

# HALP Executive Committee Meeting of 11/09/2020

## **Present:**

**EC:** Presiding Officer: Darcy Johnson, Acting Clerk: Seth Wilpan; Jody Santos, Colleen Byrnes, Ruth Anne Lundeberg, Laura Wallis

## **ABSENT:**

**Homeowners:** Jean Listinsky #37, Fred Cohen #40

## **A. HOMEOWNERS MATTERS**

1. Property Committee - Captain Caleb Langer from the Northampton Fire Rescue Department spoke to the committee about the challenges presented by Laurel Park to providing emergency services.
2. Fred Cohen expressed concern that the area near his home at the end of Baker Street has been neglected for mowing, leaf pickup and general upkeep.
3. Homeowner complaint of dog being off leash.

## **B. APPROVAL OF MINUTES.**

**MOTION:** Approve minutes of October 5 meeting. **PASSED.**

## **C. COMMITTEE REPORTS:**

### **1. PRESIDENT'S REPORT**

- a. **MOTION:** Accept the resignation of Sue Chanin from the position of Clerk. **PASSED.**
- b. **MOTION:** Appoint Seth Wilpan Clerk. **PASSED.**
- c. Darcy has spoken to Bartlett Tree Service regarding the proposal for the tree inventory and Bartlett Tree Service will present a proposal shortly.

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

No Report

### **3. PROPERTY REPORT**

#### **Minutes of the Property Committee Meeting –November 2, 2020**

**In Attendance:** Colleen Byrnes, Joni Sexauer, Karen Gaggin, Barbara Friend.

**Absent:** Patricia Althea

# HALP Executive Committee Meeting of 11/09/2020

## Agenda:

- 1. Transition in Property Officer:** Wil Morin resigned as Property Officer two weeks prior to the Annual Meeting. Colleen Byrnes was elected as the new Property Officer at the Annual Meeting on October 17<sup>th</sup>.
- 2. Introductory Meeting:** Introductions of new members of the Property Committee. Discussion of each Member's hopes and vision for the Property Committee, along with the vision of the Property Officer, and ideas from the various Property Committee members about potential projects and tasks for the committee. Discussion of the structure and role of the Property Committee, the relevant Bylaws, and various property tasks involved.
- 3. Fires Rescue Dept. Assessment:** Discussion of the recent assessment by Northampton Fire Rescue Dept. and needed interventions in Laurel Park to make roads and turns accessible for Fire Trucks and Ambulances. The Property Officer will develop a plan for completion of needed tasks. Upcoming discussion of the plan at the November 9<sup>th</sup> EC Meeting.
- 4. Additional Agenda Items from Committee Members?**
- 5. Property Committee Completed Tasks:**
  - a. **Unit # 12 – Check Footprint** – Checked prior to home sale to see if it is in compliance with the original Footprint. The reconstruction actually altered the front of the building, but all changes remain within the parameters of the original footprint. The EC President was informed that the sale can go ahead.
  - b. **Fire Requests - Unit # 75 and Unit # 84** – Property Officer approved a request for a fire in the fireplace by the Dining Hall. Property Officer met with the homeowner at Unit # 75 to approve a site for a “firepit” (actually an above ground metal container with a metal mesh top). The container meets all relevant criteria – it is 25 feet from the nearest structure; there is a garden hose available which reaches to the firepit; there are no overhead trees; and the firepit sits on a bed of sand surrounded by rocks. Homeowner was reminded that per the current by-laws, she needs to receive permission for each fire from the Property Officer.
  - c. **Unit # 19:** Theroux Brothers came to repair and rebuild an existing dry well for water drainage, outside Unit # 19. After the repair, there was just dirt around the drain area. Property Officer met with the homeowner to review concerns about a potential ice hazard in the winter, and contacted Pancione associates who came and laid down a stable and level surface of small sized gravel for parking a car near the drain area.

# HALP Executive Committee Meeting of 11/09/2020

- d. **Clean Out and Pruning of Common Landscaped Areas:** Various Property Committee members have been working throughout October to weed; trim trees, saplings and bushes; and otherwise clean out various common areas (and formerly landscaped areas) in Laurel Park. These include 1. The beds around the front gate; 2. Opening up an area to the right of the front entrance gate (originally requested by Wil Morin); 3: Clean out of the Memorial Garden; 4. Clean up and trimming of many areas around the Dining Room, Fountain, and the wooded path leading up to Springfield Street; 5. Clean up, weeding and trimming in areas around the beds and the intersection of Haven Ave. and Northampton Street; 6. Trimming and cleaning out all around the Tabernacle Area; 7. Clean out, trimming and weeding of the beds by the Springfield Street Parking lot; 8. Clean out, trimming tree limbs impeding roadways, and weeding of the beds by The Circle Parking lot, and at the corner intersection of The Circle and Northampton Street.
- e. **Fallen Tree in Area Between Unit # 115 and # 119** – Provided initial clean-up of road where the tree that had fallen and was blocking the exit road from Laurel Park, and contacted Pancione Associates who arranged to have the tree cut up and removed.
- f. **Snow Plowing Map** (see attached) – Wil Morin created a snow plowing map before he left the PC and EC – In addition, in reviewing materials from Tira Pandolf and the Prior Property meeting Minutes a clearer and more comprehensive snow plow map was identified. Colleen Byrnes began the discussion of snow plowing for 2020-2021 with Michael Pancione. Pancione Assoc. plans to hire that same snow plow company they used last year because they know the Park now and seemed to do a good job.
- g. **Additions for Lawn Mowing Map - Unit # 20 and Behind the Parking lot by The Circle:** The Executive Committee had been 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. In addition, the area behind the parking lot on The Circle was not included in the last year's mowing map and should be. Colleen spoke with Michael Pancione who indicated that although it is too late to add it to the Mowing Map for the landscaping company this year, these can be added in the contract for next year. In the interim, the Property Committee has trimmed the grass / bushes around # 20 and behind the parking lot.
- h. **Updated List of Tree Work (see attached):** All trees in Laurel Park that have been approved for Tree Work by the Executive Committee, along with current Requests for Estimates / Tree Work, have been organized into one

# HALP Executive Committee Meeting of 11/09/2020

**Comprehensive List for Tree Work** (see current version attached to these minutes). All Relevant Trees will be marked with *Red Tape for Removal* or *Yellow Tape for Trimming and/or other interventions*.

- i. **Requests for Additional Tree Work and Estimates:** Pancione Associates will contact *Shea Tree Service* to see if we can get additional tree work estimates and have some or all of the Tree Work done prior to the winter.
- j. **Unit # 29** – Met with owner to review concerns about lawn mowing and snow removal in the area near the Unit. The Property Committee did some work to clean up the area, and will review the Lawn Mowing Map and Snow Plow Map with her concerns in mind.
- k. **Apartment # 1 in the Office Building** – Received a request from the apartment resident for assistance with the night time exterior Porch Light, which did not appear to be working. We were able to fix this problem.

## 4. **FINANCIAL REPORT**

See the [Financial Statement here](#).

The following questions were raised about the financial statement

- a. Why are Service Fees over budget? Answer: We received arrears from last year.
- b. What is Unrealized Gain/Loss – new category with no budget line? Answer: This was a loss that was taken when we moved money out of the stock account.
- c. Fall Cleanup shows as being under budget, though we know that it will be an expense. There was general discussion about how to present the report so that we don't get a false impression that we are under budget when anticipated expenses have not yet been paid. We will look for ways to address this.
- d. Why is the stipend budget out of synch? Answer: The EC had voted to allot a stipend to Colleen when she assumed the role of acting Property Officer for a few months while Wil was out.

## 5. **CLERK**

## 6. **AT-LARGE REPORT**

- a. Laura

# HALP Executive Committee Meeting of 11/09/2020

- 1) Orientations were conducted for the new owners of units 57 & 12, all of whom are expected to be moving in on November 20. Tryna conducted an orientation for the new owner of #117
- 2) Has not yet completed a review Rules and Regulations
- 3) To accommodate the interest of people in the park to address racism, Molly Keehn and I organized a listening circle, which was sponsored by the LPA. We organized and I participated in a book group reading "Me and White Supremacy". We sought funding from the LPA for a training program, but LPA has decided not to fund that effort, so I will try to provide resources for those who were interested in this project.

## D. OLD BUSINESS

1. Communication Issues: How do we move from Postal mail to electronic communication?
  - a. Should we rely on a phone tree, robo-call or email for urgent communication.
    - 1) Points raised:
      - a) Services do not provide caller ID, so unit owners may ignore calls
      - b) We would have to give the company our database of phone numbers.
    - 2) Inexpensive, on the order of \$50 per block of calls  
**MOTION** to TABLE communication issues while Seth conducts further research. **PASSED.**
  - b. Clarify relationship between the EC and the listserv. This was resolved at the annual meeting with the passage of a bylaw amendment that gave the EC the authority to establish a listserv for the purpose of communicating to homeowners..
2. Vote on Pancione Contract. Mike Pancione presented a new contract that was reviewed by our attorney. Darcy will meet with Mike to discuss our attorney's recommendations. Meanwhile The existing contract remains in effect and there will be no cost increase in the new contract.  
**MOTION** to TABLE Pancione contract approval. **PASSED.**
3. Flu Clinic: We had considered a proposal made by Joni Sexauer to conduct a flu shot clinic in the park. It became too complicated to put it together so the event

# HALP Executive Committee Meeting of 11/09/2020

was called off. We may consider this again next fall.

**MOTION** TO remove from agenda. **PASSED**

## E. NEW BUSINESS

1. Colleen presented a [plan to remediate conditions](#) that hamper accessibility of emergency vehicles within the Park..

**MOTION:** To accept the plan proposed by Colleen to improve access for emergency vehicles. **PASSED**

**MOTION:** To allow the Fire Department to conduct onsite training at Laurel Park. **PASSED**

2. Seth - Renew discussion of whether to enroll in Empowered HOA management software.

**MOTION:** Table discussion until next meeting. **PASSED**

3. Colleen presented the [Shea Estimate for Tree Work](#).

Unit owner has requested removal of a 90 foot beech tree that is in close proximity to their house. Tree has been deemed healthy and the unit owner will be informed as such. Removal of this tree is not included in the Shea estimate.

**MOTION:** Approve Estimate from Shea Tree service. **PASSED**

4. Colleen - Discussion about the feasibility of arranging for additional leaf clean-up this fall, in areas of the Park not typically cleaned-up by the current Landscaping Contract. Colleen will get an estimate of how much it would cost and we will make a decision on that basis. We will take a closer look at the mowing map before signing a contract for next year.

5. Darcy will contact the Nominating Committee in an effort to fill the now vacant At Large position on the EC.

6. We have agreed to use email addresses associated with each position on the EC so that the accounts can be passed on to new people who assume those positions and the history of communication will be preserved. The new addresses will be posted on the website.

7. We have devised a system for monitoring and responding to email sent to the general EC email address, [laurelparkec@gmail.com](mailto:laurelparkec@gmail.com):

- a. All emails sent to that address will be forwarded to all members of the EC
- b. Each month, one member of the EC will be designated to be responsible for following up on the email. This may be an answer to an informational

# HALP Executive Committee Meeting of 11/09/2020

question, a referral to a specific officer, or it may result in adding an item to the next meeting agenda.

- c. All members of the EC will be included in all replies to the original message
8. Dining Hall Storage. Last year the EC set guidelines that would allow homeowners to administer winter storage at the Dining Hall, and Patty McNanamy took charge of that operation. Seth will check with Patty about running it again this year.
9. Darcy and Jody will set up a time to conduct an orientation for the new owner of unit 42
10. **MOTION** TO go into Executive Session. **PASSED**
11. After returning to Regular Session: **MOTION**: To fine unit owners for allowing dogs off leash as specified in item 1 of the Executive Session. **PASSED**