

Harbor Town Community Association  
Board Meeting Minutes  
Belle Memphis Room of River Hall  
Monday, January 21, 2013  
5:30 PM

President present: Craig Cardwell

Board members present: Tonia Bertoldo, Russell Carter, Jennifer Himes, Kathy Kelley, Dawn Nielsen, and Sherri Tipton

Property management representatives present: Elizabeth Glasgow and Debbie Woodard

Committee Members present: Landon Myers (Finance)

Homeowners present: Christy Shields

Russell called the meeting to order at 5:30 PM.

Craig commented on the 11/12/12 Annual and Board Meeting Minutes that they were well recited and inclusive considering the adversities addressed. Jennifer and Elizabeth commented on what a great job Dawn and Craig did to diffuse the issues at hand. Jennifer made a motion to approve the minutes as written. Sherri seconded the motion and the minutes were approved unanimously.

The one homeowner present, Christy Shields, did not have any concerns but came to the meeting to get involved.

Russell reported on behalf of the Commercial District. They had planned to do a Food Drive for the Memphis Food Bank, but were not able to do this; but they made a \$500.00 donation to Food Bank. The Food Bank has agreed to be the charity of choice for the Commercial District. He stated that the District is planning a Spring Crawfish Festival and Block Party on Saturday, April 20<sup>th</sup> and will ask for permission to block the street under New Business.

Landon Myers reported on behalf of the Finance Committee. The Finance Committee is committed to staying in the budget in 2013 and recognized that the 2012 Budget was over largely due to water for the ponds. Landon recommended that the ponds be the first priority of the year. Craig commented on the water overage and that the Board has a plan to address the ponds. Elizabeth reported that she received a proposal in the amount of \$42,500 from Civil Concepts for the work in Cricket Song Pond. She is awaiting the details on stabilizing the bank and addressing the erosion issues.

Dawn reported on the playground at Sunset Park. Work began on Friday, January 18<sup>th</sup> and they anticipate being completed by Friday, January 25<sup>th</sup>, weather permitting. Houston Ironworks is fabricating the fence and this will be installed ASAP. Craig

asked about the signage at the park. He asked is there would be signage stating something to the sort of "if you are over a certain age, don't plan on this or jump off of it". Dawn stated that the actual equipment should have this information on the actual pieces. Dawn stated there will be a ribbon cutting in the middle of February.

Russell deferred to Elizabeth for the Landscaping Committee Report. She has set a meeting for Friday, January 25<sup>th</sup> between Russell, Tony and Dawson McCown to look at the area on Running River Place and River Landing to soften the area. She is also looking at the areas around Cricket Song Pond and the median strips with Dawson. Elizabeth has observed an improvement in landscaping maintenance since Pugh's has started in the community.

Elizabeth reported on behalf of Management. She had an update for Design Review. The plans for 149 Running River Place have been approved. Craig asked about distributing the budget to all in paper format. Elizabeth reported that they have already been printed for 2013 and that in future years printed copies will only be made available upon request and on-line.

Beginning with Old Business, Dawn presented a Holiday Extravaganza Recap. She stated that there were about 35 volunteers (the same as 2011) and double the participants (almost 500) from 2012. She stated it will be a challenge to get more volunteers. She stated the food was disorganized and the parade was disorganized; she didn't feel the participants saw this, but the organizers did. Dawn suggested either spending money on food to have it catered or not have hot food. There is a large amount of people who attended the event from other areas of Mud Island, not only Harbor Town owners and residents. Kathy reminded everyone that this started as a cookies and hot chocolate event. Russell stated that he didn't think that you could prevent anyone from outside of Harbor Town attending the event. The Board agreed to either make it a cookies and hot chocolate event or pay for food next year. This will be further addressed at the September meeting.

Elizabeth reported that she and Erin have moved into the office. She and Dawn have picked out desks and she and Erin will be purchasing these the week of the Board Meeting. The blinds have been installed and Elizabeth is awaiting a quote for a sign for the door. AT&T is coming out to install DSL and connect the phones the week of the meeting. Russell asked about being on budget for the office renovations and move. Elizabeth has adjusted the numbers on the 2013 Major Projects to make the total amount for Tenant Improvements to \$25,000 total and adjusted the other numbers on the spreadsheet to even out the Major Projects budget.

The Resolution for Policies and Procedures was tabled until February.

Concerning the Division of Systems Review Document, Craig explained the procedures for reviewing the document. Jennifer and Kathy are going to work on Section 1 for the February meeting.

2013 Major Project Execution Schedule – Painting the mailboxes was discussed first. The mailboxes need to be repaired prior to repainting. It was discussed to have the

work done by Districts or divide the work into 2 years. If the Board wants to go street by street, the street posts and signs need to be painted in these areas at the same time. Craig suggested having them blasted down to the base and then repainted. Debbie asked who was going to do the specifications for the Request for Proposal? It was discussed to get several bids repairing the boxes and posts and getting bids for repainting after the elements are stripped to the bare bones. Kathy suggested getting a proposal for electrostatic painting. Kathy also suggested asking an architect if they have a person who writes specifications in house who could help with the specifications. Debbie stated that Pete Evans, VP of Construction for Henry Turley Company, could probably write the specifications for the project. The Board agreed that specifications should be written then these can be reviewed by the Board and then determine how to proceed.

Continuing with the Project Execution schedule, Kathy asked about what happened to the drainage plan for the third entrance? Craig stated he thinks he has a solution but the Board needs to agree to hire an engineer and then execute the plan. Russell suggested reviewing the budget after the first few projects are completed then go ahead and pay for a design, which Elizabeth thought would be about \$1,000, then review the costs for execution. Kathy stated that this has fallen to the back burner every year and hopes that something can be done soon. Elizabeth is concerned about the safety of the area when it is wet and icy. Russell suggested having the item on the agenda under Old Business each meeting until it is resolved.

The last item of Old Business was the Website Update plan. Craig said it needs to be updated on a regular basis. Kathy asked if Elizabeth knows how to update the website and if the Association is still paying Greg Gardner for the website hosting. Yes, Elizabeth knows how to update everything except pictures which she emails to Greg, and yes, the Association is still paying Greg for the website hosting. The Board agreed that the website needs to be more interactive and dynamic and connected to the community. Craig suggested having at the least the verbiage current then move forward with ways to improve the site. The Board asked Elizabeth to review the site, update it as necessary and report back the next meeting. Kathy stated she may have someone who could update the site design for very inexpensive.

Beginning with New Business, the Social Club 2013 Garden Club Secret Garden Tour was tabled until February as no one from the Social Club was present at the meeting. Russell stated that the Club needs to look at Liability issues prior to planning the event and needs to have an event rider in place.

Continuing with New Business, the Event Log was reviewed. Craig stated that this is a good tool for all to use to keep up with issues and items of concern. It is Management's duty to report these items to the Board and the Board's responsibility to review the log. If there are issues that are continuing to occur, Management will bring them to the Board's attention and vice versa.

Concerning the Running River Place and River Landing Charter/Bylaws issue, Russell stated that this issue has been going on for several months and needs to be resolved. Kathy made a motion that the Board states that all homes in Harbor Town are

grandfathered in as currently built unless something otherwise is written, such as the Stephens' resident. Any further changes need to go through Design Review. There was not a second to the motion. After further discussion on how to handle this, the Board asked Elizabeth to arrange a meeting between Jerry and Tony to look at the Amendment to the Design Guidelines that addresses these lots, discuss if there is an issue and if there is, if a variance needs to be issued.

Craig reminded everyone that Harbor Town will turn 25 years old in 2014 and the Board should start thinking about a celebration for next year.

Kathy has drafted a proposal to recognize Harbor Town owners and residents as Harbor Town Heroes. This is as a result of Dana Farmer, who started the Harbor Town Dog Show, has never been notified of the events or ever really formally thanked. Kathy suggested having all of the Heroes be announced in the newsletter than people can nominate people to be Super Heroes and these Super Heroes are recognized at the Annual Meeting. Craig suggested having a reception for these Heroes, volunteers, and all of the Harbor Town vendors. Kathy made a motion that the Board start a Harbor Town Heroes program to recognize people throughout the year. Sherri seconded the motion and the motion passed unanimously. Kathy will draft a certificate for recognition of people who have served Harbor Town over the years and then turn the Annual Meeting into an Awards Ceremony.

Irma Stratton has written a letter to the Board asking for the removal of the female gingko trees on Harbor Isle Circle West since they drop fruit and are messy in the fall. Elizabeth obtained a bid from Naturally Green last year that was approximately \$12,000 to remove and replace these 15 trees. Kathy made a motion to have the trees removed and replaced if Pugh's proposal does not exceed the quote from Naturally Green and that the trees are guaranteed to be males. Sherri seconded the motion and the motion passed with a 3 yes vote and 2 abstentions.

Russell asked the Board for permission to close off Harbor Town Square on April 20<sup>th</sup> for the 2<sup>nd</sup> Annual Harbor Town Crawfish Festival. Kathy made a motion to approve this request. Sherri seconded the motion and the motion passed unanimously.

Kathy stated that Elizabeth had asked Kathy about Constant Contact for sending the weekly updates to include pictures and objects. Kathy offered to provide the service to the Association for \$100 annually. Elizabeth suggested the Association pay the \$300 annual fee. The Board agreed.

The Board reviewed the Annual Calendar Items.

The meeting adjourned at 7:34 PM and the Board and Craig met in an Executive Session.