

Tri-Park Cooperative Housing Newsletter

Dear residents,

Thank you for bearing with management and the Board of Directors while we work out details on the newsletter process. We are thrilled that we are able to get one out for March.

We are working hard to get you the latest developments in our mission to make a positive impact within our parks as we move forward.

In this edition of the newspaper we will review rules, provide contact information, office hours, and exciting community news!

Please enjoy the newsletter!

Vanessa Gorman Dow
Park Manager

In this newsletter you can expect:

Maintenance
Department
Information

Dead River Co.
Discounted
Rates

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Directors
Information

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Reminders

CVOEO Survey
Information

Community
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February Board
Meeting
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Master Plan
Updates

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Office &
Maintenance
Hours

**"THERE IS NO POWER FOR CHANGE GREATER
THAN A COMMUNITY DISCOVERING WHAT IT
CARES ABOUT." – MARGARET J. WHEATLEY**

Maintenance News

Dump runs are returning soon!

The maintenance team will be able to start completing dump runs for residents again starting on April 15th, weather permitting. Please complete a request form at the office for this service. The maintenance department will need to see the items and will then be able to provide you with the cost. Once the invoice is paid at the office, the maintenance team will complete the dump run.

The dump run schedule will run until November 15th, weather permitting.

Reminders:

- Please do not approach the maintenance team while they are completing their work to request something from them. All requests must be documented. The maintenance team can provide you with a request form or you can pick one up at the office.
- The maintenance team can only trim trees that they can reach while standing on the ground using a pole saw.



Exclusive rates just for residents!

Tri-Park and Dead River Co. have partnered to offer the residents an exclusive discount on heating oil and propane!

Heating oil: 10 cents off of retail
Propane: 30 cents off of retail

If you pay with prompt pay within 15 days, you will receive an additional 10 cents off!

All new customers will receive a \$50 welcome coupon!

*All incentives require a new, charge approved, automatic delivery account.

Call or email Josh Unruh at
(802)689-6674
josh.unruh@deadriv.com

You must mention Tri-Park
Housing Group Code: 1913

Committee News

Rules & Regulations

Hi! You met me in the last newsletter. I'm Kathy Ellor and am a MHP representative on the Tri-Park Board. The Board is working towards a better us. One the items that needs work is updating the Tri-Park Rules and Regulations. I am spearheading that effort. I have some volunteers from Mountain Home but would like to include voices from Black Mountain and Glen Park. If you are interested, please leave me a message at 1-802-579-1803. And don't be put off by the fact that I have people from MHP, if you want a voice in the process, let me know. I look forward to hearing from you! Kathy

Volunteers Needed!

Tri-Park is looking for residents that would be interested in joining a committee. We have a handful of different committees that are being run by board members but we NEED YOUR HELP. We want to see Tri-Park come to life while bringing this park up to it's full potential. We cannot do it alone. If you have some spare time and are a dedicated resident of Tri-Park who wants to see all the good we can do, please reach out to the office for more information or come to the next board meeting on April 4, 2024 at 5:30pm.

Finance Committee

The Finance Committee is welcoming new members particularly. You don't need a lot of knowledge or financial background to be interested in how it all works and to be valuable. We'll be working on next years budget soon. Your input and through are important. No meeting time is set yet so that we can accommodate as many people as possible. Zoom could also be an option. Please contact Lois Reynolds at (802) 451-8604 or by email at lreynolds524@gmail.com

Board Meeting Changes

- The board of directors will meet on the first Thursday of each month.
 - There will be no meeting the 3rd Thursday of the month, unless there is an urgent need
- Residents have open forum at the beginning of the meetings, instead of after all the reports.

Board Member Changes

Over the course of the last few months the board of directors has made a couple of changes.

- Angela Johnson stepped down as the Vice President of the board.
- Mark Stockwell stepped down as Glen Park Representative.
- Dan Holden, from Glen Park, stepped up to be President.

Open Board Seats

- Vice President
- Glen Park Representative
- Community Member

Upcoming Board Meeting Dates

- April 4, 2024
- May 2, 2024
- June 6, 2024

Bridge Update

If everything goes well we are looking at having a new bridge by the end of April for Dettman Drive. With this plan, we hope to be able to acquire a temporary bridge for Winding Hill Road Bridge. The Town of Brattleboro will be taking over ownership of The Dettman bridge.



Resident Surveys

By the first week in May all residents should have received a survey mailed to them by CVOEO.

This survey will better assist management and the Board of Directors learn more about the residents of Tri-Park and how they are feeling since the last survey in 2021. The survey aims to guide us as we move forward with positive change throughout all three mobile home parks to create a strong Tri-Park community.

It is imperative that you answers these surveys honestly and send them back in to CVOEO.



A Few Notes To Remember

Dogs:

- All dogs must be registered with the town of Brattleboro by April 1st. This paperwork must also be submitted to the office.
- Please pick up your dog poop. It is not OK to leave it behind.

Non-Park Approved Residents:

- In order to live in any one of the three mobile home parks owned and operated by Tri-Park, you must first have submitted a residency application that has been approved by the board of directors.
- If you are living in the park and have not completed an application and been approved, please reach out or stop by the office to complete an application. Thank you in advance for your corporation!

Community News

Rent Raffle

- Our first winner was Sandy Saunders!
- We will spin the wheel of names for our second winner at the next board meeting, April 4th.

Facebook Page

- We now have a Facebook Page where we will share community news and reminders!
- Our official page has three connected rings with a green background. Please feel free to stop in at the office for help finding our page if you are having trouble.

Website

- Stay tuned for updates on when the website will be available! It is coming together and will be up and running before the next newsletter comes out. You can check Facebook for updates!

February 1, 2024

approved open session board meeting notes

Attendance: Dan Holden, Darlene Perkins, Mary Houghton, Lois Reynolds, Liz Roberts, Kathy Ellor, Michael Sorenson, Mike Mackin, Mark Stockwell, Vanessa Gorman-Dow (Park Manager)

Meeting Called to Order at 5:36PM

Approval of 01.18.2024 minutes Approved

Open Board Positions: two community member seats (ideally HR and PW), Vice President
Residents' Forum

- Sue Fillian spoke with a resident and reminded them to attend the site visit with the town for the Dettman Bridge. All residents are encouraged to attend 2/6/24 at 4pm

Employee Job Descriptions

- Vanessa is updating job descriptions and procedures for all employees

3 Ring Binders for the Board

- Lois is interested in reworking the binders that had been given to the board with more accurate and up to date information

Website Update

- Early next week we should have mock ups of the site from WildAir Design
- Website launch should be around 2/16 if all goes smoothly

Audit Proposal

- Motion to hire Oster & Wheeler as our new auditor Approved

Board Training Update

- CVOEO will be sending the contract to us for approval
- Lois volunteered to be the liaison

Manager's Report

- CheckR, the new background check company, doesn't give us the credit scores of applicants. Vanessa is looking at other options
- Resident is willing to ride along with maintenance and pass along plowing tips, we need to let residents know they should mark lawns in the fall for plowing
- Brookwood electrical updates on hold until pole is replaced
- Motion to approve paying GMP \$2,953.80 to replace the pole Approved
- Suggestion for maintenance to go through the park and see which areas still need electrical upgrades
- Grover is demolishing 11 Woodvale and 8 Record, he will be providing an up to date insurance certificate
- Going forward the office will be open during our part-time secretary's working hours. Outside of those hours you can make an appointment with the park manager.
- If someone is interested in a home set for demolition can they buy it? YES
- Security cameras need to be set up again or we need a new system, TABLED
- Motion to approve Tri-Park to swap over to the Google Suites system for email, etc. 4 email addresses \$24/month Approved

Maintenance Report

- Motion to approve \$1,400 to replace garage door spring through JPS Approved
- Sanded, salted and plowed for inclement weather
- Stacked wood to heat maintenance building

Finance Report

- Profit and loss report is still being adjusted by Dana and Mary
- Quickbooks is not great for property management but finance committee is working on it

Master Plan Update

- Please attend site visit for Dettman Bridge 2/6/24 at 4pm

Meeting adjourned at 6:40pm

Minutes recorded by Liz Roberts

February 15, 2024

approved open session board meeting notes

Attendance: Dan Holden, Mary Houghton, Lois Reynolds, Kathy Ellor, Michael Sorenson, Mike Mackin

Meeting called to order at 5:31 PM

: motion made by Dan H.

02.01.2024 minutes approval tabled pending questions and comments regarding said minutes prior to tonight's meeting.

Open Board Positions

: Vice President, Glen Park Representative, two community member seats

Agenda Items

- Newsletter: A concern about the consistent lack of communication regarding the newsletter was expressed. Should we do the newsletter inhouse? Are we going to do monthly or every other month? It was mentioned that it should be monthly even if it is only 1 page. The approved Open Session minutes should be published in the newsletter.
- Gifts of Appreciation: This was brought up during the last meeting due to wanting to recognize Phyllis for her dedication to the Cooperative. There is no policy on how to handle appreciations. We could put it in the budget for something or make an acknowledgement of some sort. In the past \$25 was given to a charity in the persons name. A member of the audience suggested a yearly "Person of the Year". Board members should give this subject some thought and come to the next meeting prepared to talk about it.

New Business

- Mary proposed that we go to one Open/Executive Session meeting a month on the first Thursday and if necessary, a 2nd Executive Session on the third Thursday. The proposal and subsequent motion passed.
- 11 Woodvale Lot: In the past the concrete pad on an abandoned lot that was unusable was taken up and the lot divided between the 2 lots on either side. In the case of 11 Woodvale, Patrick Lackey would like the pad taken up and he is willing to maintain the lot so it doesn't become a haven for wild animals. He doesn't want the additional land added to his lot. The concrete pad currently overlaps 4 inches of his lot and he would also like to put a fence around his pool once the concrete is gone. There is also a piece of concrete with a manhole on it on his lot. Travis is supposed to speak to Evan Tracey about the water shutoff valve and where it is in conjunction with the manhole. Mary made the motion to remove the slab and the motion was approved.

Park Manager Report

- Document Storage: A document showing the Board approved minimum storage retention for records was shared with the board. It was expressed that we should keep a history while some stuff is no longer needed and shouldn't be kept indefinitely. Everyone is asked to review the document and speak to it at the next meeting.
- Job Descriptions: It was felt that more review was needed of each of the job descriptions and possibly some editing. Expressly brought up was the 80 lb. weightlifting needed for maintenance was too much. OSHA standards are at 50 lbs. The subject was tabled until everyone has had a chance to review and think about the job descriptions.
- Organization Chart: Shows a position for a Community Engagement Specialist which has a spot in the current year's budget. The other vacant spot on the chart is for a Maintenance Manager which would take the burden off from the Park Manager. To be discussed later.

February 15, 2024
approved open session board meeting notes
Continued

Maintenance Report

- Brought into question was the need of both maintenance personnel to perform all the jobs. Dan H. spoke up and stated that he had asked Travis to help train Adam to be able to take a more fully functional role which is probably why all jobs on the log had 2 people attending to them. Mary brought up the idea of a supervisory group from the board to watch over maintenance.

Finance Report

Nothing to report.

Master Plan

- DRB submitted and the hearing is around March 20. Then it will go through Act 250.
- Bridges: The Select Board accepted the responsibility of Dettman Drive and Bridge on 2/6. The decision now has a 60-day waiting period for comments before the transfer can become finalized. During this time a survey will be done, and the lawyers will get to work. Hope to complete transfer in April. The town will work with VTrans to acquire a temporary bridge for Winding Hill.
- Tax Attorney: Dan R. met with them and will draft a new version of a deal memo. It will then be circulated to all funders for approval and comments.
- VHFA: Application to refinance 2 loans will be completed by April for the May VHFA meeting.
- In response to a question from the floor – the funding for rebuilding housing for the flood plain residents is only for that. Nothing else can be attached.

Meeting Adjourned: 6 :15 PM

Master Plan Reports 3/07/2024

Bridges – Mountain Home Park

- We are now in the 60-day public comment period before the actual transfer of Dettman Drive and the bridge can take place. Dan R is following up with the Town to make sure that everything keeps moving. No news yet about a possible temporary bridge.

Infill – Mountain Home Park

- Otter Creek has subcontracted with Stevens & Associates for architectural services needed for the new maintenance garage. The plan is to put up a new metal building similar to and a little bit larger than the current one. It will be more of a long, narrow shape but still large enough to hold meetings. Most of the materials stored in the maintenance yard will need to be stored farther from the new shed, since it will have much less outside space, Staff is working on figuring that out. It has been so long since our original Phase 1 Environmental Assessment that we need to get an update. The original vendor, KAS, has submitted a proposal, which we need to approve to keep the permitting process moving. We are scheduled to go before the Development Review Board March 20 to get our local permit approval, which is also necessary for our Act 250 review. We also still need the Agency of Natural Resources to decide that it is ok for us to site new homes on Village Drive even though they will technically be in the river corridor (although 15 feet above the river). We have not yet heard from them on this.

Sewers – Glen & Black Mountain Parks

- Gurney has started sending material submittals to the engineers for approval, so they should be ready to start at Glen as soon as the ground will allow. Dan R is following up with them to see if any other projects have been completed, freeing up on capacity so they can sign the contract for Black Mountain.

TRI-PARK DEPARTMENT & BOARD OF DIRECTOR'S CONTACT INFORMATION

OFFICE CONTACTS:

Park Manager	Vanessa Gorman-Dow	(802) 380-0676	manager@triparkcoop.com
Office Assistant	Karolyn Millette	(802) 257-4877	office@triparkcoop.com
Bookkeeper	Dana Macaluso	(802) 257-4877	bookkeeper@triparkcoop.com

MAINTENANCE CONTACTS:

Lead Employee	Travis Watson	(802) 380-1124	General maintenance email: maintenance@triparkcoop.com
General Employee	Adam Marksom	(802) 258-1037	

BOARD OF DIRECTORS CONTACTS:

President	Dan Holden	(802) 579-3429 (cell) (802) 579-1188 (Home)	triparkpresident@gmail.com
Secretary	Liz Roberts		sydneyroberts08@gmail.com
Treasurer	Lois Reynolds	(802) 451-8604	lreynolds524@gmail.com

PARK REPRESENTATIVES:

Black Mountain Park	Mike Mackin	(802) 689 -2755	allielin123@gmail.com
Mountain Home Park	Michael Sorensen	(802) 233-6735	mikipokino@gmail.com
Mountain Home Park	Darlene Perkins	(802) 257-1703	
Mountain Home Park	Kathy Ellor	(484) 680-9795	kathyellor@gmail.com
Glen Park	NO CURRENT REPRESENTATIVE		

Community Members:

Mary Houghton	maryhotn@together.net
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Hours of Operation

OFFICE HOURS

Monday – Wednesday 8:00am – 3:00pm
Thursday 8:00am – 1:00pm
Friday 8:00am – 12:00pm

MAINTENANCE HOURS

Monday through Friday
7:00am – 3:00pm

Please check our Facebook page or call the office first to confirm we are open. You may call the office to schedule an appointment outside of these times. If you need to meet with the Park Manager, please call to schedule an appointment.

AFTER HOURS EMERGENCY ON CALL ANSWERING SERVICES

1-877-747-6517

Thank you for reading!