

**Harbor Town Community Association
Annual and Board Meeting Minutes**

Monday, November 20, 2017 6:00 PM at The Maria Montessori School

Attendees:

Board President: Craig Cardwell

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

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

Landscaping Committee: Jodi Rump (reporting) and Susie Graves

Finance Committee: Myron Graves (reporting) and Kevin Connolly

Attendees: Bette Cunningham, Ray Colson, Cheryl Colson, Tony Bologna, Darryl Sparks, Christy Riggs, Chuck Tippitt, Debbie Tippitt, Mark Ploucha, Veronica Ploucha, Marilyn Brien, Cathy Wilson, Bill Wilson, Phil Pirani, Jane Pirani, Hunter Fleming, Elise Fleming, Bob Rowan, Susan Rowan, Lois Chamblin, Margaret Cardwell, J.B. Halbert, Barbara Simmons, Bryan Simmons, Dennis Abernathy, Jeff Johnston, Kim Nesbitt, David Erickson, Rosemary Nelms, Patti Bundy, Elizabeth Low, Kim Jackson, Peter Hinge, Phil Gray, Jerry Schwartz, Jeremy Benkin, Bubba Goodwin, Debby Allen, Cary Allen, Philip Neri, Jana Neri, Barbara Milligan, Erin Stone, and Greg Stone

Annual Meeting:

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

C. Cardwell provides an introduction and T. Adkisson introduces the representative from On the Top Security.

C. Cardwell appoints the 2018 committees (see attachment).

The Crime and Safety Task Force report on findings, progress, and make the following recommendations:

1. Hire stationary security for each entrance for the holidays.
2. Add additional signage at the entrances for a private community.
3. Encourage the addition of lighting.
4. The Association fund a quarterly news letter from the task force.
5. A vote this evening on the addition of a camera system.

The Board, attendees, and the Crime and Safety Task Force discuss cameras, data ownership, courtesy patrols, and general topics regarding crime and safety.

C. Cardwell provides a 2018 outlook

- The 2018 budget is discussed, specifically in regard to courtesy officers and camera install which are noted will be a special assessment.
- He addresses items that have been circulating the community that are untrue:
 - C. Cardwell was appointed to the position of Harbor Town Community Association President by the Board of Trustees due to the resignation of the previous president mid-term. He will serve the remainder of the term which will end in 2018.
 - The election committee, date of the election, and annual meeting were determined by the President per the governing documents.
 - It is noted that the President of the Association is not the President of the Board of Trustees and has no vote unless a tiebreaker is needed.
- The special election for District 3 is announced.

- It is noted that a citizen appealed the election to the Board of Trustees. Said citizen then appealed to the Town Code Advisory Committee on 11/15/17. The Town Code Advisory Committee, who has the final say, along with the Town Attorney both recommended holding a special election for District 3 after the Election Committee establishes procedures.
 - Residents and the Board of Trustees discuss policies and procedures going forward.

The annual meeting is adjourned with a small break before the Board Meeting.

Board Meeting

M. Dress calls the Board Meeting to order at 7:45 p.m.

A. Lankford makes a Motion to approve the October Board Meeting Minutes. K. Friedrich seconds. No one opposes, and the Motion passes unanimously.

Homeowners Questions and Comments:

- Jerry Schwartz notes that he believes that the new election should be available to anyone applicable.
 - He references §3.101 Board of Trustees – (b) Elections
- An attendee questions if the governing documents are reviewed.
 - The Board notes that they are reviewed every 5 years.
- Jeff Johnston notes streetlights out on Harbor Village Drive.
- Veronica Ploucha discusses alley lighting and how to determine if this applies.

Reports

- Commercial District: No business to report.
- Arbors Apartments: No business to report.
- Finance Committee: Myron Graves reports that 1.191 million has been collected thus far with 8k possibly being written off as bad debt. The grounds in general are coming in around 16k over budget. Other items over budget include: water and sewer, irrigation, and capital maintenance. Capital projects are under budget currently. He notes that depreciation is being calculated. The total budget is off by 3%.
- Landscape Committee: Jodi Rump reports that the Landscape Committee is finishing Cedar Grove. She also reports that she believes the parks to be under lit and that it should be addressed for safety. Also, the tree canopies were raised for easier views and safety.
- Management Company
 - Maintenance
 - Pugh's
 - Adam and the crew have been responsive, proactive, and quickly address any issues brought to their attention.
 - Additional sod has been installed.
 - Management believes that Pugh's is performing contractual duties satisfactorily.
 - Agriscapes
 - Repairs are completed satisfactorily and promptly.
 - The system will be shut down on November 29.
 - Southeastern Pond Management
 - AMLLC remains pleased with work and communication.
 - Waste Pro
 - Any issues are responded to and remedied quickly.
 - MLGW

- Completing lighting requests in a timely manner, usually within 14 days of submittal.
 - Per request, MLGW did a lighting sweep in the early morning of November 10 and identified 21 lights which are currently under repair.
- Miscellaneous Maintenance: All vendors and contractor have been instructed to sign in the office before starting work and leaving for the day.
- Collections
 - There are 28 delinquent accounts over \$20 with \$9,256.91 not in litigation and \$11,239.73 in various legal states. There are 6 current liens and 7 additional accounts with legal action.
- AMLLC Activity
 - Violations are consistently going out along with fines, if needed.
 - Management is working on digitizing documents.
- Metrics
 - 90 closed/completed work orders since 10/1/2017.
 - 29 in process work orders as of 11/17/2017.

Old Business

- Major Projects as per 2017 Budget
 - Cricket Song: Management is awaiting the completion of electrical work to add the aerators and will then schedule the final assessment with Burr and Cole.
- Other Issues
 - Elections: Discussed in Annual Meeting.
 - Striping: The striping is set to begin next week.
 - Phone Contract: Management needs a signature for the switch for Comcast for the Association phone line.

Events

- Halloween: Patrols were stationed at the two residential entrances along with the intersection of Harbor Bend Road and Harbor Commons Drive.
 - Management recommends an additional officer for 2018 to allow for a sweep of the property simultaneously alongside entrance coverage.
- Christmas: The parade and tree lighting are set for December 3 with the parade beginning at 5:30 p.m. and ending at Christmas Tree Park. Management is soliciting Santa if anyone would like to volunteer.

New Business

- Elizabeth Low is seated for District 4
- Michael Richards is seated for District 3 interim
- Board of Trustees Chair: B. Bond proposes K. Friedrich. K. Friedrich declines and proposes B. Graves. B. Graves accepts. B. Bond seconds the Motion for B. Graves as Chair. No one opposes, and the Motion passes unanimously.
- Board of Trustees Secretary: B. Graves proposes A. Lankford. A. Lankford accepts. M. Wilson seconds the Motion for A. Lankford for Secretary. No one opposes, and the Motion passes unanimously.
- Approval of Contracts
 - Pond: A. Lankford makes the Motion to proceed with Southeastern Pond Management for pond maintenance. M. Richards seconds. No one opposes, and the Motion passes unanimously.
 - Irrigation: B. Bond makes the Motion to proceed with Agriscapes for irrigation. M. Wilson seconds. No one opposes, and the Motion passes unanimously.

- Landscape Maintenance: E. Low makes the Motion to proceed with Naturally Green for landscape maintenance. B. Bond seconds. No one opposes, and the Motion passes unanimously.
- Management Agreement: A. Lankford makes the Motion to proceed with SPL for management pending a final contract. K. Friedrich seconds. No one opposes, and the Motion passes unanimously.
- 2018 Budget: B. Graves will make changes and post to Trello.
- Parking Decals: The Board recommends numbering the 2018-2019 decals.
- Courtesy Officers: Scheduling and services are discussed.
 - K. Friedrich makes a Motion to follow the Town Architect's suggestion to have three (3) cars from 10 p.m. to 6 a.m. through December 31. M. Wilson seconds. No one opposes, and the Motion passes unanimously.
 - B. Bond makes a Motion to enforce stationary officers per the request of the Task Force on Crime and Safety. The Motion dies for lack of second.
 - A. Lankford makes a Motion to proceed on pricing for the enactment of permanent signs as requested by the Task Force on Crime and Safety and to proceed on temporary signs. K. Friedrich seconds. No one opposes, and the Motion passes unanimously.
 - E. Low makes the Motion to consider the effectiveness of other security measures before moving forward on cameras. M. Richards seconds. No one opposes, and the Motion passes unanimously.

Meeting was adjourned at 10:00 p.m.

2018 Committee Appointments
Harbor Town Community Association
November 20, 2018

Town Counsel

Harley Steffens, Evans Petree, PC

Town Architect

Tony Bologna

Primary architect for the Harbor Town Community Association

David Schuermann

Associate Town Architect for the Harbor Town Community Association

Town Code Advisory Committee

Carole Slaughter, Chair

Mary Keife Hyland

Robert Marcy

Election Committee

Crystal Hand, Co-Chair

Veronica Ploucha, Co-Chair

Finance Committee

Myron Graves, Chair

Kevin Connelly

Hayden Lait

Landscape Committee

Jodi Rump, Co-Chair

Susie Graves, Co-Chair