

Harbor Town Community Association  
Board Meeting Minutes  
Belle Memphis Room of River Hall  
Monday, February 18, 2013  
5:30 PM

President present: Craig Cardwell

Board members present: Tonia Bertoldo, John Carter, Russell Carter, Jennifer Himes, Kathy Kelley, and Dawn Nielsen

Property management representatives present: Elizabeth Glasgow and Debbie Woodard

Homeowners present: Monna Barnhart, Carley Befeler, and Robert Marcy

Russell called the meeting to order at 5:37 PM.

Kathy made a motion to approve the January 21, 2013 minutes as written. Tonia seconded the motion and the minutes were approved unanimously.

Monna Barnhart asked for the Board to consider Saturday, May 18<sup>th</sup> for a Spring Festival for the Social Club instead of having the Secret Garden Tour. In looking at the numbers with the Garden Tour, Monna stated that there were only 80 tickets sold the last time the Tour was held in 2011. The members began thinking outside of the box and came up with the Spring Festival. The Club would like to hold this event where the Bartlett Band has played the past two years (the sunken area south of the Creson's at 784 Harbor Isle Circle South. They already have the Bartlett Band and the Jayne Hathaways booked for the festival. They want to sell hot dogs and baked goods. They want to create a family atmosphere and have everyone come out. Kathy asked about any conflicts with Memphis in May. The BBQ Fest judging is that day, which not a heavily attended day for BBQ Fest. The only other date in May that does not conflict with Memphis in May festivals is May 11<sup>th</sup>, which is Mother's Day. Monna proposed to have a rain date for May 19<sup>th</sup>. If approved, the event would take place from 1:00 – 5:00 PM. Monna asked about connecting the playground to the festival and asked Dawn about the parking in the area. There is not any admission to the event. The only revenue would be passing the bucket for the bands and any revenue from the food sales. Russell suggested the Board approve these dates and then Monna can come to the March and April meetings to present updates. Dawn made a motion to approve the dates requested for the Spring Fling (May 18<sup>th</sup>, with a rain date on the 19<sup>th</sup>) from 1:00 – 5:00 PM in the area at Harbor Isle Circle East/South meet.

Monna asked for permission to use the Harbor Town logo for promotional materials. The Board asked that she create a specific plan for what the logo would go on and come back to the Board. Monna asked if they could serve beer at the event. The Social Club will need to obtain an Event Rider to the Harbor Town insurance policy for their event.

Russell reported on behalf of the Commercial District. He reported that the only issue is parking in the Fire Lane. There are three main offenders. They are the Memphis Police Department, people coming in and out of Miss Cordelia's in the morning to get coffee and Lynne Turley. Elizabeth stated that she had addressed the issue with Henry Turley concerning Lynne parking there. She will contact Colonel Knight and Miss Cordelia's and post a sign in the store warning customers.

Dawn reported on the progress of Sunset Park. The ribbon cutting was successful with about 20 people attending. The fence has been installed but an additional section of 8' fencing will be added on the street side of the corner, still leaving an access point from the street, but not too inviting to become an attractive nuisance. The installation is complete except for the additional fencing, additional wood carpet, a barrier between the mulch and apartments, the sign and the garbage can. Dawn requested that the adjacent areas be marked "No Parking". After further discussion, the Board decided to all take a look at the area and then discuss at the next meeting.

For Village Park, work will begin once Sunset Park is completed. Dennis Abernathy, Julie Binder and Michelle McKissack have agreed to serve on the committee. Dawn will also look for other volunteers to serve on this committee and include Russell and Sherri. Elizabeth suggested asking Guion Benkin to serve on the committee also. Concerning diligence, there is a longer access to this park so ADA requirements will certainly need to be addressed. There is a smaller area to meet ADA requirements. Craig suggested an outdoor cooking area. Dawn will look at all of these items and report back to the Board at the March meeting.

Russell reported on behalf of the Landscape Committee. He stated that he met with Dawn McCown of Pugh's, Tony Bologna and Elizabeth to look at the area on Running River Place and River Landing to make it more "green" and less concrete. Pugh's recommended replacing the trees with all one type tree; currently, there are 3 types – sycamores, pin oaks, and maples. For landscaping, Pugh's recommended installing Asian Jasmine or Liriope every other tree well. In doing this, they would dig out the grass and install the plant material and mulch instead of installing the plant material over the grass as was done in the past.

Kathy mentioned the areas that are "tired and worn out looking" and what the plan is for these areas overall for Harbor Town. Russell replied that these areas will be reviewed with Pugh's. Elizabeth stated that there are funds set aside for replacing planted material in the median strips and areas where grass and other planted material is not growing now. Kathy expressed her concerns for seasonal color being planted at the homes on Marina Cottage Drive. She suggested having a permanent greenscape instead of the seasonal color on this street. Elizabeth reported that she received a design and proposal from Pugh's to re-landscape the areas between the cottage sections on Marina Cottage Drive. This was slated for 2012 and then was moved to 2013. Most of the plan material has died over the years and has not been replaced. The quote Elizabeth received for these homes are \$1,388 per section for each of the five sections between the cottage sets, totaling \$6,940. After further discussion, the Board decided to postpone this installation until the fall. Craig suggested all 3 landscaping projects tabled until the fall (including the gingko replacement on Harbor Isle Circle West). Kathy made a motion to table all 3 landscaping items (Running River Place/River Landing improvements, Marina Cottage Drive improvements, and Gingkoes on Harbor Isle Circle West) until the fall and the landscape company provides some less expensive proposals. Dawn seconded the motion and the motion passed unanimously.

Elizabeth reported that there is a sink hole behind the drainage culvert at Village Park. She has received a proposal from Civil Concepts in the amount of \$750.00 to repair the hole in the storm drain pipe and fill the hole in this area. She will keep the Board abreast of any additional costs related to this repair.

Elizabeth reported on behalf of Management. She reported that since Friday, February 15<sup>th</sup>, she has received payments from 994 River Currents and 113 Village Lane foreclosed on February 15<sup>th</sup> and the bank will pay from July of 2012 to the present. The deadline for the 10 day letters was the 18<sup>th</sup> (the date of the meeting) and Tinker and Davis will be turned over to Kustoff for collection. 914 River Park is not in foreclosure, but the owner has stated that he has returned the keys to the bank and has given Elizabeth contact information. Elizabeth has tried to contact them and has not had any success and has asked David Kustoff to contact them for the details on the home.

For the Event Log, Elizabeth asked what information should she report to the Board? The Board stated they want the information that is important to help them make any decisions and for Elizabeth and the Board to identify recurring issues and concerns.

The issue of the leak in Skating Pond was discussed. Elizabeth noted that this pond was not filling up despite water being added from the fire hydrant. She had Kevin Hurley with Civil Concepts look at the pond and there is a leak in one of the joints in the storm drain pipe below the pond and another leak adjacent to the manhole in the deck behind the school. Debbie recommended making these repairs on Skating Pond before proceeding with the Cricket Song Pond repairs and improvements. Craig stated that the Association is scheduled to spend \$136,000 in Capital Improvements this year. There is not enough cash in the first quarter to cover the expenses in this quarter so he has asked Elizabeth to instruct Henry Turley Company Accounting not to reinvest the next CD coming up for renewal and to possibly not renew the next one, if necessary. He then stated that these CD's will be repaid in the summer months pending no other emergencies and that the Association is on track for its Capital Reserve Contribution plan and for performing Major Projects.

Robert Marcy asked if the Website update Plan could be moved up on the Agenda since he is planning on helping out with the Facebook Page. Russell agreed. Kathy presented options for updating the site. Currently we are paying Matchless Media \$30.00 a month for them to update pictures. Kathy talked to Robert about possibly keeping the website updated and the Facebook site updated. Robert agreed to perform these tasks. The Board discussed that the website should be interactive and user friendly. Kathy asked the Board to review these options and they could be reviewed at the next meeting.

Continue with Old Business, a draft of the proposed Administrative Resolution 8 was reviewed. Craig wanted to change "must" to "shall" in the first sentence of the Resolution. Jennifer had an addition of one sentence to the Resolution. With this addition, Jennifer made a motion to adopt the Administrative Resolution 8. John seconded the motion and the motion passed unanimously.

Concerning the Division of Systems Review, Jennifer and Kathy were assigned to review Section 1, Governing and Legal Documents. Jennifer and Kathy will get the actual applicable documents from Elizabeth and have for the March meeting.

The 2013 Major Project Execution Schedule was reviewed. Dawn has already reviewed the plans for Sunset Park and Village Park. For the Green Elements Restoration, an RFP to restore and paint the mailboxes, storm drain covers, traffic control sign posts, all street sign posts and actual street signs, electrical boxes, aerator cut off painting, and any other elements in the common areas except for the trash cans, benches and park and pond

signs was sent to 7 contractors and a pre-bid meeting was held on February 15<sup>th</sup>. The contractors are to get these bids to Pete Evans on or before March 1<sup>st</sup>. Kathy asked about replacing faded stop signs. Elizabeth will get a number of signs that need to be replaced and get prices on replacing these signs.

Continuing with the Project Schedule, it was determined to postpone the Cricket Song Repairs until Skating Pond repairs are made. Debbie asked for Elizabeth to ask the contractor and engineer to review the scope of work for Cricket Song Pond after the Skating Pond repairs are completed to see if anything needs to change based on the work completed in Skating Pond. Elizabeth reviewed the scope of work and price for Skating Pond that Kevin Hurley emailed her during the meeting. The price is \$5,500. The Board asked Elizabeth to have Lee Davidson of Reeves Firm to review the scope of work. Dawn made a motion to approve the work and expense of the Skating Pond repairs performed by Civil Concepts subject to Lee's review. John seconded the motion and the motion passed unanimously.

Russell asked about the dock at Skating Pond and the safety of it. Elizabeth will review with the school.

The Board discussed the repair of the sink hole at Village Park. If the expense exceeds the proposed \$750 to repair the hole, Elizabeth will come back to the Board with the updated expenses.

Concerning the timing for commercial district work on pavement, Elizabeth received a proposal for filling all cracks, resealing and repainting Harbor Town Circle, Harbor Town Square and Harbor Bend between Harbor Commons and Harbor Edge Circle South at a cost of \$16,500. John made a motion to table this until the March meeting but in the meantime for Elizabeth to get prices on just restriping the area. Dawn asked Elizabeth to get a cost for painting a "No Parking" zone around Sunset Park just to have the number.

For pavers and ramps, Elizabeth suggested cutting this out of the 2013 Major Projects. Tonia made a motion to table this item until the March meeting. Jennifer seconded the motion and the motion carried unanimously.

Finishing up with the Major Projects for 2013, the office relocation was then discussed. Elizabeth reported that they have all of the office furniture. Once the small filing cabinets are removed, she and Erin will assess the area and choose a few options for tables and chairs for the reception area and run these past Dawn for a decision.

Concerning the Charter/Bylaws issue with Running River Place and River Landing, Elizabeth will review the issue with Tony.

Concerning Harbor Town's 25<sup>th</sup> Anniversary Celebration, Elizabeth is gathering a list of owners who have been in Harbor Town since its inception and will interview these owners on their history in Harbor Town.

Beginning with New Business, the Social Club Festival was already discussed.

Tom Kroll sent a letter concerning the Maria Montessori School and Community Standards. Elizabeth talked with Fletcher at the school and he agreed to move the dome referred to in Tom's letter as soon as possible. Elizabeth has responded to the Kroll's as such. Elizabeth has reminded Maria Cole and Fletcher at the school that all exterior changes need to be approved by the Board.

Concerning the common area lighting retrofit, Craig stated that the common area accent lights need to be redone to save energy. There needs to be a plan to retrofit these to make them all match and use less energy. Elizabeth will have Reeves Firm review the common area lighting and

Concerning the north roundabout drainage plan, there is not a current plan in place. This needs to be a place holder to address the issue by getting a plan and implementing before the area deteriorates even more.

The Neighborhood Watch Signage was not discussed.

Mike Moffatt has a proposal to have a Memorial to Kemper Durand at Skating Pond. This Memorial would include planting a cherry tree, bulbs and install a boulder on the east side of Skating Pond. A plaque will be installed on the boulder. All expenses would be covered by donations from community members. Kathy made a motion to accept the proposal pending final Board approval for location and plans. Jennifer seconded the motion and the motion passes unanimously.

Elizabeth will be out of town for the scheduled Monday, April 15<sup>th</sup> meeting. She proposed the meeting be moved to Tuesday, April 23<sup>rd</sup>. The Board agreed. Elizabeth will make sure that River Inn is available for this date.

Kathy made a certificate for the Harbor Town Heroes. Elizabeth will work with Kathy on verbiage for the nomination procedures and how to get the word out the community about this program. Kathy is thinking it is a form

to nominate someone then a letter would be sent to them signed by Craig and Russell with a certificate.

The Board and Management reviewed the Annual Calendar Items. Craig asked about when the Association would have the Tax Return to review. Also, the insurance needs to be reviewed at the April Meeting. Debbie will invite Brett Cutchin from Lipscomb and Pitts to the April Meeting. Dawn added the Easter Egg Hunt on March 30<sup>th</sup>. She asked Elizabeth to announce this in the weekly update.

The meeting adjourned at 7:28 PM and the Board and Craig met in an Executive Session.