

**Harbor Town Community Association
Board Meeting Minutes**

Monday, November 19, 2018 6:00 PM at River Hall

Attendees:

Association President:

Board: Bill Graves, 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

Attendees: Margaret Cardwell, Tim Soro, Karen Soro, Patti Bundy, Carolyn Springfield-Harvey, Luther Parker, Christy Riggs, John Cathcart, Marilyn Robinson, Wayne Breeden, John DeVincenzo

Annual Meeting:

Meeting is called to order at 6:00pm. C. Cardwell welcomes everyone to the Annual Meeting and states that the information will be fact based, not future based. He states that this community is intensely managed by the Board and that we are larger than most Associations. Harbor Town is approaching 30 years. Out of 2000 people the Association has 18 dedicated volunteers: 7 Board members, the Landscape Committee, the Finance Committee, the Election Committee, and the Town Code Advisory Committee. He states that this Board has a specific plan to make things happier and friendlier and states the known problems of increasing reserves, verge issues, sidewalks, paving, storm drains, erosion, and the Wolf River Bank. He states that success will be a challenge and will take the resolve and support of the entire community and encourages the Board to solicit volunteers. The 2019 budget will be discussed in the Board meeting proper and appointments will be made by the new Association President.

Specific thanks were given to Bill Graves for his service to the Board, to Billy Bond for his years of service to the Board, Karl Friedrich, Melinda and the Arbors team, Jodi Rump and Susie Graves on the Landscape Committee, Crystal Hand and Veronica Ploucha on the Election Committee, Myron Graves, Kevin Connelly, and Hayden Lait on the Finance Committee, and the retiring members of the Town Code Advisory Committee, Carole Slaughter, Mary Keife Hyland, and Robert Marcy. E. Low thanks C. Cardwell for his service as Association President.

Board Meeting:

B. Graves calls the meeting to order at 6:09pm.

B. Graves notes that the October minutes were posted and approved on Trello and also posted to the website.

B. Graves thanks Carolyn Springfield-Harvey for helping a neighbor who had fallen.

Home Owner Questions and Comments

- John Cathcart thanks B. Graves for postponing the work at Mallard Pond
- Luther Parker would like to bring an issue with his neighbors home to the Board's attention. E. Low asks Mr. Parker to submit his complaints in writing to the Board can submit them to the Town Attorney for further action.

Reports

- Commercial District: Nothing to report
- Arbors Apartments: Nothing to report
- Landscape Committee:
 - Jodi Rump states that the bushes at the entrance will be planted after Thanksgiving
 - They are still working on a plan for the verges, as it involves sidewalks, irrigation, etc.

- They have met with a company to raise the sidewalks and will submit a bid to the Board as soon as they have a full scope of work.
 - 4 alley entrances are being widened; work scheduled to begin 12/10
 - Pavers are being worked on currently throughout the property; they began with Christmas Tree Park
 - Rose Park is completed and has been dedicated
 - Mallard Pond is delayed until Spring
 - 35 trees are set to be replaced beginning in December
 - It costs \$300 every time a truck runs through the flowers at Settler's Point and elsewhere. Management is directed to include this in the weekly update.
 - The roundabout outside Harbor Town is scheduled to be replanted this winter.
- Finance Committee:
 - Myron Graves reports that the operations budget is \$75000 under budget.
 - Requests that the Finance Committee is kept in the loop about projects going on in Harbor Town
 - The Finance Committee thinks that the Board should not be adding to the reserves at the current rate.
 - Management Company
 - Vendors
 - A. Naturally Green
 - a. The crews have been responsive and checking in daily. Only issues with NG are with responsiveness of supervisor.
 - B. Southern Pump
 - a. They are extremely responsive when called upon.
 - C. MLGW
 - a. Not pleased with responses from Supervisor or Engineer
 - D. Mallard Pond Renovation
 - a. Too many weather delays – push back to Spring
 - E. Light Poles
 - a. Dusan and his crew have been doing a great job.
 - F. Signal 88
 - a. Reporting has been spotty; supervisor doesn't seem to be as responsive as in the past. I have to ask for things several times before I get an answer. Nightly patrols are fine; mostly just issues with responsiveness from the management.
 - E. Low asks that future management reports go into more detail about vendor achievements and work completed.
- Collections – as of 11/15/18
 - \$23,648.88 – active liens (9 total)
 - \$3,175.44 – other legal status (3 total)
 - \$7,696.08 – still due for Q4
 - \$2,727.24 – waiting for closing money (5 total)
- Metrics
 - Visual inspections occur multiple times a week and are performed by management on foot or in vehicle.
 - 6 landscaping violations; 3 corrected, 3 pending

- 2 pet violations were issued
 - 4 violations for maintenance – 3 corrected, 1 pending contractor
 - 1 potential violation for building without submitting for design review; sent to Tony for further advisement on how to proceed
- Work orders are noted by management or are brought to management’s attention via phone or email
 - Lights out – MLGW
- Upcoming Events
 - a. Holiday Extravaganza: December 2 (rain date December 9th)
- Miscellaneous
 - Condominium Waste Collection
 - Beacon and Regatta Boards have requested that HTCA pay for their waste removal
 1. Posted on Trello – waiting for further details from Condo Management
 2. Management is directed to get the master deeds for all condos; can be downloaded from assessor’s office

Old Business-----

1. Christmas
 - a. Met with Daniel Breen and Lara Butler-Breen on 11/15/18
 - i. They have the candy canes to lead up to Santa and will put those out on afternoon of event
 - ii. They have concerns about the amount of lights we have and would like to request an additional \$500 to purchase additional lights for the big tree. These lights would then be ours and we wouldn’t have to rely on a company who may not be in business in the future.
 - b. Golf Cart Parade
 - i. Elizabeth Low has volunteered to coordinate the parade. I’ve attached the route to the Board Package
 - ii. I’ve begun posting in the Weekly Update details about the Golf Cart Parade, and Lara will post on Next Door. Begin lining up at 5:00pm at Settler’s Point, parade begins at 5:30, tree lighting at 6:00pm
 - c. Santa Claus
 - i. Billy Bond on December 2nd
 - ii. Still looking for volunteer in case of rain date.
 - d. Refreshments
 - i. Cordelia’s Market will be on hand with cookies and cocoa
 - ii. Higginbotham Dental will provide popcorn
 - e. Photographer
 - i. No volunteers yet – E. Low recommends that Management contact Mark Loft to see if he will do it.
 - f. Elves
 - i. No volunteers yet
 - g. Lights
 - i. Installation is scheduled for November 26th and 27th. Concern is that we do not have enough lights to cover the big tree and make it look good.

- ii. A motion is made by E. Low for a \$5,000 cap to purchase more lights, bows, storage totes and seconded by J.B. Halbert. No one is opposed and the motion passes.
- 2. Management Contract Terms
 - a. E. Low would like to discuss in Executive Session.

New Business-----

B. Graves thanks B. Bond for his years of service to the Board

- 1. New Board Member
 - a. Renee Trammell is welcomed as the Board Representative for District 1.
- 2. Election of Officers
 - a. E. Low nominates B. Graves for Chair Person. K. Friedrich seconds. No one is opposed and the motion passes.
 - b. E. Low nominates J.B. Halbert for Secretary. K. Friedrich seconds. No one is opposed and the motion passes.
- 3. 2019 Budget
 - a. M. Wilson has concerns about the increase affecting the Arbors.
 - b. Myron Graves has questions about the 2019 line items and requests better information from the Board. It is pointed out that there is a line by line explanation in the draft budget.
 - c. B. Graves says that the Board will revisit the entire 2019 budget line by line.
- 4. Approval of Contracts
 - a. Naturally Green - Landscaping: Approved under the same terms; this will be year 3 of a 3 year contract.
 - i. The Landscape Committee plans to sit down with them prior to letting them know.
 - b. Naturally Green – Irrigation: Deferred until February
 - c. Ledic: Will discuss in Executive Session
 - d. Signal 88: B. Graves recommends renewing with a 90 day probation period. E. Low notes that the contract allows for a 30 day notice of termination at any time. R. Trammell makes a motion to renew for 12 months with the knowledge that we can terminate at any time with a 30 day notice. J.B. Halbert seconds. No one is opposed and the motion passes.
 - e. Waste Pro – J.B. Halbert makes motion to renew contract, R. Trammell seconds. No one is opposed and the motion passes.
 - f. Southeast Pond Management – Management states that they don't believe this contract needs to be renewed. There is a local company who can do the same thing without a contract and are more accessible.
- 5. Appointment of President
 - a. B. Graves nominates E. Low for Association President. J.B. Halbert seconds. No one opposes and the motion passes.
 - b. E. Low feels that there needs to be an elected president and states that she will serve a shortened term until the next election.
 - c. E.Low's former District 4 Representative position is now vacant, until E.Low fills the position by appointment for the remainder of her term.
 - d. E.Low defers appointments of Town Architect, Town Attorney, Town Manager, and Committees until the next Board Meeting.

The meeting is adjourned at 8:28 with the Board going into Executive Session