

Board Meeting Minutes

Monday, March 21, 2016 6:00 PM at Maria's Montessori School

Attendees:

President: Jan Bouten

Board: Christina Guibao (Board Chair), Billy Bond, Karl Friedrich, Melanie DiLiello and Nicole Storey by phone

Homeowners: Christy Shields, Guy L'Heureux, Russell Carter (Crawfish Festival) and Tony Bologna (Town Architect)

Management Representatives: Tracy Adkisson and Maegan Rusch

Landscaping Committee: Jodi Rump

Finance Committee: No representative

Other Attendees: Casey Cade (Harbor Town 5k), Kasey Eakins (Higginbotham Family Dental), Frank Colvett (GreenScape), Rose Zickefoose (GreenScape)

Christina Guibao called the meeting Called to Order at 6:00pm.

Karl makes a Motion to approve the February 15, 2016 minutes as written. Billy Seconded. No one objected and the Motion passes unanimously.

Homeowners Questions and Comments:

- Russell Carter addresses GreenScape and the Board regarding weed issues and the lack of blowing around the community.
- Tony Bologna (Town Architect) updates on the ponds having too many leaves and that the Commercial District has painted an area on Island Dr. to help slow traffic. A crosswalk has been installed and the Commercial District is currently asking the City of Memphis to install an island.
- Tony Bologna (Town Architect) expresses concern regarding the Shields alley fence Trello disapproval. He states that she is the only 6' fence in the alley and that there are no height requirements on alley fences. He believes that one 8' fence issue should not determine the rest of the community and states that there are 28 8' fences in the community.
 - It is noted that the Board has just started the design approval process and is still working to develop a process that is quick and efficient.
 - Karl makes a Motion to approve the 8' alley fence for the Shield residence. Melanie seconded. No one opposed and the motion passes unanimously.

New Events

- Crawfish Festival: Russell will know about the Crawfish Festival for sure tomorrow, 3/22/16, and will let the Board know if he is going to proceed with the event this year. This is due to a sponsor dropping out. If the event does occur, he is asking to have a tent and road closure. The event will take place April 16th from 12-7pm. He asks that the Association provide trash bins and he will provide porta-potties. He will make sure that the area is cleaned post event and will keep parking open if the River Hall/Inn has an event.
 - Melanie made a Motion to approve the Crawfish Festival on April 16, 2016 with the street closure from 7am-10pm. Russell has obtained the necessary insurance. Karl seconded. No one opposed and the Motion passes unanimously.
- Harbor Town 5K: Casey has been involved four years and this is his first year as chairman. He proposes the race on June 3rd with the kids' race starting at 6pm and the adult race at 7pm. The same course as last year will be used.
 - It is noted to make sure that the area is thoroughly cleaned (especially the Sonic food giveaway area) and to coordinate with Miss Cordelia's about the use of their parking lot for sign up.

- Karl makes a Motion to approve the event for June 3rd. Melanie seconded. No one opposed and the Motion passes unanimously.
- Higginbotham Family Dental Grand Opening: Kasey proposes that the HFD have their grand opening on April 14th from 5-7pm. They request a small pop-up tent be used and would like to make it a happy hour.
 - It is noted that they will need insurance for alcohol and that Harbor Town Community Association should be listed as an additional insured.
 - Billy made a Motion to approve the Grand Opening on April 14th from 4-7pm dependent on insurance being obtained by Higginbotham Family Dental for alcohol with Harbor Town as an additional insured. This is pending a tent investigation. Karl seconded. No one opposed and the Motion passes unanimously.

Reports

- Commercial District: Karl states that the Commercial District, including 8 or 9 business owners, met on March 17, 2016 regarding signage. He has pictures to show to the Board and will follow up once he knows what appropriate signage is.
- Arbors Apartments: Melanie states that the exterior lighting renovations have been completed and that they are in the bidding phase for asphalt to coordinate with the Association. She also states that there was a strange car theft where the car was stolen, but brought back. She has alerted her residents.
- Finance Committee: No update from a committee member, but Jan states that all is looking good and the delinquent Association dues have dropped dramatically.
- Landscaping: There has been a meeting with Ritchie Smith, Lissa Thompson, the Landscaping Committee and Management. In this meeting, it was decided to wait on landscaping the entrances and go ahead with the main roads for which plans have already been developed. The entrances will be dressed with annual color. Ritchie will send a proposal for the design of the entrances. The Cottages have had a small landscaping renovation and Jodi will walk this with Rose to make sure that it is complete. The Commercial District has been reviewed by Ritchie and he recommends repair on the wheel chair beds and the raised beds. Hot spots will be done by dividing the neighborhood into four sections and doing them yearly. Jodi has personally had numerous complaints about GreenScape which Management has asked that she send to the office via email or to Harbor Town Issue.
 - It is noted to only have GreenScape rebid the main streets since the scope has lessened and they were the lowest bid in 2015.
 - It is noted to look at the drainage issue in front of Movie and Pizza before repairing the wheel chair beds since this might be contributing to the issue.

Management Company Report & Action Point Review

- Receivables: Management has worked diligently to collect past due Association dues and they are currently \$13,387. One lien has been filed.
- See Old and New Business

Old Business

- Major Projects as per Budget:
 - Ponds
 - Taylor's Pond: Management has removed the extender on the overflow to Taylor's Pond due to the recent heavy rains. Rose is pricing out additional ground cover for the area and this will be discussed with the Landscaping Committee. Ritchie has recommended that Blue Pacific Juniper could be installed to soften the look of the wall and Management is in the process of installing moss to the pond wall.
 - Cricket Song Pond: The survey on the pond occurs within the next couple of weeks. Management is working with Joel Parker and Joel Johnson and they are very aware

- that the aesthetic of the pond is very important. It is noted to ask them for some drawings or similar examples of ponds to understand what the pond will look like.
- Erosion Wolf River Bank: There is no update and Management is still waiting on the Wolf River to recede.
 - Asphalt: Pollan has a target date to begin on April 11, 2016. Management is working on getting the word out to the residents as well as creating a day-to-day paving plan.
 - It is noted to check with Kevin Hurly regarding what equipment he will need to bring in for the remainder of the erosion project as well as to manage him closely when the time comes. Management will check with Pollan about how the road will withstand this.
 - Other Issues
 - Waste Collection: Three bids are included in the Board package. The lowest bid is from Waste Pro followed by Waste Connections and the highest is Republic. Waste Management asked to bid, but declined due to our scope of work.
 - It is noted to check and make sure that with all bids we are able to request large recycling bins for residents who would like them.
 - Traffic Study and Speed Bumps in Commercial District Update: The traffic study was received not long before the Board meeting tonight. Management is reviewing it. The study approves the stop signs and urges the use of additional signage. It recommends speed humps or tables.
 - Water Pumping from the Mississippi: Management has received the letter from the City of Memphis and it has been sent to the Corps of Engineers. It is attached in the Board package. We will update once we have received approval from the Corps.
 - It is noted that Management should look into a system that can incorporate a filtration system if it is needed.
 - Hollandsworth Irrigation Contract: Hollandsworth does not want to do the monthly inspections if they do not do the repairs due to the high costs of labor. The options are to pay off the Hollandsworth and have GreenScape do the work or pay GreenScape according to their contract while keeping Hollandsworth through the end of the year. Frank from GreenScape claims that it would be better to have the irrigation and maintenance together due to the landscapers being able to turn the water up/down according to the plant life stabilization. It is decided that Management will handle this issue.
 - Crepe Myrtle Scale: Treatment will begin by Follis this week. Roughly 15 homeowners wanted to receive treatment on their personal trees. It is discussed that it is a critical mass issue and a plan should be implemented to encourage homeowners to treat their trees so the scale does not spread. Healthy trees near unhealthy trees will still need to be treated. Management will send the information for Follis to Melanie with the Arbors so that she can treat as well.
 - Events
 - Easter Egg Hunt: The hunt is scheduled to begin on Saturday, March 26, 2016 at 10:30am with the 5 and under hunt. The 6 and older hunt will follow and there will be a limited number of eggs that each child is allowed to collect. Volunteers will need to arrive at 9:30am to hide eggs. It is noted to send out an email to all of Harbor Town and to post on Nextdoor, that if a parent plans on bringing their child, that they need to contribute at least a dozen filled eggs. It is noted that Management should ask for donations for snacks/juice since the Association should not be responsible for it. Jodi will donate money for these items if needed.
 - Police STOP Event: The STOP event is scheduled for Tuesday, March 22, 2016, at Settler's Point from 6-9pm. The Higginbotham Family Dental office has donated the money to cover the police officers' food and BBQ will be catered by Central BBQ. It will cost guests \$8/person to eat. Management will have GreenScape check the area in the morning before the event to make sure that it is clean and up to par.
 - Community Garage Sale: The sale is scheduled for June 11, 2016 at 8am. They have a Facebook page located at <https://www.facebook.com/htgaragesale/>.

New Business

- South Bluffs Management Sharing Termination: The South Bluffs contract has officially been cancelled.
- New Banking Relationship: Management has transferred the Reserve Account 2 funds to an account at Iberia Bank. All will be set up once paperwork is signed. It is noted to check with Atlanta about transferring Reserve Account 1 to Iberia as well.

Calendar Review

- A 2016 Calendar is attached to the full Board package.

Meeting was adjourned at 7:34pm with the board going into an executive session.