

Harbor Town Community Association
Board Meeting Minutes
Monday, October 15, 2018 6:00 PM at River Hall

Attendees:

Association President: Craig Cardwell

Board: Bill Graves, Billy Bond, J.B. Halbert, Melinda Wilson, Kelly Billings, Karl Friedrich, Elizabeth Low

Management Representatives: Elaine Aeschliman and Katie Morales

Landscaping Committee: Jodi Rump and Susie Graves

Finance Committee: Myron Graves

Election Committee: Veronica Ploucha and Crystal Hand

Attendees: Margaret Cardwell, Dennis Abernathy

B. Graves calls the Board Meeting to order at 6:00 p.m.

B. Graves notes that the September minutes were posted and approved on Trello.

Reports

- Commercial District: Cordelia's Market is having a grand opening on 10/20. Harbor Town Square will be closed for the festivities.
- Arbors Apartments: Nothing to report
- Landscape Committee:
 - Susie Graves reports that a letter was written to Carol Coletta regarding the upkeep of the roundabout at the entrance of Mud Island. She notes that the wall has been re-done, and some vines have been pulled out of the bushes, but they still haven't addressed the flower beds. Susie will continue to follow up.
 - Jodi Rump reports that a Purple Martin house was moved to a spot near Harbor Bend where one had gone missing. She notes that there are several houses missing or in disrepair that will need to be replaced. Fall annuals are going in. Committee is working on verges and has asked Management to work on getting estimates for leveling sidewalks and repairing pavers. Management has been asked to request that MLGW lower some water meters. The landscaping at Mallard Pond will proceed once the construction has completed. Rose Park is almost ready for dedication.
- Finance Committee:
 - Myron Graves reports that financials are coming in under budget, and he will get with Management re: GL codes if necessary.
- Management Company
 - Maintenance
 - A. Naturally Green
 - a. The crews have been responsive and checking in daily.
 - B. Southern Pump
 - a. They are extremely responsive when called upon.
 - C. MLGW
 - a. Ronnie Couturier drove the property on 10/4/18 and sent a list of 7 light issues through to maintenance for repairs
 - D. Jay Schwartz Electric
 - a. Jay walked the property on 10/5/18 to look at the bollards, landscaping lights, bridge lights, etc. I am awaiting a breakdown and quote for the repairs.
 - D. Mallard Pond Renovation

- a. Delays due to rain and an irrigation break, but pumps have been installed to keep the floor as dry as possible, and 10/9/18 they were able to add a polymer to further dry things out and to begin hauling out silt and adding dirt.
 - E. Light Poles
 - a. Dusan and his crew have been doing a great job. We've requested that their next batch of poles to be done should be the Commercial District and parking lot so that they will look good for Cordelia's Market's grand opening party.
 - F. Regatta Reserved Striping
 - a. Was originally scheduled for 10/5, but had to be rescheduled for 10/11 due to vendor family emergency. This has been completed.
- Collections – as of 10/11/18
 - \$3,200.47 – pending liens from Q3 (5 total)
 - \$21,865.84 in active liens (9 total)
 - \$150,974.19 still due for Q4
- Metrics
 - Visual inspections occur multiple times a week and are performed by management on foot or in vehicle.
 - 13 violations were reported
 - Work orders are noted by management or are brought to management's attention via phone or email
 - 26 work orders were reported
- Upcoming Events
 - A. Halloween – Oct 31
 - a. Security is scheduled from 5p-10p: 1 guard at each of the residential entrances, 2 guards at intersection of Harbor Bend and Harbor Commons, 1 guard in Association golf cart patrolling. 1 additional 8 hour patrol 10p-6a. Proposed RFP was included with Board Package. E. Low asks that the post instructions are very specific so there are no questions as to what is expected of security. Management will make sure that post orders given for Halloween Security are very specific.
 - b. E. Low also wanted to make sure that specific items regarding Halloween will be included in the weekly update. This will begin on 10/19 and will run again on 10/26.
- Miscellaneous
 - 2019 Directory – completed and sent to printer on 10/11/18
 - Christmas Décor – Greenking is not doing it this year; Management reached out to Don at Southern Spray for a quote.
- Election Committee
 - The Election Committee reports that per their accepted recommendations a registration drive should be conducted during November and December.
 - District 1 and District 2 are uncontested and a single ballot will be cast for each and they will be certified in accordance with the By-Laws.
 - Regarding the lack of candidates for President, they have not found anything in the By-Laws for how to handle this situation. Their recommendation is that the Board has to consider the future precedence of how they handle this situation. They note that there can be a special election, or the Board can appoint an Association President. Additionally, the Chair can act as President for up to 30 days. B. Graves notes that the Board will not take any action until the

end of the current term. B. Graves recommended getting the Town attorney's opinion on this matter.

Old Business-----

1. 2019 Operating Budget: M. Graves notes that the Finance Committee is working on the Reserve Study. It is noted that all GL codes should be in place and there should be no more reclasses. B. Graves will post a draft budget on Trello by Friday 10/19 with Board responses being due by 10/26.
2. Online Maintenance Inspections: The software is installed and Management is in the process of uploading all of our violations, CCRs, and letters. B. Graves requests that Management provide a sample violation so that he can see what it looks like.

New Business-----

1. Christmas: Management is informed that new materials were purchased last year. Management will look for said materials. Awaiting quote for lighting to get on the decorating schedule.
2. Approval of 2019 Management Agreement Terms: Will be discussed in Executive Session

Meeting is adjourned at 7:04 with the Board going into Executive Session.

Submitted by Katie Morales