

July 2025 Resident Committee Notes

Activities Committee Notes

No July meeting.

Health and Fitness Committee Notes

Wednesday, July 9, 2025 at 2:00 p.m.

- Health Services Report:
 - There were three falls in June (two were the same person; one was due to a medical incident that resulted in hospitalization.) All falls happened inside of the resident's apartment in either the living room or bathroom.
 - There were two visits to the emergency room, and two residents are at rehabilitation facilities.
- Fitness Report:
 - There were 1,081 visits to the department in June including 55 massages.
 - The second cardio boxing class was held on June 17. This class is going very well.
 - The pool patio party went well with 67 residents in attendance.
- Old Business:
 - Dehumidification System:
 - Only received one bid to replace the dehumidification system. It will be presented to the BOD for final approval at the July BOD Meeting. This is considered an emergency capital replacement project.
 - These systems are custom-made; it will be several months before the new one is installed.
 - Dehumidifiers will be put in the pool area to try to counteract the heat and humidity caused by the malfunctioning system.
 - Mental Health Resources Guide: Reviewed and approved by the committee. This will be posted in the mail room and weekly bulletin.
 - Highbar Physical Therapy: S. Leclerc reached out to them to schedule a talk; she has not heard back from them yet.
 - *Gait Abnormalities* by Dr. Friedman has been scheduled for Thursday, September 25 at 7:30 p.m. in the Odeon.
 - The Health and Fitness bulletin board in the mail room looks great and information and fitness tips can be updated as needed.
- New Business:
 - Resistance Room Television Station: S. Vartian was asked about who decides what channel is on the Resistance Room televisions.
 - The station is always chosen by resident request.

- As a rule, the first person in the resistance room gets to choose the channel. Other channels are chosen as residents come and go. Sometimes the residents want it turned off.
- The staff does their best to accommodate all tastes and wants; however, it's a challenging task.
- Blinds are being installed in the aerobics room so the residents cannot see the TV during yoga, Taichi, etc.
- Newsletters:
 - J. Twelves and J. Halpert will work on a newsletter addressing mental health; it will be a good companion piece for the resources list.
 - Suggestions for newsletters are always welcome. Anyone on the committee can write one.

Sales and Marketing Committee Notes

Tuesday, July 15, 2025 at 10:00 a.m.

- Sales & Marketing Report for June 2025 (F. Plohr):
 - Statistics for the month of June were discussed in detail.
 - General information:
 - Inquiries: 21 in June; 153 year-to-date.
 - Tours: 17 in June; 118 year-to-date.
 - For the fiscal year 2025 there were 10 closings.
 - Apartment Inventory:
 - There are 12 apartments available: 1 studio; 2 one-bedroom; 4 one-bedroom with den; 1 one-bedroom with den deluxe; 2 two-bedroom; and 2 two-bedroom with den.
 - There are three apartments being prepared to be added to inventory.
 - There are 15 unoccupied apartments.
 - There was one Car meeting in June. One applicant was approved. Year-to-date, ten applicants were approved and six were denied.
 - It was suggested that the general snapshot information be converted into a graph.
- Report from JH Communications (J. Houle):
 - Digital Marketing Campaign: Out of 561 actions taken, 212 were clicks to the available apartments page, there were three direct phone calls requesting more information, 16 calls were made from Google advertisements, 128 people filled out the contact information form, and 94 people clicked on the virtual tour links.

- The newly designed website and commercials were presented to the committee. Suggestions to the website were discussed. Keeping the website updated and current is essential to our advertising campaign.
- Old Business:
 - Tabled for further discussion:
 - What can the committee physically do to help with tours, especially with converting first-time tours to second-time tours or closings?
- New Business:
 - Overnight accommodations for prospective residents will be offered again.

Dining Services Committee Notes

Wednesday, June 16, 2025 at 2:00 p.m.

- Kitchen Report (P. Marcello):
 - The 4th of July cookout was very successful; 120 meals were served.
 - Lobster will be served at the Labor Day cookout on September 1.
 - Javier Lin is retiring. His last day is Friday, July 18.
 - There were some concerns regarding the apples being served and used for the applesauce. Our apple supplier cannot get Ida red apples; therefore, until the fall we will be using Fuji apples.
 - Two kitchen tours will be scheduled: Thursday, July 24 at 9:00 a.m. and Thursday, July 31 at 10:00 a.m. Due to limited space, only six residents can be accommodated per tour. A sign-up sheet will be posted near the menus in the main lobby.
- Dining Report (C. Aldana):
 - Tuesdays on the Terrace are well receive. If it is within budget, this can be opened up to Thursdays as well. More information to come.
- Old Business: none.
- New Business:
 - Comment Card Report:
 - June was the first full month using the new comment cards.
 - 134 comments were submitted. There is a significant increase since the new comment cards were put into place.
 - After much discussion, it was suggested that the comment card information be quantified into a report that can be reviewed on a monthly basis.
- Guests were excused and the committee commenced to work on a survey presented by the Chair. Following lengthy discussion, edits and suggestions, the committee was asked to forward any additional revisions to the Chair. The final copy will be presented to the committee at its next meeting. Once approved, it will be forwarded to the Board for final approval. It was suggested that Survey Monkey be used which will allow anonymity and a good tool for analyzing the data. The process will be developed once the survey is accepted.

Building and Grounds Committee Notes

Monday, July 21, 2025 at 9:30 a.m.

- Note: There was not a quorum, so no votes were taken.
- Committee Member Update:
 - L. Piedra resigned, effective immediately. Her resignation was accepted.
 - T. Stapleton is the new Chair of the committee. A vote for vice chair will be held at the next meeting.
- Facilities Report (K. Kuhn):
 - Pool Filter Update: The filter is still working but it needs to be replaced. K. Kuhn is still working on obtaining three bids for this project. Currently, only one bid was submitted at a cost of \$100,517.
 - Elevator Update: This project is complete. The final elevator was inspected.
 - As requested by the state inspector, a new wall mounted air conditioning unit was installed in the south machine room.
 - Paving Update: The main entrance cobblestones were installed. Once the project was completed, the main entrance was power washed.
 - Fire Alarm System/Extinguishers:
 - All fire extinguishers were inspected by Encore Fire.
 - The old fire alarm system in the elevator room was disconnected.
 - Quarterly fire alarm testing was completed in scheduled apartments.
 - K. Kuhn reached out to the Fire Marshal to schedule a meeting to discuss our evacuation protocol.
 - Nelsco was onsite to repair many broken sprinkler heads.
 - The south trash chute was repaired. Preventive maintenance was also completed for both trash compactors.
 - Electronic Alarms was onsite to repair the north employee entrance.
- Old Business:
 - Pool Dehumidification System: After reaching out to several companies, only one bid was submitted for this project. NexGen submitted a bid for \$130,000. This will be brought to the Board for approval.
 - Residential Hallway Renovations: This project has started. The painters are currently on the fifth floor.
 - Pipe Replacement Update: The RFP that was sent out in June did not receive any bids. Another round will be sent out in August.
 - Café Patio Ivy: A consensus was reached that a clear plan must be in place for the removal of ivy on the café and pool patio bricks.
- New Business:
 - The great room and café patios will be power washed.

- Main Lobby:
 - Four silk arrangements, created by Studio Florists, were presented to the committee. Total cost: \$1,944.
 - It was suggested that the main lobby be refurbished with a few artificial trees next to the bench in memory of L. Russell.
 - A consensus was reached that the decorating and plant subcommittees work together to propose an overall plan for the main lobby refreshment which should include the main lobby centerpieces.
- Board Representative Report:
 - Air Temperatures in Residential Hallways: The Board agreed that the objective to standardize common area temperatures is an important strategic goal. This topic was deferred to the strategic planning committee for consideration when discussing the Green Initiatives strategic goal.
 - Bid Process: The Board approved capital projects of \$75,000 or more may be recommended to Budget and Finance and the Board of Directors for approval without obtaining three bids if all efforts to receive at least three bids were made and there was no response within 60 days, and references were verified.
 - South Fire Hydrant: K. Kuhn is in contact with Encore Fire to determine where the shutoff valve is.
- Open Forum:
 - The river overlook area is an attractive nuisance. Although there is signage posted, it was suggested that a fence be installed. A consensus was reached that this option should be explored for legal and safety concerns.

Budget and Finance Committee Notes

Wednesday, July 23, 2025 at 9:00 a.m.

- Treasurer's Report:
 - Bid Process: There was a substantial discussion around capital projects at the June Board meeting. The board approved a motion stating that projects of \$75,000 or more may be recommended to Budget and Finance and the Board for approval without obtaining three bids if all efforts to receive at least three bids were made and there was no response within 60 days, and references were verified.
 - The mission statement was approved with one amendment. The final Budget and Finance mission statement states: "To safeguard the financial wellbeing of Laurelmead by providing financial advice, guidance, audit oversight, and recommendations to management and the Board of Directors.
- June 2025 Financial Report: June financials will be completed and reported on once the lease buyout and loan payment journal entries are assembled with the assistance of CBIZ's accounting firm.

- Old Business:
 - Internal vs. External Laundry: This will be discussed under the 2026 operating fund budget.
 - 10% Transfer Free: Tabled for further discussion.
 - Currently, there is a shareholder property tax receivable of \$116,917 on the financial statements that would have been paid at the end of the lease in 2044. M. Holland is in contact with Marcum to determine the appropriate way to record this receivable. Tabled for further discussion.
- New Business:
 - Pool Dehumidification System: Only one bid was received from NexGen for \$129,957.

Move to recommend approving the purchase of a new pool dehumidification system at a cost of \$129,957 to be done by NexGen: R. Cookingham; P. Higgins, second. Unanimously approved.

- Hot Water Tank: Only one bid was received from NexGen for \$119,255. This was a previously approved item with a budget of \$71,000. There are processes to reline the hot water tank instead of fully replacing. K. Kuhn will get more information about relining vs. replacing.
- Pool Filter Replacement: Only one bid was received from New England Aquatics for \$100,517. This is a previously approved item with a budget of \$84,900.

Move to recommend approving the purchase of a new pool filter from New England Aquatics at a cost of \$100,517: R. Cookingham; K. Baker, second. Unanimously approved.