$ 380.00	100%	42%
6515 Tree Removal	\$ 11,083.75	\$ 20,000.00	55%	42%
6700 Stipend Payments	\$ 2,500.00	\$ 5,000.00	50%	42%

- b. As decided at the May Executive Meeting, we divested our account due to the volatility of the market. As of June 7, 2020, the balance is \$79219.62. Kristine Koczajowski, our representative at LPL Financial has made a suggestion for our review of investing a portion of our funds, 25% perhaps, back in the market in a down risk category. Open for discussion. In addition, LPL Financial now invests with the Calvert Fund which is a socially progressive option. Discussion took place and there was no motion to reinvest at this time.
- c. May, 2020 is the first month that we are showing no Accounts Payable.
- d. The number of homeowners in arrears is growing. As requested by the Executive Committee, the Financial Officer reached out to four homeowners in arrears of three months or more. Only one returned the request and asked to have until June 30 to catch up before forwarding the account to the attorney for collection.
- e. The following is a summary of homeowners' fees in arrears:
- f. 1 Homeowner 6 months in arrears \$786 – This account will be forwarded to the attorney.

- g. 1 Homeowner 5 plus months in arrears \$1005 – This account will be forwarded to the attorney.
- h. 1 Homeowners 4 plus months in arrears \$599 – This homeowner would like an extension until June 30.
- i. 1 Homeowners 4 months in arrears \$720 – This account will be forwarded to the attorney.
- j. 5 Homeowners 3 months in arrears \$2700 – These homeowners will be receiving a letter with their notice asking them to be in communication with the Financial Officer if the delay is pandemic related.
- k. 5 Homeowners 2 months 1 arrears \$1800 – These homeowners will be receiving a letter with their notice asking them to be in communication with the Financial Officer if the delay is pandemic related.
- l. 14 Homeowners 1 month plus or minus in arrears \$2545 – It is possible that these payments have been made since May 31.
- m. Scott King determined the replacement value of common buildings for insurance purposes is sufficient for renewal. In addition, a homeowner requested an updated certificate of insurance and this has been provided by Mr. King.

***e. CLERK***

No Report

***f. AT-LARGE REPORT***

- i. Dennis see item h. under Old Business
- ii. Laura – no report

**D. OLD BUSINESS - Archive**

- a. Unresolved Issues from previous years. (See Item 4 in [the minutes of the EC meeting of June 10, 2019](#))
- b. Conversion of Baker Street to greenway. TABLED for Annual Meeting.
- c. Fine Schedule. TABLED
- d. Meeting of Digital Committee. TABLED
- e. Updating the Master Deed. TABLED.
- f. Review of Pancione Contract. Darcy and Mike are composing amendments to the contract which will be presented for a vote at a later date.
- g. Speeding - Thom
- h. Maker's Space – Dennis continues to work on it and hopes to have it completely vacated by the next meeting.

## **E. OLD BUSINESS - Current**

## **F. NEW BUSINESS**

- a.* MOTION: Approve #66 request to lay a stone patio within 15 feet of their unit. PASSED.
- b.* #7 submitted plans for a patio and to level their parking area. MOTION to approve both projects without widening the driveway. PASSED.
- c.* 102 - Questions regarding structure approval process. Thom relayed our attorney's opinion about the legal standing of the shed at unit #66.
- d.* Tree Issue - Darcy - TABLED
- e.* Knotweed. We're awaiting proposals from a few companies, but will probably have to present the options at the annual meeting. We'll continue cutting through June and re-assess at the end of June.
- f.* MOTION to obtain quotes from ON TARGET (or similar company) to locate our private water lines. PASSED
- g.* Laura will draft guidelines for when it is appropriate to take matters into executive session. In the meanwhile, there was a MOTION made that: Matters concerning building projects will be taken up in the regular meeting unless there are legal issues involved. PASSED.
- h.* There was a complaint about maintenance of playground equipment. Repairs were made on May 27. We will request that Pancione clean the equipment.
- i.* MOTION: Authorize Colleen Byrnes to clean up the fountain and get it working and to spend up to \$100 for related expenses. PASSED
- j.* In Executive Session the EC voted to fine Deb Kozlowski of units 27, 38 and 48 and for failure to comply with Article II of the By-Laws, which limits ownership by any individual to two units.

G. Meeting Adjourned 7:45 PM.

H. Next Regular Meeting: July 13,2020, 6:15 PM