

**Harbor Town Community Association
Board of Trustees Meeting – January 21, 2019**

Location: River Hall – 726 Island Dr. Memphis TN 38103

Association President: Elizabeth Low

Board Members Present: Karl Fredrich, Bill Graves, J.B. Halbert, Renee Trammell

Representing Management: Elaine Aeschliman

Guests: Miller Vance, Jodi Rump, Susie Graves, Myron Graves, Jane Pirani

Bill Graves, Chairman called the meeting to order at 6:00 PM.

The November meeting minutes were approved by the Board on Trello (Internet based collaboration tool).

Homeowners Questions and Comments:

Miller Vance, representing the Phoenix Club, requested approval to hold the annual Harbor Town 5K again this year. The following are the details:

- June 7 at 7:30 PM (*Change request to move to May 31st*)
- They will block off the designated areas.
- There will be live music.
- They will be responsible for the clean-up and will use real trash bins and cleaning crew.
- Last year they donated \$25,000 to charity (Boys & Girls Club of Greater Memphis).
- Details will be emailed along with a map of the route to the HT email address.
- Certificate of insurance will be submitted.

Reports:

Commercial:

Karl reported that Café Eclectic may be moving out of their space.

Bill asked Karl to address the flags and golf cart with the flag. The flags need to be removed.

Arbors:

Was recently sold and Fogelman will take over the management from Carter Haston. The 2 positions held by the Carter Haston representatives will be replaced with Fogelman representatives.

Landscape Committee Report:

- Christmas decorations were done by Grounds Crew out of Jonesboro. They did a great job and hope to use them next year.
- Entrances were planted with perennials verses annuals which will reduce future costs.
- 68 trees were planted. The tree planting will be complete this week.
- Yoshino Cherry trees were planted and recommended by 3 arborists.
- Sod to be done soon.
- Mallard Pond is on hold.
- Sidewalk repairs - Redeemer Group or Baltz & Sons will be asked to submit a bid.
- Sod and tree roots done at the same time.

- Landscape lighting needs some attention. Some of the lights need to be refocused and replaced all throughout the property.
- Lights at the second entrance on the path were hit again possibly by a golf cart. A different type light fixture might need to be used at this location to eliminate the continual damage.
- Purple Martin houses – many need to be replaced. Jodi has the name of the company Henry Turley uses and can get some estimates.
- The common area trash cans and benches need to be refinished. The benches need to be powder coated and the wood replaced with cedar or a similar quality wood.
- The light post at Harbor Bend and Harbor Common needs to be replaced.
- Rock walking paths will be repaired and any trip hazards will be removed.
- Floating Islands for ducks was discussed and will be researched.
- Trees and paving funds are coming from last year's budget.

Comments for Follow-up related to Landscape Report:

- A dog station is needed at Christmas Tree Park. Purchase an all in one dog station without the white sign.
- Suggestion to string lights in the commercial areas.
- There is a parking problem on certain streets when it comes to access for emergency vehicles. Some of the problem areas are: Harbor View and Harbor Bend, River Breeze, Harbor View and Harbor Commons both have a median in the street.
 - Need to adopt a parking resolution.
 - Board members were asked to assess the streets in their district and bring their findings back to the Board to further discuss.
 - Enforce the rules already in place.
 - Remind everyone of the rules.

Finance Committee Report:

Elizabeth reported that she is not going to appoint a finance committee at this time. She will give an overview monthly. She will appoint a committee if the Board requests such advice.

Finance Related Comments:

Regarding the river bank failure – The Wolf River Bay water elevation did not get below 5' last year so no repairs were able to be done. The \$172,000 allocated in the Reserve Funds that were originally marked for paving was not spent. These funds will be carried forward as agreed to by the Board.

\$85,000 was carried forward for Mallard Pond

We will begin to receive proposals for paving in May – 5 year plan – 2019 is year 3 of 5 (skipped 2018). There is \$210,000 allocated for paving.

Management Company Report:

Weekly update – held up for now.

Monthly inspections will be put on hold until new manager is hired. Elizabeth will begin a monthly email report to the Home Owners. Directory to be mailed to HT owners. There is an ongoing need to keep the email distribution list up to date.

Ice melt – NG – what is their policy and where all do they put down ice melt?

Old Business:

Update on software – Current software is not user friendly and may not be the best application to serve the Management Company and the Home Owners. Considering a software upgrade.

New Business

Security update – back to 1 patrol per night.

Closing access to the north point of the community discussed.

Additional security issues were discussed.

Letter from President to Community will include status of how Board will evaluate/assess security.

District 4 appointee – Jane Pirani

There being no further business, the meeting adjourned at 8:30 PM.

Submitted by,
Elaine Aeschliman

Summary of Follow-up Action Items

	Action Item(s)	Who	When	Completed?
1.	Landscape lighting refocused and replaced	Landscape Committee	TBD	
2.	Research walking path light replacements with intent to replace	Landscape Committee	TBD	
3.	Get estimates on replacing the Purple Martin houses	Landscape Committee	TBD	
4.	Refinish common area benches and trash cans	Management Company	TBD	
5.	Research and get estimates to replace light post at Harbor Bend and Harbor Common	B. Graves and Management Company	TBD	
6.	Research Costs for floating duck island	Landscape Committee	TBD	
7.	Purchase and install a dog station for Christmas Tree Park.	Management Company	TBD	
8.	Review emergency vehicle road access for each district	Board Members	TBD	
9.	Develop an Ice Melt Policy	Management Company	TBD	
10.	Check humming of pump on Mallard Pond.	Management Company	TBD	

11.	Provide status of closing northern point access	Management Company	TBD	
12.	Long Term Security Plan	Board and President	TBD	
13.	Develop a Garbage Can policy	Board and President	TBD	
14.	Flags and golf cart with the flag need to be removed.	Karl	TBD	