

# HALP Executive Committee Meeting of 04/12/2021

## **Present:**

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

**ABSENT:** Jean Listinsky

**Homeowners:** Liz Duffy-Adams #94, Tryna Hope #24

## **A. HOMEOWNERS MATTERS**

1. Tryna & Liz re: Library. They will clear out the books, which have become moldy. Want to determine whether shelves can be built where the existing mail slots are. There's a concern that the lack of heating in the room is causing the mold so they would like to explore the option of heating the room. They inquired whether the dumpster could be used to dispose of the books. Colleen suggests getting rid of the rug and upholstered furniture to mitigate the mold problem. Colleen will ask Mike Pancione to join her in inspecting the room to see what options there are for reconfiguring the rooms on the first floor. They plan to start emptying the library soon, so we will continue the discussion at our next meeting.

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

1. **MOTION.** Approve Minutes of March 8, 2021 Meeting. **PASSED**

## **C. COMMITTEE REPORTS:**

### ***PRESIDENT'S REPORT***

1. Addressed homeowner complaint about a dog issue
2. Fill out a form for refinancing for an owner
3. Met with Bartlett Tree Service with Colleen and asked for estimate on all trees in the inventory with the status of immediate and Priority 1
4. Request for Certificate of Insurance and that it be posted on the website.
5. Request from owner to put in trees

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

1. No orientations
2. EC email was more active than usual

### ***PROPERTY OFFICER REPORT***

[See minutes of the Property Committee Meeting](#)

### ***FINANCE OFFICER REPORT***

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1. See the [March Budget and Actual Report](#) and the [March Balance Sheet](#).
2. Because of the limitations of the accounting software, the numbers in the budget column reflect the month to date rather than the annual budget. This can lead to some deceptive information. I will create a new report that shows the annual budget instead of the month to date budget.

## **CLERK REPORT**

I began configuring our new Empowered HOA software platform but ran into a few problems. I hope to hear from Ryan tomorrow and that he'll be able to resolve those issues.

Once the platform is configured I'll ask each member of the EC to register so you have exposure to that process. I'll compose a message to homeowners containing instructions on how to register and how to use the new web interface. It's pretty intuitive, but I'll be prepared for the normal level of chaos.

## **AT-LARGE REPORT**

*Laura*

In the presence of other homeowners, witnessed and felt endangered by a car that was speeding in close proximity to them as they were walking. One of the other people present notified the homeowner who they were visiting, who said they would follow-up. (Further discussion will be taken up in Executive Session.)

## **D. OLD BUSINESS**

1. HOA Management Software approval. Has been approved and we have begun configuring it.
2. Paving and Gravel Replacement. Still being estimated.
3. [Proposal to LPA](#) for management of common buildings. **MOTION:** Present proposal to LPA. **PASSED**

## **E. NEW BUSINESS**

1. Consider a by-law change so that the terms of EC officers run from January to December so that terms coincide with the budget period and provide a transition period for the new officers. Seth will draft the amendment.
2. Coverage of EC Email. Ruth will cover until the May meeting.
3. Unit # 34 regarding Homeowner Project to add overhangs (see handout) **MOTION:** Approve Project. **PASSED**
4. Vote on # 103 Homeowner Project (see handout) **MOTION:** Approve Project **PASSED**

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5. Vote on updated 3 Year Knotweed Removal / Management Proposal from Land Stewardship (sent out to EC Members already) **MOTION:** Approve updated knotweed removal proposal. Price was increased to accommodate additional area and provides for Land Stewardship to remove and dispose of the knotweed that is cut down. **PASSED**
6. Vote on request for people renting a cottage to park an RV at Laurel Park for 6 months. **MOTION:** Allow people renting #86 to park their RV space number 2 of the trailer lot for the term of the lease. **PASSED**
7. Request for potential additional Funds for Landscaping Plants (\$1,000.00 in addition to the existing \$1,000.00 already budgeted, if needed). Discussion to be continued next month.
8. Discussion of common buildings and current Covid restrictions. We will continue our policy of following state and local guidelines.
9. **MOTION:** Convene Executive Session. **PASSED**
10. **MOTION:** Reconvene Regular Session. **PASSED**
  - a. **MOTION:** Take actions specified in items 3,4,5 & 6 of the Executive Session minutes. **PASSED**
  - b. **MOTION:** Convene an Executive Session on April 21 at 5:30 PM to complete business that was not addressed during this evening's session. **PASSED**
11. MEETING ADJOURNED . Next meeting: May 10, 6:15 PM on zoom.