

HALP Executive Committee Meeting of 08/17/2020

Present:

EC: Presiding Officer: Thom Herman, Clerk: Seth Wilpan; Tryna Hope, Darcy Johnson, Laura Wallis, Dennis Tarpey. Colleen Byrnes is acting Property Officer.

ABSENT:

Homeowners:

A. HOMEOWNERS MATTERS

B. APPROVAL OF MINUTES

MOTION: Approve minutes of August 10 meeting. PASSED.

C. COMMITTEE REPORTS:

a. PRESIDENT'S REPORT

b. VICE-PRESIDENT'S REPORT

c. PROPERTY REPORT

d. FINANCIAL REPORT

Report given at August 10th meeting.

e. CLERK

No report

f. AT-LARGE REPORT

- i. Dennis
- ii. Laura

D. OLD BUSINESS - Archive

- a. Updating the Master Deed. The attorney recommends doing nothing on this issue since the cost needed to do so far outweighs the benefit.)
- b. Speeding - Thom has withdrawn this from old business.

E. OLD BUSINESS - Current

- a. **MOTION:** Sign up for Bartlett Tree Inventory Program. PASSED.
- b. **MOTION:** We delay repair of Baker Street while we explore the option of converting the street to a greenway. PASSED

HALP Executive Committee Meeting of 08/17/2020

- c. Unofficial voluntary sharing/processing zoom retreat for the current EC. TABLED
- d. **MOTION:** Sign up for Zendesk Issue Tracking Software. WITHDRAWN
- e. **MOTION:** Put an additional and higher speed bump at the exit road to the park. WITHDRAWN
- f. **MOTION:** Adopt a policy that the homeowner is responsible for knowing the location of their water shut-off and septic clean-out and that the issuance of the Form 6d will be contingent on relaying that information to the new owner in the event of the sale of the home? WITHDRAWN (Note: This is already specified in Section 11.9.3 of the bylaws.)
- g. **MOTION:** Add the areas around units 66, 75 and 20 to the mowing map. WITHDRAWN.
MOTION: Add #20 to mowing map next year. PASSED.
- h. **MOTION** TO remove consideration of a policy that governs leaving things at the mailbox and elsewhere from our agenda. PASSED
- i. Preparation for Annual meetings. Darcy and Seth have developed a checklist and timeline. Among the elements of the plan are:
 - i. Target date for mailing of Budget and Bylaws packet is 9/17
 - ii. Target date for mailing of Annual Meeting packet is 9/28. We will mail the Annual Meeting packet to all homeowners, whether or not they have consented to electronic communication.
 - iii. Methods for tabulating the votes for Officers and committee members are being investigated.
- j. Appendix I of these minutes contains the text of amendments to the Bylaws proposed by the EC. Following is the record of the votes in support of amendments to the Bylaws proposed by the EC. Appendix I of these minutes contains the full text of the amendments.
 - i. **MOTION** TO approve amendment to Section 3.7.2. PASSED
 - ii. **MOTION** TO approve amendment to Section 3.11.2. PASSED
 - iii. **MOTION** TO approve amendment to Section 11.6.1. PASSED
 - iv. **MOTION** TO delete Section 11.6.1 if Section .3.72. is adopted. PASSED
 - v. **MOTION** TO delete Section 11.6.2 if Section .3.72. is adopted. PASSED
 - vi. **MOTION** TO add Section 11.8.17. PASSED.
 - vii. **MOTION** TO amend Section 11.7 of the bylaws to reflect the amendment that was passed last year but was left off of the bylaws document. PASSED
- k. **MOTION** TO remove consideration of establishing a policy to regulate large gatherings from our agenda. PASSED
- l. **MOTION** TO go into EXECUTIVE Session. PASSED.
- m. After returning from Executive Session: **MOTION** TO send a letter for warning for bylaw violation cited in Executive Session item 1. PASSED.
- n. **MOTION** take no further action on the underground oil tank at #111. WITHDRAWN
MOTION to direct the Property Committee to determine whether any action needs to be taken with regard to the unused underground oil tank at #111. PASSED.
- o. We recognize that we lack an efficient way to disseminate information to all homeowners in a timely manner. Dennis will research solutions and report at the next meeting.
- p. Knotweed options. Since the spread has been held in check this year, there's time to evaluate options and develop a plan for next Spring.
- q. **MOTION.** Support Colleen's initiative to look into landscaping options. PASSED
- r. **MOTION** Unless and until a policy is formulated for the use of the dumpsters, the EC will not enforce any rules other than those in the bylaws. Section 11.8.1 PASSED

HALP Executive Committee Meeting of 08/17/2020

- s. **MOTION:** The EC acknowledges that there are concerns about conflict resolution in the park and will continue to work with members of the community to find solutions. PASSED.
- t. We are concerned with the role of the Listserv in the community and are discussing its relationship to the EC. **MOTION:** Table discussion of listserv. PASSED
- u. Meeting Adjourned: 8:02.
- v. Next Meeting: Monday, September 14, 2020, 6:15PM on Zoom

NEXT MEETING: September 14, 6:15 PM

[Link to Appendix I](#)

Note: Google docs does not support having part of a document in landscape and part in portrait orientation, so the appendix is in a separate google document.

HALP Executive Committee Meeting of 08/17/2020

APPENDIX I – Proposed Bylaw Amendments

Original	Proposed: Changes/Additions are Bold	Proposed By and Purpose
<p>Section 3.7.2 The Trustees with the approval of a majority of the Unit Owners entitled to vote shall have the authority to apportion Common Charges as follows: The seasonal (summer) fee, which will be paid by all Units (seasonal) and (Year round), will be 2/3 (Two-thirds) of the total common charges. The year-round fee, which will be divided between all year-round Units, will be 1/3 (one-third) of the total common charges.</p>	<p>Section 3.7.2 The Trustees with the approval of a majority of the Unit Owners entitled to vote shall have the authority to apportion Common Charges equally to each unit.</p>	<p>EC – Each unit should pay an equal portion of common charges.</p>
<p>Section 3.11.2 The Executive committee shall appoint a person to review the Finance Officer’s management of the financial affairs of the Association. This person shall be called the Auditor. The Auditor shall not be a member of the Association. The Auditor shall review the books of the Trust on a yearly basis covering the period between January 1 and December 31. The Auditor’s report shall be sent to all members with the Finance Officer’s Annual Report.</p>	<p>Section 3.11.2 In compliance with Chapter 183A of Massachusetts General Law, an independent certified public accountant shall conduct according to the standards of the American Institute of Certified Public Accountants, a review of the financial report for the condominium trust. Such review shall be conducted no less frequently than every two years. The review shall be included in the Finance Officer’s report once it is received.</p>	<p>EC – The previous bylaw related to a time when the Association Financial Officer physically managed the funds of the Association. That is now done by Pancione Associates.</p>
<p>Section 11.6.1 Summer Units shall be used only between April 15 and October 25 of</p>	<p>Delete Section 11.6.1</p>	<p>EC – All Units shall be equal in nature.</p>

HALP Executive Committee Meeting of 08/17/2020

each year. (Amended @ 1998 Annual Meeting)		

HALP Executive Committee Meeting of 08/17/2020

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<p>Section 11.6.2 All Units shall be designated Summer Units until and unless they have been winterized in a manner that is in compliance with the conditions set forth in Sections 11.6 and 11.7, have been connected to the Park’s year-round water system or the City water system, and have received a permanent certificate of occupancy from the City of Northampton. All Units meeting these conditions shall be designated Winterized Year-Round Units by vote of the Executive Committee at which time the year-round fees will be applied. (Amended @1996, 1998 Annual Meeting</p>	<p>Delete Section 11.6.2</p>	<p>EC – All Units shall be equal in nature.</p>
	<p>Section 11.8.17 Signage on common land is restricted to real estate signage and notice of Laurel Park activities only.</p>	<p>EC – There is currently no rule or bylaw preventing signage on common land.</p>

HALP Executive Committee Meeting of 08/17/2020

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<p>***Section 11.7 Alteration, Extension or Repair of Units</p>	<p>Section 11.7 Alteration, Extension or Repair of Units:</p> <p>The erection or extension to any Unit, building or structure shall be subject to the prior approval of the Executive Committee. Furthermore, any major alteration, or major repair, to any Unit, building or structure shall be subject to the prior approval of the Executive Committee." Major" shall be defined as any project that includes storage of material on HALP land and/or that affects the structural integrity and/or that necessitates a dumpster and/or that requires a building permit. Any and all dumpsters require prior approval of the Executive Committee. All approvals will expire if construction is not started within one year. Existing approvals will expire one year from the date of the adoption of this amendment. (adopted 10-16-2010)</p> <p>A written statement describing the proposed erection, alteration, extension or repair, including a sketch or drawing to scale of the proposed work to be done shall be submitted to the Executive Committee. The Executive Committee shall either approve or reject the Unit Owner's proposal within THIRTY-FIVE (35) DAYS of the submission by the Unit Owner. No Unit Owner may extend the ground floor of their Unit beyond the Unit's footprint. No expansion may be allowed above the ground floor, either in height or width, without the notification of all unit owners and the approval of the Executive Committee and input from any</p>	<p>This was approved @2019 Annual Meeting but some of the language was not changed in the bylaws. <u>The words "sufficient if it is posted at the Post Office and on the HALP listserv at yahoo.com" following "Notification is according to Section 3.2.10 Official Notification." Should be deleted.</u></p> <p>Formatted: Font: Not Bold</p>

HALP Executive Committee Meeting of 08/17/2020

	<p>affected neighbors. Notification is according to Section 3.2.10 Official Notification. Footprint is defined in the Master Deed. All new construction and all alterations to existing Units shall meet all of the conditions set forth in this Section and in Section 6.1. (Amended @1994, 1996, 1998, 2006, 2007, 2010 Annual Meeting)</p>	