

Minutes of the EC Meeting of September 14, 2020

Present:

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

ABSENT:

Homeowners:

A. HOMEOWNERS MATTERS

B. APPROVAL OF MINUTES

MOTION: Approve minutes of August 17 meeting. PASSED.

C. COMMITTEE REPORTS:

a. PRESIDENT'S REPORT

- i. Next EC meeting October 5
- ii. Slate of Candidates for the EC has been received from the Nominating Committee. At present, no positions are contested.

b. VICE-PRESIDENT'S REPORT

- i. Oriented to Peter Russell prospective buyer of Unit #7, which is scheduled to close on 9/15 or 9/16
- ii. 115,117, 31, 42, 46 are for sale

c. PROPERTY REPORT

- A. The last Property Committee was held on 8/24. Minutes of that meeting are attached at Appendix I:& II
- B. Wil suggests that we create pedestrian walkways for main entrance and exit. He will develop and present a plan in the future.
- C. Wil suggests that parking areas be delineated with prominent markings so plows will fully plow them.
- D. Darcy raised the concern that homeowners in the area be advised that a crane needs to be brought in for tree work in the common area near the Tabernacle.

Minutes of the EC Meeting of September 14, 2020

- E. Darcy wants to insure that there is adequate notification when a fire has been approved. Wil agreed to send message to EC when he has given approval. Further discussion was moved to Executive Session.

d. FINANCIAL REPORT

- i. We are still under budget.
- ii. Only one homeowner going into collection. Other homeowners in arrears have made satisfactory progress on payments.

e. CLERK

No report

f. AT-LARGE REPORT

- i. Dennis – No report
- ii. Laura:
 - 1. Laura, Dennis and Molly Keehn developed a program of 3 community activities aimed at addressing communication and racial awareness. Invitations were distributed throughout the park. The number of people who signed up for each activity is as follows:
 - a. Listening Circle -13
 - b. Book Group – 9
 - c. Racial awareness Training -9
 - 2. The LPA has agreed to contribute to subsidizing these activities and the details are currently being worked out.

D. OLD BUSINESS

- a. Preparation for Annual meetings
 - i. MOTION: Approve 2021 budget proposal for distribution for B & B meeting. PASSED
 - ii. The documents that will accompany the packet have been reviewed and approved.
 - iii. We will schedule a Zoom practice meeting on 9/23 at 4PM. Another session may be made available if required.
 - iv. One of the bylaw amendments affects the budget, so we will suggest that bylaws be voted on prior to voting on the budget at the annual meeting.
 - v. Amendments to Bylaws 3.2, 3.2.11 were submitted for consideration at the annual meetings.

Minutes of the EC Meeting of September 14, 2020

1. MOTION TO support the Amendment to Section 3.2111. PASSED.
2. MOTION TO request that the Amendment to Section 3.2111 be withdrawn. PASSED.
- vi. MOTIONS TO submit Amendment to Section 11.6.2. PASSED
- vii. MOTION: Allow proxies to be submitted by 1) postal mail, 2) deposit in the designated repository (i.e., box) outside the HALP office in the Post Office building, 3) emailed photo of a signed proxy form, 4) an email that has been verified according to the procedure outlined in the information packet. PASSED.
- viii. MOTION: TABLE determining how will votes be cast and tabulated. PASSED.
- b. Communication Issues:
 - i. MOTION: TABLE the discussion of whether we should rely on a phone tree, robo-call or email for reliable dissemination of information and whether we should pursue options, such as those above, to try to wean ourselves from reliance on postal mail. PASSED
- c. MOTION: Remove from agenda. Continuing discussion on conflict resolution. PASSED.
- d. MOTION: TABLE Vote on Pancione Contract. PASSED. (Pending information from Pancione)

E. **NEW BUSINESS**

- a. MOTION to allow homeowners can have tech savvy person attend the annual meetings with them on Zoom. PASSED
- b. MOTION TO move to Executive Session. PASSED
- c. After returning from Executive Session.
 - i. MOTION to approve action specified in Item 1 of Old Business of the Executive Session minutes. PASSED
 - ii. MOTION TO levy a fine for violation of Bylaw 11.8.5 as specified in Item 1 of New Business of the Executive Session minutes. PASSED
 - iii. MOTION to approve action specified in Item 3 of New Business of the Executive Session minutes. PASSED
- d. Meeting Adjourned: 7:57 pm
- e. Next Meeting: Monday, October 5, 2020, 6:15PM on Zoom

Property Committee Meeting – August 24, 2020

In Attendance: Colleen Byrnes, Joni Sexauer, Patricia Althea

Absent: Mike Pancione (out on medical leave as of 8.21.2020) and Wil Morin

Agenda:

1. Wil Morin will be returning to the duties of Property Officer as of 8.29.2020 or before – he and Colleen will connect to review any relevant information that is in process related to the Property Committee, so that Wil can follow up, and he will also take over monitoring the Property Phone.

2. Property Committee Completed Tasks:

- a. **Fire Policy** was completed, presented to the Executive Committee, revised and approved by Executive Committee. Laurel Park Clerk will post the form on the HALP Website.
- b. **Laurel Park Homeowner Projects Guideline** and the **Projects Tracking Checklist** were completed, presented to the Executive Committee, revised and **Final Versions** were approved by Executive Committee. Laurel Park Clerk will post the forms on the HALP Website.
- c. **Response to Unit Owner:** Marah MacCrostie wrote to the Property Committee requesting to hold a Birthday Party for her one-year old child on the Dining Hall Lawn on 9.5.2020 for a socially distanced party with approximately 12 adults and 8 kids. Colleen discussed this with the Executive Committee and gave Marah provisional permission pending her willingness to follow the limitations and expectations outlined. (see Covid Summary below) and relevant PC email to her.
- d. **Covid-19 Summary of MA Guidelines Relevant to Laurel Park:** See attached document sent to EC Members on 8.23.2020.
- e. **Front Gate Landscaping:** Property Committee Members, led by Patricia Althea Weeded and Cleaned Up LP Front Gate Area.
- f. **Landscaped Areas:** The Executive Committee gave permission for Colleen Byrnes and other Property Committee members and/or volunteers to assess the status of the landscaping, and weed, clean out, trim shrubs and saplings, identify needs for new perennial plantings, etc., in various common areas of Laurel Park that have currently been left unattended.
- g. **Tree Work:** All trees in Laurel Park that were approved for Tree Work by the Executive Committee, along with current Requests for Tree Work, were Organized into one **Comprehensive List for Tree Work** (see current version attached to these minutes) As identified, all Trees will be marked with Red Tape for Removal or Yellow Tape for Needed Pruning and/or other interventions.

Minutes of the EC Meeting of September 14, 2020 – Appendix I

- h. **Lawn Mowing:** The Executive Committee was informed that Unit # 20, which is owned by HALP and leased to Laurel Park Arts needs to be added to the mowing map next year. Colleen spoke with Michael Pancione who indicated that it is too late to add it to the Mowing Map for the landscaping company this year, since there is an existing contract in place. In the interim, Colleen trimmed the grass at Unit # 20 and asked for Pancione to have their employees trim the grass and weeds at Unit # 20 at least once a month. When Wil Morin returns as Property Officer, he can amend the actual Mowing Map.
- i. **Repair Request made to Pancione:** To repair a rotted wooden post that supports the Porch on the back of Unit # 20 – Mike Pancione acknowledged the request and will put it on the list for his employees to repair.
- j. **Response to Unit Owner for # 48:** Deb Koslowski had written to the Executive Committee to request permission to do a Perc Test for Unit # 48 as a first step toward a septic system. They plan to tear down and reconstruct Unit # 48. Colleen talked with the Engineers involved in doing the Perc Test and the potential Septic System, reviewed the issue with the Executive Committee which granted permission for the test, and responded to Deb Koslowski with permission to go forward with the Perc Test. Colleen will send an additional email outlining the process and permissions needed to go forward with the septic system and construction process, and also to inform them that Wil Morin will be working with them after his return to the Property Officer role.
- k. **Policy Recommendation for Trash and Donations** left at the mailboxes and near the dumpsters. These recommendations (see below) were discussed at the most recent Executive Committee meeting, but no substantive action was taken at the present time.

Members of the Property Committee want to have a policy that discourages leaving “donations” and trash at the mailboxes and around the Dumpsters. To that end we recommend a Policy that:

- a. Remind Laurel Park Residents not to leave Donations or Trash in these areas.
- b. Post signs at the mailboxes and dumpsters to remind residents of the rules.
- c. Encourage residents to use the List-Serv as a means to offer free items and donations to others.
- d. Create and post on the Website a list of alternate local sites to donate clothing, food, furniture, toys, books and other items.
- e. Have Property Committee Members take the initiative to remove items from these areas when they show up.
- f. Consider the option of hiring a periodic Laurel Park dumpster for residents to use for clean-outs, or another option to pick up things to discard at the local dump and recycling.

3. Requests for Additional Tree Work Estimates: (See the list below and attached list of most updated Tree work – These were also sent to Pancione and Shea Tree Service to request Tree Work Estimates.) If approved by the EC, these Tree Work Requests will be completed this year or next year as feasible by Shea Tree Service.

Minutes of the EC Meeting of September 14, 2020 – Appendix I

Unit # 59 – already approved by EC

- Two Hemlock trees between # 58 and # 59 – infested with Woolly Adelgid - slated by Shea last summer to come down. Marked with Red Tape for removal.
- Homeowner will request permission from PC / EC to pay (herself) for stump grinding.

Unit # 93 – already approved by EC

- Wil and Michael identified a tree that needs to be removed which is leaning towards unit 93 (can be seen from the bottom of the hill near Northampton St., on the north side of Haven Ave). The tree is currently being held up by other trees, is large and dead with a lot of poison ivy around it. Marked by Pink / Orange Paint on bush in front of it, due to Poison Ivy.

Unit # 113 – already approved for an Estimate by the EC

- Trim White Oak - Remove dead limbs; Lighten selective heavy limbs over-hanging house roof, and lower limbs that could interfere with wires – Marked with Yellow Tape
- Remove dead limbs on Red Maple – Yellow Tape
- Remove Wild Cherry too close to house and over-hanging roof – Marked with Red Tape
- Remove selected Linden Tree limbs for house clearance / over-hanging roof – Add cable for stability between trunks. Marked with Yellow Tape.

Unit # 75 – Property Committee Voted Approval to Seek an Estimate from Shea Tree Service for the Tree Work listed below at # 75. Two (2) PC Members Approved and 1 Member Abstained. This should be brought up in the next EC Meeting for a Vote.

- Two dead trees that were identified and marked last year with pink ribbons for removal – one in back of the house and one on the left side – Now marked with Red Tape.

Unit # 76 – Property Committee Voted Approval to seek and Estimate from Shea Tree Service for this Tree work. 3 PC Members Voted to Approve. This should be brought up in the next EC Meeting for a Vote.

- Homeowner request to assess “Dead hemlock on the corner of Springfield Street and Heading Avenue. Homeowner apparently requested this assessment in prior years but did not receive a response. Mark Tree and get back to Bobbi Smith

Unit # 49 – Property Committee Voted Approval to seek and Estimate from Shea Tree Service for this Tree work. 3 PC Members Voted to Approve. This should be brought up in the next EC Meeting for a Vote.

- Homeowner request to assess two potentially dead trees in front of Unit # 49, (one deciduous and one a hemlock) that have repeatedly been dropping branches in the area. Colleen will mark trees – they do not appear to be in great shape.

Additional Agenda Items:

Minutes of the EC Meeting of September 14, 2020 – Appendix I

- 1. Property Committee Phone** – Do we actually need one? It never seems to ring. Mike Pancione had some ideas for alternate options – Colleen discussed this with Wil Morin, who will follow up with EC as needed.
- 2. Executive Committee Votes on Tree Inventory / Tree Risk Article** – Colleen passed out the article on Tree Risk Management from Dennis Tarpey, which is a helpful overview for the issues facing Laurel Park in regard to Trees. We also discussed the Executive Committee’s vote to approve a potential Tree Inventory of the entire Park by C.L. Frank in an effort to develop a coherent Tree Management Plan for work to be done in removing, trimming, managing, and planting trees, over the next few years.
- 3. EC voted that the Baker Street Greenway is on Hold prior to Annual Meeting** – This issue requires more planning, and more discussion and input from Neighbors who live on Baker Street, Questions raised included whether this would be a problem for people in terms of the Fire Department, what the cost would be, etc. Any potential Baker Street Greenway Plan will have to be voted on by the entire Laurel Park Community.
- 4. Landscaping and List of Property Items Requiring Work Going Forward:** Colleen, Joni and Althea have agreed to walk Laurel Park this week with an eye toward assessing some of the small common landscaping areas and seeing what needs to be done to improve them. We will then make a plan for doing the work and/or recruiting some volunteers to help. In addition, we will identify a list of other potential property projects that may need to be done, either through the use of LP volunteers, or with a plan in mind for budgeting for the work in future years.

Current List for Tree Work (Approved by Executive Committee):

Unit # 74 - DONE

- 2 Hemlocks in backyard - numbers 180 and 182 – Prune. Marked with Yellow Ribbons
- Remove Hemlock tagged with # 181 in backyard - Marked with Red Tape.
- Remove 1 Hemlock at back left corner of house - marked with Red Tape.
- 1 Oak on side of house Trim limbs for house clearance -Yellow Ribbon
- 1 Oak in backyard Remove dead limbs – Yellow Ribbon
- 2 hemlocks on street side of house – Marked with Yellow Ribbons for Trimming

Unit # 7 - DONE

- Remove 1 dead Fir Tree on side of house – Marked with Red Tape
- Trim Two Spruce and Two Hemlock Trees with limbs over house – All marked with Yellow Tape

Unit # 6 - DONE

- Remove 1 half dead Pine Tree near edge of road - Marked with Red Tape
- Remove 1 dead Hemlock Tree near edge of road- Marked with Red Tape

Unit # 55 – DONE (Pancione)

- Small sized Cedar Tree near parking lot between 56 and 58 and in front of Unit # 55 – Encroaching on house and located on top of shared leach field for # 55 and # 58 in a very awkward location. Marked for removal with Red Tape.

Unit # 53 (DONE – Pancione)

- Large Verbena tree and other Bushes in front of # 53 need trimming because they could potentially impinge on electrical wires. Michael will ask his employees to trim these.

Post Office: DONE

- Beech Tree across from Post Office is dead - Marked for removal with Red Tape.

Unit # 16

- Install 1 cable to stabilize otherwise healthy Spruce Tree with two upper trunks – located in backyard near driveway – Marked with Yellow Tape

Unit # 23

- Remove 100-foot-tall double Hemlock Tree near back door (identified as a significant risk to split / fall) - Marked for removal with Red Tape.


Unit # 51

- General pruning on White Oak Tree by road; Lighten selective heavy limbs over house - Marked with Yellow Tape

Current List of Estimates for Tree Work Needed:

Unit # 59 – Approved by PC and EC for Estimate

- Two Hemlock trees between # 58 and # 59 – infested with Woolly Adelgid - slated by Shea last summer to come down. These are very large trees and according to Chuck Shea will



likely require a Crane for safe removal (which is more expensive than the usual tree removal process) I encouraged Chuck to give us an estimate so we can budget for the removal. Marked with Red Tape for removal.

- Homeowner has requested permission from PC / EC to pay (herself) for stump grinding.

Unit # 93 – Approved by PC and EC for Estimate

- Wil and Michael identified a tree that needs to be removed which is leaning towards unit 93 (can be seen from the bottom of the hill near Northampton St., on the north side of Haven Ave). The tree is currently being held up by other trees, is large and dead with a lot of poison ivy around it. Marked by Pink / Orange Paint on bush in front of it, due to Poison Ivy.

Unit # 113 – Approved by PC and EC for Estimate

- Trim White Oak - Remove dead limbs; Lighten selective heavy limbs over-hanging house roof, and lower limbs that could interfere with wires – Marked with Yellow Tape
- Remove dead limbs on Red Maple – Yellow Tape
- Remove Wild Cherry too close to house and over-hanging roof – Marked with Red Tape
- Remove selected Linden Tree limbs for house clearance / over-hanging roof – Add cable for stability between trunks. Marked with Yellow Tape.

Unit # 75 – Approved by PC for Estimate; Needs EC Vote

- Two dead trees that were identified and marked last year with pink ribbons for removal – one in back of the house and one on the left side – Now marked with Red Tape for removal.

Unit # 76 – Approved by PC for Estimate; Needs EC Vote

- Homeowner request to assess “Dead hemlock on the corner of Springfield Street and Heading Avenue. Homeowner apparently requested this assessment in prior years but did not receive a response. Colleen marked in Red Tape for potential removal upon assessment.

Unit # 49 – Approved by PC for Estimate; Needs EC Vote

- Homeowner request to assess two potentially dead trees in front of Unit # 49, (one deciduous and one a hemlock) that have repeatedly been dropping branches in the area. Colleen checked out the trees and marked with Yellow Tape for assessment.