

June 2026 Board Standing Committee Notes

Activities Committee Notes

Thursday, June 4, 2026 at 2:15 p.m.

1. **Possible New Programs:**

- Out of seven new programs, six were approved by the committee. One musician was tabled until next month. Three trips were approved.

2. **Old Business:**

- Comment Card Review/Pending Programs Update:
 - Comment cards, pending programs, and scheduled upcoming programs were reviewed by the committee.
 - Comments for May programs were favorable.
 - Wendy Schiller will be invited back to speak on a topic of her choice.
 - The committee will explore speakers for an introductory program on artificial intelligence.

3. **New Business:**

- Lifelong Learning Collaborative Classes at Laurelmead:
 - The committee discussed the request from the BOD to consider the possibility of LLC offering courses at Laurelmead.
 - The consensus was that there were too many questions and issues of concern to be able to provide a definitive recommendation.
 - Topics of concern included location, number of courses, cost, parking, and security.
 - Some committee members thought that this was an interesting selling point and could have a positive effect on sales and marketing.

Move to gather more information from LLC before approving the idea of holding LLC classes at Laurelmead: 4 approved; 4 opposed. The chairperson broke the tie. Motion did not carry.

- It was suggested that Alexander Calder's biography, offered on PBS, be played in place of a movie.
- The committee was made aware that Gideon Rubin will be performing with the Narragansett Bay Orchestra at East Providence High School on Sunday, June 6 at 3:00 p.m. Information on this program will be listed in the mail room for those who want to attend on their own.

Sales and Marketing Committee Notes

Tuesday, June 9, 2026 at 10:00 a.m.

1. **Sales & Marketing Report for May 2026 (F. Plohr):**

- May Statistics: Statistics were discussed in detail.
 - The average sale price of an apartment is \$300,378. A graph of the sales price data will be included in future reports.

- Inquiries: 31. Since November, there have been 206 inquiries.
 - Tours: 17. Since November, 125 tours have been conducted.
 - Closings: year-to-date there have been 14 closings. Four are pending.
 - Available Inventory: 11 apartments. Four apartments are being prepared to be listed on the market.
 - Fiscal year-to-date, 14 people were approved by CAR and 5 were denied.
2. **Report from JH Communications (J. Houle):**
- Two videos, one 30 seconds and one 60 seconds, were presented to the committee. These videos will be used for advertising on television and on the website starting next week.
 - A print advertisement was placed in the Khiton Magazine. This is a quarterly magazine for Greater Providence's makers, craftspeople, and holistic practitioners plus workshops, events, and a community for slow living.
 - 15 people have submitted their contact information on the website. This information is tracked by a software called HubSpot.
 - There was concern regarding the way the pictures are formatted on the featured apartments section of the website. This will be looked into. Also, it was suggested that floor plans for featured apartments be added.
3. **Old Business:**
- Marketing Questionnaire: tabled until July.
 - Common Area and North "Business Side" Upgrades with D. St. Amand: tabled until August.
 - There was a question about the balconies being painted. A full assessment will be conducted before the balconies are painted.
 - Move-In Quick Start: This will be a one-page document. A. Bilodeau volunteered to help A. Patton with this.
 - Sales and Marketing Assistant Update: F. Plohr is starting over with the interview process. This position is posted on LinkedIn and Indeed.
4. **New Business:**
- Updated floor plans for apartments that are renovated are submitted to M. Holland.

Health and Fitness Committee Notes

Wednesday, June 10, 2026 at 2:00 p.m.

1. **Health Coordinator's Report (L. Hall):**
 - There were no reported falls or incidents in May.
2. **Fitness Report (S. Vartian):**
 - There were 1,016 visits to the fitness department in May and 65 massages were scheduled.

- Two classes were added to the schedule (line dancing and boxing) and are receiving favorable feedback. The next boxing class is scheduled for Tuesday, June 16 at 11:00 a.m.
- The pool filter was scheduled to be delivered the first week in June. An installation date is still to be determined.
- It was suggested that management look into partnering with the JCC or YMCA while the pool is closed.

3. **Old Business:**

- Acupuncture Presentation led by Anastasia Congdon: Tuesday, July 28 at 7:30 p.m.
- Medical Equipment Recycling Update: Information on where medical equipment can be donated will be posted in the weekly bulletin as a weekly wellness topic. Thank you to S. Beck for all her time researching this.
- Illness Reporting: A link to the respiratory virus data, located on RI Department of Health's website, will be posted on the informational website near the air quality link.
- June Monthly Newsletter: Suggested revisions were discussed. A final copy will be distributed to the community. Going forward, a disclaimer will be included in future newsletters and medical-related materials.

4. **New Business: none.**

Building and Grounds Committee Notes

Monday, June 15, 2026 at 9:30 a.m.

1. **Facilities Report (D. St. Amand):**

- Balcony Painting and Repairs: Maintenance is currently assessing all balconies for structural issues. There are many repairs that must be done before the painting project begins. Superior Painting has requested a meeting with D. St. Amand and L. Dohanian to discuss this further.
- Walkway Extension Project: EPK Construction was hired to complete this project. It will begin next month.
- The pool filter will be installed in the week of June 22. The pool area will be closed for one month. Superior Painting will repaint the pool area once the filter is installed.
- Odeon Door Refinishing:

Move to hire Elco Painting to refinish the four Odeon doors and the two bathroom doors outside of the Odeon for a cost of \$2,300 as a maintenance purchased service: H. Bilodeau; L. Cookingham, second. Unanimously approved.

2. **Old Business:**

- Masonry Consultant Update: tabled.
- Valve Repair Update: tabled. A pre-bid review meeting is scheduled for Wednesday, June 17.

- Landscaping Task Force Update: The task force will meet to discuss the overall grounds project in detail. H. Bilodeau will be the convener.
- Hallway Temperatures: A detailed proposal was recommended and board-approved last year regarding a set temperature for the hallways. However, the makeup air unit controllers needed to be replaced and necessary cabling for the controllers needed to be installed in order for the system to work accurately. An update will be provided at the next meeting.

3. New Business:

- Building and Grounds Discretionary Fund for 2027 Budget: this will be discussed in July. The art committee will be asked to request a certain amount.
- July Meeting: keep the July meeting scheduled.
- Sculpture Donation: L. Piedra presented two sculptures for consideration. She is willing to donate one of them for the main lobby table centerpiece:
 - a. Into this World Ceramic Goat Sculpture – 24”x26”x12”
 - b. Chaos Ceramic Sculpture – 20”x26”x12”
 - i. This request will follow the personal property/art donation request policy. If approved by the art committee, it will be brought back to Building and Grounds for final discussion.
- South Fire Hydrant Leak: D. St. Amand is in contact with Elite Fire Suppression. Because this project involves the water being shut off for the entire campus it would have to be done overnight. More information to come.
- The building tour for committee members was scheduled.

4. Open Forum:

- Recycling continues to be an issue.
- Concerns regarding a hole in the fence near the cemetery were discussed. This fence belongs to Swan Point.
- The committee agreed that the mission statement for Building and Grounds be revised to better reflect the role of the committee.
- A detailed discussion was held regarding unknown policies and previously approved motions pertaining to Building and Grounds. Once the policy binder is finalized, it will be distributed to the community. As for the previously approved motions, there is a document which includes all approved motions from 2017-current, which will be distributed electronically to committee members.

Dining Services Committee Notes
Wednesday, June 17, 2026 at 2:00 p.m.

1. **Kitchen Report** (C. Beauchemin for P. Marcello):

- Combi Oven Update: P. Marcello is working with the maintenance department. A new drain line and four water supplies need to be installed before the combi oven can be installed. The combi oven has not been ordered yet.
- The kitchen tour for committee members will be scheduled in the fall.
- A new dessert chef, Hayley, was hired. Henry was promoted to night chef.
- The holiday hours for the 4th of July have been adjusted. Earlier holiday hours will be scheduled as a trial. This allows staff the opportunity to finish their shifts earlier so they can spend time with their family and friends on holidays. The reasoning for this will be communicated to the residents at the general residents meeting.
- Extended Brunch Hours Proposal: A proposal was presented to the committee. Breakfast will be served all day, and lunch options will start at 12:00 p.m. The reason for this proposal is because Sunday dinner service has been underutilized and this allows staff the opportunity to finish their shifts earlier on Sundays. A few modifications suggested by the committee were made.

**Move to recommend approving the extended brunch hours proposal as modified:
T. Seligmann; T. Gardner, second. Unanimously approved.**

2. **Dining Report** (C. Aldana): no report.

3. **Old Business:**

- Dining Experience Survey Results: The committee requested that all ten initiatives be listed under old business. Management will report on the initiatives on a quarterly basis.
- Takeout Service Consistency: Improvements will be noticeable once the new system that will be replacing Micros is in place. Management went to view a live demonstration of Meal Suite and are encouraged by the software.
- As part of the whole IT upgrade, resident services being available online will be an option in the future.
- The feasibility of offering meal plans would be a financial implication due to the size of the community.

4. **New Business:** none.

5. **Open Forum:**

- P. Marcello was asked if it's possible to host a World Cup party, like the Superbowl party, on July 19. He will look into this.
- Charging for Takeout Containers: A resident asked if residents are charged for takeout containers when they are dining in the pub or dining room. This will be discussed once the new system is in place.

Budget and Finance Committee Notes

Wednesday, June 24, 2026 at 9:30 a.m.

1. Treasurer's Report:

- The board is looking forward to an update from the insurance working group. They also approved the recommendation for up to \$35,000 for a masonry consultant assessment, the walkway extension project; and the electrical supply quotes contract.

2. May 2026 Financial Statements:

- Consolidated financial statements for Laurelmead Cooperative and Laurelmead Realty were presented to the committee.
 - The remaining mortgage principal balance is \$15,639,961.45.
 - The cash shortfall fiscal year-to-date is \$87,978.20.
 - The operating fund excess of revenues over expenses before non-operating revenue expenses is \$99,457.
- Of the total receivables of \$220,992 there are deferred fees due totaling \$13,486. Deferral balances are growing by \$3,165. One share is owned by Laurelmead, reflected as a treasury stock in shareholder equity.
- The approximate carryover balance from 2022-2025 is \$250,000.
- Net Excess: loss of \$9,325. Year-to-date: \$85,269
 - Favorable to the budget fiscal year-to-date: \$8,285.
- There were four closings in May which contributed \$89,250 in transfer fees. Fiscal year-to-date, there have been 14 closings which contributed \$429,740.
- The capital reserve balance is \$4,480,259. An updated list of capital projects was presented to the committee.
- Budget to Forecast Comparison: Budgeted for a loss of \$27,999; Forecasted year-to-date: loss of \$44,730; Variance: loss of \$16,731.

3. Old Business:

- Insurance Working Group Update: Several companies have been contacted regarding the insurance optimization, including CBIZ and Milliman. More information to come.

4. New Business:

- Emergency Replacement – Kitchen Ice Machine. Cost: \$5,900 plus installation.
- The next B&F meeting is scheduled for Wednesday, July 22 at 9:00 a.m.
- Beacon Mutual, Laurelmead's workers compensation insurance company, issued a rebate of \$5,200.
- A confidential discussion was held in executive session regarding the 2027 budget, including salaries and a presentation of smaller department budgets. Larger departments will be presented in July.