

**Harbor Town Community Association  
Board of Trustees Meeting – February 18, 2019**

Location: River Hall – 726 Island Dr. Memphis TN 38103

Association President: Elizabeth Low

Board Members Present: Karl Fredrich, Bill Graves, J.B. Halbert, Renee Trammell, Jane Pirani, Rhonda Brown

Representing Management: Elaine Aeschliman

Guests: Jodi Rump, Susie Graves, Christy Riggs, Cary Allen, Robert Hauberg, Jeff Mashburn, Jerry & Bobbie Schwartz

Bill Graves, Chairman called the meeting to order at 6:00 PM.

**Approval of January Board Meeting Minutes**

The January meeting minutes were approved by the Board on Trello (Internet based collaboration tool).

**Homeowners Questions and Comments**

Robert Hauberg who lives at Marina Cottage asked when will the debris/trash in the harbor banks will be cleaned up. Bill responded that when the river levels stabilize, the area will be cleaned up. Naturally Green charges extra for this type of clean-up. Bill will contact the people at the Gayoso Spillway about cleaning up the trash so that it does not collect in the harbor.

There was an inquiry about the weekly update. Elizabeth explained that the weekly update has been suspended for now. The email distribution list needs to be purged. There are over one thousand on the current email list. She is communicating on a monthly basis with the homeowners.

**Reports**

**Commercial District:**

Karl reported that in June, Café Eclectic will be moving into the space which used to be occupied by Movie-Pizza.

The pharmacy golf cart still has the flag on the back of it and this is against the rules. Elaine was asked to contact the pharmacy about removing the flag from the golf cart.

**Arbors:**

Fogelman is now managing the Arbors. Rhonda said that they are excited to be at Harbor Town.

**Finance:**

Elizabeth reported that there was a delay in closing the January books due to the accruals for December. She has not yet had a chance to review the January financials due the timing of when she received the reports.

**Landscape Committee:**

- Tree planting project of 67-68 trees has been completed. The grower planted the trees according to the National Forestry standards. The only change from the original tree plantings were yoshino cherries.
- Sod is being planted in the verges street by street. There is no irrigation in some of the verges and the committee is making a list of those areas as they go. Homeowners will need to be asked to assist with watering in the areas where there is no irrigation. The committee will provide a list of those areas so that the homeowners can be sent communication.
- Martin houses need to be replaced and in some cases houses need to be relocated.
- Sidewalks - 79 locations need to be addressed. Redeemers Group needs to re-bid this job.
- Mallard Pond – work will commence in April.
- Benches - Bill is working on this project. Main issue is the cost of exterior grade lumber
- Paths – will be addressed in late spring or early summer of this year.
- Floating island – Jodi provided a handout showing a floating island. Plants are planted on top and the roots float in the water and clean and filter the water. The island is tied to the shore to keep it centered in the water. There was some discussion about installing one in Skating Pond to test. The cost is: \$875 plus about \$100 for the plants.
- String lights for the business community. Renee Trammell will research.
- Trees and paving costs are covered from the previous year's funds.

Ice & Snow policy - what are the parameters for Naturally Green? Elaine will get this information.

**Management Company:**

Elaine handed out a lien/lawsuit spreadsheet as of 2/18/19. The Board instructed management to write off Wanda Jackson's (937 Harbor View Dr) balance as the property was foreclosed and she is no longer the owner.

Continue to pursue the balance owed by Christine Stephens at 177 River Lights Lane.

**Old Business****Bench Restoration:**

Bill reported that to pick-up the benches, sandblast, powder coat, use stainless steel bolts, and cypress wood, the cost is \$13,500 for a total of 30 benches (25 with backs have 7 boards each and 5 without backs have 5 boards each).

Additional benches need to be added in Mallard Pond and possibly other locations.

Will the bench contractor split the number of benches for the same cost per bench?

Elizabeth suggested that the Board look at the mailboxes next.

Trash cans (14 total) in common areas discussed. The Board discussed eventually replacing some of the trash cans with dog stations or different types of garbage cans where appropriate.

**Approval of date change for 5K:**

5K Run date changed from June 7 to May 31. The Board approved this request on Trello.

**Collections Discussion:**

There needs to be consistency in how collections are handled. This process is very specific. Elizabeth will include rules and process in the letter from the President.

**Computer Software (Apps):**

J.B. will do some research. Maybe to interface with TOPS. Include minutes so that the public does not have access to the minutes.

**New Business**

Soccer Shots:

- Remind them that the soccer is for HT kids only
- Held in Music Park - bank failure is now an issue with this area.
- Need certificate of insurance from Soccer Shots.
- Put them on notice about the issue with the bank failure and that they need someone to supervise this area.

Bank Failure Area:

There was discussion about the appearance of the existing chain link fencing with orange plastic that was installed to block off the area where the bank failure exists. Elaine was asked to call West Memphis Fence Co. and ask about replacing the existing chain link fencing with black chain link including signage.

Communication from the President:

When sending communication to the Harbor Town owners, it was suggested that Elizabeth include communication “Did you know....” to address By-Law, restrictions, rules, etc.

Lease agreements are supposed to be on file in the HT office.

There being no further business, the meeting adjourned at 8:30 PM.

Submitted by,  
Elaine Aeschliman

**Summary of Follow-up Action Items**

	<b>Action Item(s)</b>	<b>Who</b>	<b>When</b>	<b>Completed?</b>
1.	Landscape Lighting refocused and replaced	Landscape Committee	TBD	
2.	Research Walking path light replacements with intent to replace	Landscape Committee	TBD	
3.	Get estimates on replacing the Purple Martin houses	Landscape Committee	TBD	Note: All houses need to be replaced.
4.	Refinish common area benches and trash cans	Management Company / B. Graves (Benches)	TBD	
5.	Research and get estimates to replace light post at Harbor Bend and Harbor Common	B. Graves and Management Company	TBD	

6.	Research Costs for floating duck island	Landscape Committee	TBD	Completed. \$975 (Including plants and island) Will start with one.
7.	Purchase and install a dog station for Christmas Tree Park.	Management Company	TBD	Station ordered.
8.	Review emergency vehicle road access for each district	Board Members / J. Halbert	TBD	
9.	Develop an Ice Melt Policy	Management Company	TBD	
10.	Check humming of pump on Mallard Pond.	Management Company	TBD	
11.	Provide status of closing northern point access	Management Company	TBD	Note: Management Company needs instructions from Board on how northern point should be closed.
12.	Long Term Security Plan	B. Graves and R. Trammel	TBD	
13.	Develop a Garbage Can policy	Board and President	TBD	
14.	Contact the people at the Gayoso Spillway to clean up trash	B. Graves	TBD	
15.	Contact the pharmacy about removing the flag from the golf cart and remove the golf cart.	Management Company	TBD	
16.	Provide recommendations for Computer Software so that it does not collect in the harbor.	J. Halbert	04/15/2019	
17.	Provide recommendations for Public accessible Minutes verses the detailed minutes for Association members	J. Halbert	03/18/2019	
18.	Call West Memphis Fence Co. and ask about replacing the existing chain link fencing with black chain link including signage	Management Company	TBD	
19.	Sidewalk repair project coordination	J. Pirani	TBD	
20.	Management Office equipment review	J. Halbert	TBD	