



Property Committee Meeting Minutes

11-26-18

6:15pm

In Attendance: Kristepher Severy (Chair), Mike Pancione (Owner of Pancione Management), Tira Pandolf (Secretary), Will Morin (Member), Erin Nelson (Member), Dennis Tarpey (Member)

Guest: Darcy Johnson (HALP EC Member-At-Large)

Unable to attend: None

1) Homeowner Requests:

A. Request for tree near #114 to be cut down.

- Will be taken down if ribbon is around it and if tree is on tree list (list of trees we paid to have removed).

B. Request for tree to be trimmed outside #22

Tree will be looked at by Pancione.

C. Inquiry regarding cutting down trees near #107

- Two dying trees will be taken down on December 11th using crane.

D. Inquiry regarding drainage issue in front of #66

- Pancione will meet with a drainage company to look into digging a ditch and maybe putting in a dry well.

E. Homeowner notified Property Committee Chair that they no longer need a trailer space near dumpsters. This leaves one space open—use is contingent on approval by Property Committee Chair.

2) Property Management Report:

A. Update on securing snow plowing contractor

- A snow plow contractor has been secured for the season.
- A notice will be sent out requesting that all homeowners move anything, such as outdoor chairs, away from the roads and parking areas so they will not be in the way of plowing.

B. Fall Cleanup

- The money set aside for fall cleanup will be used for an early spring cleanup.

C. Remaining Tree work in Park

- Final tree work is still scheduled for December 11th. A crane will be brought in and five trees will be removed.

✳ **Post-Meeting Update - 11-27-18:** The Property Chair was notified that our tree contractor will not be able to do any more tree work this year. The Property Chair has asked Pancione Management to please check the remaining trees that were scheduled to be taken down, in December, and to hire someone else to take down any that cannot wait until Spring.

- **D. Quarterly emergency storm water drainage bill**

Pancione Management has consulted with the Northampton Department of Public Works (DPW) and it seems there is little chance we will be excused from paying this bill without installing a water filtration system to filter any water that leaves Laurel Park grounds.

3) Old Business:

A. Fence Project along Route 5

- Stockade privacy/sound barrier-type fence is being looked into. Fence would run along route 5 (replacing current wire fence) from, approximately, house #5 to #13.
- A survey will be sent out to homeowners to gather their input regarding fence.

B. Snow Plow map updates

- Committee agreed on plow map updates.
- Property Chair will be updating Snow Policy

C. Car stickers/magnets with house numbers

- Pancione will look into obtaining vinyl stickers with numbers only on them.

D. Smoke detectors for all rooms in Building #1

- Pancione will take steps to update all smoke detectors based on current town fire laws.

E. Lock for library room-Building #1

- Property Chair will ask HALP EC for a lock to be placed on library door. This will ensure proper use of the library, and help to keep door closed, as the room is now being heated during the winters.

4) New Business:

A. Energy assessment of Normal Hall

- During Annual HALP Meeting in October, homeowners voted in favor of an energy assessment of Normal Hall. Pancione will arrange this.

B. Tree replacement plan

- Pancione will put together a list of possible trees.

C. Financial savings on propane and electricity by having Normal Hall closed for winter

- Property Chair will ask HALP EC Finance Chair to monitor this information through the winter and present the results at the Annual HALP Meeting in October 2019, as was agreed upon at the October 2018 Annual HALP Meeting.

D. Generators

- Nothing can be placed on common land without permission from the HALP EC. Such requests will be taken on a case-by-case basis.

E. Update form seller and realtor sign, before a house is put up for sale, to make sure all important items such as unit footprint, septic tank, leach field, etc. are disclosed.

Property Chair will contact HALP EC Vice President to request that orientation materials be updated so that it is made clear to all homeowners that they must disclose the following before selling a house in Laurel Park:

- I. Location of unit's water shut offs (outside water shutoffs are also known as also known as curb-stops),
- II. Location of unit's septic tank,
- III. Location of unit's septic clean-out (cover [covers if dual chamber tank] to be removed for cleaning), and
- IV. Location of unit's septic leach field.

F. Refrigerator magnets with important Park contact info

- Property Chair has designed magnet and will have them created and distributed.

MEETING ADJORNED AT 7:53PM

NEXT MEETING: MONDAY, DECEMBER 17, 2018 AT 6:15PM IN HALP EC OFFICE