

**Harbor Town Community Association  
Board Meeting Minutes**

Wednesday, August 23, 2017 6:00 PM at The River Hall

**Attendees:**

Board President: Craig Cardwell

Board: Megan Dress (chair), Cristina Guibao, Billy Bond, Alicia Lankford, Bill Graves, Karl Friedrich, and Melinda Wilson (by phone)

Management Representatives: Tracy Adkisson, Maegan Rusch, and Tish Tonole

Landscaping Committee: Jodi Rump and Susie Graves

Finance Committee: Mark Ploucha and Kevin Connolly

Attendees: Karen Soro, Tim Soro, Veronica Ploucha, Elizabeth Low, Bobbie Schwartz, Jerry Schwartz, Dennis Abernathy, Jan Lee, Barney Lee, Mark Stephens, Jane Stephens, Kay Lait, Hayden Lait, Jeri Ledbetter, Stan Hyland, Terrance Strohkirch, Phil Pirani, and Jane Pirani

M. Dress calls the Board Meeting to order at 6:00pm.

June 19, 2017 Board Meeting Minutes were approved online by the Board of Trustees. C. Guibao makes a Motion to approve the June Meeting Minutes. B. Bond seconds. No one opposes and the Motion passes unanimously.

**Homeowners Questions and Comments:**

- Veronica Ploucha request permission for the Harbor Town Garage Sale to take place on September 30, 2017 in the Maria Montessori School parking lot.
  - The Board approves this event.
  - It is noted that the committee would like for the sale to occur on the last Saturday of each September. The Board will tentatively add this event to the calendar. Someone will need to come from the committee and request approval yearly.
- Jerry Schwartz addresses the homes and common areas not being maintained properly and violations issued.
- Hayden Lait is concerned regarding chemicals and would like to see the community go green.
  - The Board will work to form a committee that will look into further information for this.
- Kay Lait is concerned with non-residents hanging out and disturbing the peace around Harbor Isle Circle South at late hours.
  - It is noted to continue calling the MPD and beginning to keep a log of times called.

**Reports**

- Commercial District: No business to report.
- Arbors Apartments: No business to report
- Finance Committee: Mark Ploucha reports that the expenses are within budget for the year. Since dues were collected in July, the end of the month was positive. The finance committee hopes that while some projects are coming in over budget, that some others will come in below to meet the budget expectations.
- Landscape Committee: Jodi Rump reports on the following:
  - Capital Projects
    - Bed revitalization is nearing completion in many areas.
    - The landscape committee is currently working on Mallard, Taylor, and Willow Ponds.
    - The tree project with Woodland came in around \$33,000.
    - Stumps have been ground and Woodland will be back out to address River Park Drive.
    - The landscape committee will work on replacement planting come fall.

- The landscape committee notes that many areas in the community need sod, including verges.
    - Maintenance
      - The landscape committee notes that they have seen roughly a 10% better weed removal from Pugh's.
      - It is noted that the landscape committee is upset about a tree being removed at Harbor Bend Circle due to concrete work.
    - Cricket Song Pond
      - Plantings are discussed and homeowners in the area and the landscape committee are worried that there are too many plants in places, not enough in places, and the plants might grow too tall.
      - It is noted that Management will try to coordinate a meeting with the landscape architect, the landscape committee, the engineer, and available Board members to address concerns with the plant material.
  - Management Company
    - Maintenance
      - Pugh's
        - The crew is continuing to devote time daily to pulling and treating for weeds.
        - They are checking in and out daily for work orders/issues.
        - The use of flags has been stopped due to complaints regarding appearance.
        - The sod repair will continue into the cooler months to allow the unirrigated areas to establish.
      - Agriscapes
        - Repair work has increased in July and August.
        - The large leak on Harbor Crest has been repaired and street patched.
        - The northwest monument area has been inspected for leaks and all drains have been blown out. The irrigation is currently off to allow this area to dry.
      - Southeastern Pond Management
        - Management is pleased with the pond work.
      - Waste Pro
        - A new manager, Jeremy George, is in place and an additional truck for recycling has been added. Trash and recycling will be picked up simultaneously in two different trucks.
        - While the company continues to miss areas, they are very prompt with communication and continue to address their mistakes.
      - MLGW
        - They are communicating directly to homeowners.
        - Requests are being consistently completed within two weeks.
      - Miscellaneous Maintenance
        - Rutkowski Repairs, a newly formed LLC, has successfully finished several old work orders and is currently working on light pole cover plate reattachment and light pole cleaning.
    - Collections
      - There are 29 delinquent accounts over \$20 with \$7,128.30 not in litigation and \$8,714.29 in various legal states. There are 7 current liens with 2 to be released shortly. There are 4 additional accounts with legal action. Management has developed a timeline for collections based on the governing documents.
    - AMLLC Continuous Improvement
      - A new staff member, Tish Tonole, has been added to AMLLC.

- Tish is working to update the work order system to include inspections with documentation.
  - Maegan has joined IREM as an associate member.
  - AMLLC has volunteered to assist Mud Island Consortium if needed.
- Metrics
  - 103 closed/completed work orders since 6/1/2017.
  - 58 in process work orders as of 8/16/2017.

### **Old Business**

- Major Projects as per 2017 Budget
  - Cricket Song
    - Discussed with Landscape Committee report.
  - Asphalt Project
    - Work completed satisfactorily and retainage has been paid.
  - Crepe Myrtle Treatment
    - Work completed satisfactorily, invoice to Woodland has been paid, and homeowners have been billed.
      - B. Graves notes that the warranty is for 2 years.
- Other Issues
  - Administrative Resolution Six
    - C. Guibao makes a Motion to approve the updated version of Administrative Resolution Six. B. Bond seconds. No one opposes and the Motion passes unanimously.
    - Updated version of the resolution is attached.
  - Tree Work
    - Discussed with Landscape Committee report.

### **Events**

- July 4<sup>th</sup> Security: On the Top Security received positive feedback and will be contracted for Halloween.
- Harbor Town Yard Sale: Approved for September 30, 2017.
- 30 Days of Opera: Planned for September 8 at 6 p.m. at the MMS amphitheatre.
- Bartlett Band Performance: Planned for September 23 at 5 p.m. at Music Park.

### **New Business**

- Elections
  - Management has reached out to Alicia regarding the secretary's role in elections and thanks the Election Committee volunteers. The election is planned for November 4, 2017.
- Additional Speed Bumps
  - Management is working on scheduling based on weather.
  - Additional speed bumps continue to be requested.
  - It is noted that the new speed bump on Harbor Bend should have a gap in the middle.
- Management Agreement
  - Management has submitted an updated agreement to the Board of Trustees.
  - The landscape contract is discussed and it is noted that Pugh's, Agriscapes, and Naturally Green will be bidding and Management welcomes a fourth bidder.
- Inspections
  - Counts will be noted periodically in the Weekly Update
- Signage
  - It is noted that temporary signs should be removed at the entrance for the business district.

Meeting was adjourned at 8:06 p.m. with the Board going into an executive session.

## Administrative Resolution Six Amended and Restated Fees, Compensation, Assessments and Miscellaneous Fees

**Given that** the Harbor Town Community Bylaws § 3.102(a) gives the Board of Trustees the authority to adopt or Amend Town Codes, and,

**Given that** the Harbor Town Community Bylaws §3-102(b) gives the Board of Trustees authority to set compensations, fees, and assessments, and,

**Given that** Administrative Resolution Three waives issuance of a Harbor Town Building Permit under certain circumstances,

**Now, therefore,** the Board of Trustees resolves that the following fees, compensations, and assessments shall be set until further notice.

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### Fees

Design Review Fee: New Construction	As charged by architect
Design Review Fee: Addition of structure, modification, fence review	As charged by architect
Construction Damage Deposit: New Construction	\$0.00
Construction Damage Deposit: Renovation or major addition (if renovations/alterations exceed \$10,000.00)	\$0.00
Mailbox Bracket Deposit:	Replacement cost of bracket

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### Compensation/Honoraria

Honoraria definition: A token payment for services, smaller than the full market value of the work. Money paid out for services rendered voluntarily, and that are rendered nominally without consideration to the professional value of the services.

President	\$325/month
Board Chair	\$500/quarterly
Board Member	\$450.00/quarter
Paid in arrears, the month following the close of each calendar Quarter, without regard to the number of scheduled or special meetings for that Quarter, reduced by \$100 per each Board of Trustees meeting not attended whether excused or otherwise.	
Other Committee Chairs, or designated Chair Representative	\$100.00/meeting
Paid at the discretion of the Board of Trustees if, and only if, the Chair or Chair Representative reports out to the Board at its regular or special meeting and if that report request is on the agenda for that meeting. No Committee Chair who is a Board Member is eligible to receive this compensation.	

Any eligible party rejecting honoraria and compensation, shall address this request to the Board of Trustees in writing.

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### Assessments to be Levied Against Individual Accounts

Administrative Resolution One: Collections, Late Charge	10% of quarterly assessment amount, not to exceed \$500/quarter
Equity Resolution Five: Property Maintenance, Any additional violations after the first warning letter	\$100.00/week
Equity Resolution Seven: Pet Violations, after first letter	\$100.00
Any additional violations after first assessment	\$100.00
Equity Resolution Eight: Use Restrictions, after first letter	\$100.00
Harbor Town Building Permit (if renovations/alterations exceed \$10,000.00 a Building Permit is Required)	\$0.00