

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

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

Association President: Elizabeth Low

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

Representing Management: Elaine Aeschliman, Anthony Bologna

Guests: Jodi Rump, Susie Graves, Christy Riggs, Myron Graves, Tony Bologna

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

Approval of February Board Meeting Minutes

The February meeting minutes were posted on Trello (Internet based collaboration tool) for the Board to review. Karl made a motion to approve the February meeting minutes. Jane seconded the motion and the motion passed.

Homeowners Questions and Comments

No questions or comments from the homeowners present.

Reports

Commercial District:

No report.

Arbors:

No report.

Finance:

Elizabeth reported the February financial report was uploaded to Trello. She questioned the amount of money paid to AmTrust and requested to see the audit report from AmTrust and our response. The insurance expense for the month was \$17,553 which included \$12,562 for the workers compensation policy. Management will contact the insurance agent.

There were 3 areas over budget:

- Insurance;
- Design review fees, \$1650 over for time period;
- Exterior fixtures was over budget for the month but not YTD;
- Under budget in salaries due to no manager in office.

Landscape Committee:

- Phase 2 (north of Harbor Town Blvd) - Sod is being installed in the verges.
- Irrigation issues being addressed as they progress with the sod installation in order to avoid dying sod.
 - Areas being identified and management will be given a list of the addresses that the irrigation heads need to be changed out (approximately 25-30 addresses so far).
 - Naturally Green (NG) can change out the head on the homeowner's system.

- 2 options to fix irrigation in verges
 - NG will change out the head on the homeowner's system and turn it so that the water is directed to cover the sod in the verge. This the least expensive option for Harbor Town. Additionally, there will not be a change in the water cost to the homeowner as they are simply redirecting the water and not increasing the watering times.
 - HT run irrigation to the areas. This would be the most costly way.

Martin Houses - 16 in total are being replaced. Bill and Susie Graves are putting them together and seven (7) have been installed.

Mallard Garden – to be done in the spring/summer after the pond work is complete.

Cricket Pond – clean up and reorganizing of the garden will be done as soon as the committee finishes with the sod project. Currently, there are three (3) aerators in this pond. Do not know where the third one came from. The fountain on (west most) is eroding the bank. Management to contact Mr. Ward with Southern Pump for his input as to whether we need three (3) aerators in this pond or can we use the third aerator somewhere else?

Landscape lighting – meeting on March 25 with vendor to go over plan.

Dog Waste Station for Christmas Tree Park - to be delivered this week and installed as soon as possible.

Paths – late spring but possibly the summer.

Ben's Park - needs dog waste station.

Floating Islands – the company out of California ships in 5x5 modules. They recommended the 1x15 for Skaters Pond due to the length of the pond.

Spring annuals – will be planted in early May.

Mid-South Tree Firm had to replace the cherry tree on Harbor Crest Blvd. that was run over by a homeowner's tenant. While on property, they inspected all the trees and were pleased that the cherries were blooming as they did not expect them to bloom this year.

Old Business

Bench Restoration:

Bill has been talking to a company about the bench restoration. They will help him take benches to the powder coating company. The total cost for 30 benches is \$10,190 (\$325/each) includes the following: cost for labor, transport, disassemble and re-assemble, use red eucalyptus wood, finish all 4 sides so that the wood looks like mahogany. The benches will have to be sealed every year to keep the wood from turning gray but they will never have to be painted again. This project can be done in the next 2 - 3 months. This expense would go under "Exterior Fixtures" which has \$27,400 budgeted for the year.

Karl made motion to proceed with the bench restoration for \$10,190 as presented. Jane seconded and the motion passed. Vendor certificate of insurance already on file.

Mailboxes need to be re-painted too. Dusan, who has been painting the poles will be asked about painting the mailboxes.

Management Company:

Anthony Bologna was introduced.

Elaine handed out a lien/lawsuit spreadsheet as of 3/15/19. The balance on 931 Harbor View has been paid in full to the attorney and will be disbursed within a week. The balance on 950 Harbor View has been paid in full the lien released against the property.

Management Report (attached) – Elaine introduced the new community manager Anthony Bologna. His first day on the job was 3/4/19. He's been busy getting the office in order and learning TOPS, Trello, Outlook, check scanner, and all of the processes and procedures.

Elizabeth to include in her next letter information about violations, the process, fines, time frame for starting process, etc. There will be problems which arise but they will be addressed individually.

Five (5) homeowners have done things to their home without approval (fencing, etc.). Town Architect, Tony Bologna, to provide a list.

Another notice needs to be sent to everyone informing them to submit plans whether or not it needs to be reviewed. If it's visible from the street (arbor, fence not approved), submit plans to confirm whether or not it needs to be reviewed.

Management office issues the permit.

Restrictions on painting – no approval required. Town Architect will be happy to assist if requested. (2 colors required: trim color and body color). Tony volunteered to ride around with management and Elizabeth to give us his opinion about inspections and what to look for.

Landscaping – if major landscaping is going to be done, approval is needed. If a homeowner wants to replace a shrub or two, no approval is necessary.

Street trees are to be trimmed up a minimum of 8' off the ground.

Newly painted poles need to be inspected as one or more have duct tape that was painted over.

J.B. started looking at some preliminary applications and will work with Elaine on developing requirements.

Jane contacted Roeder Construction Co. about the sidewalks. She will meet with the contractor to assess the sidewalks. The curbs will be addressed when the asphalt is done.

Mallard Pond Restoration

- Mid to late April for work to be done.
- Need to meet with homeowners to inform them what is planned.
- Spencers volunteered to host the meeting in their screened porch.

Marina Pointe Lane sinkhole (Tony Bologna)

- This has been an ongoing saga for years
- 4 Sinkhole are all in the easements
- Some have been repaired a number of times by the City of Memphis
- City engineers and City environmental department are trying to figure it out
- Sanitary sewer lines and storm drain line cross over the sewer line
- There is nothing that HT is doing to cause this area to sink.

Trash in the harbor – Bill spoke to Paul Patterson with the City regarding the second pumping station at old lagoon and the Gayoso station. Nothing is wrong with the Gayoso station. The trash seems to be coming from the old marble station.

Light poles (new):

- Will work with MLG&W's fitting
- Photo cell is built into pole
- 6 week delivery
- Should order 2 to have a spare
- Cost is \$2,000 each (vs. \$7,000/ea)

NEW BUSINESS**Renewal of all Resolutions:**

- Pull all resolutions off Trello. Have to be renewed every 3 years.
- Should be a 3rd section for general resolutions. J.B. will backtrack and will take on this project. Minutes from previous years will have to be reviewed and resolutions need to be compiled for these types of resolutions. He doubts he can do that by the April meeting.
- To be done at April meeting.

April 13 – block party and annual egg hunt.

Jane brought up the street parking issue – there is no street in the neighborhood where cars can park on both sides of the street.

Harbor Commons - Tony will look at the streets and come back with a recommendation.

Security will have to be addressed again with the change of the weather. Change schedule of security company and they can run off the trespassers. Lt. Col Bass with the Memphis Police Department was reassigned to a new location. We can ask for extra patrols. There was some discussion about placing a guard at each entrance location.

Golf cart opening on north end needs to be sealed off to prevent all the excess foot and golf cart traffic. Or at least install a gate that can be locked at night. Management to get quote and drawing to close off north access area.

There being no further business, the meeting adjourned at 7:38 PM.

Submitted by,
 Elaine Aeschliman
 LEDIC Management Group

Summary of Follow-up Action Items

	Action Item(s)	Who	When	Completed?
1.	Landscape Lighting refocused and replaced	Landscape Committee	TBD	Meeting on March 25 with vendor to go over plan
2.	Research Walking path lights with intent to replace	Landscape Committee	TBD	Meeting on March 25 with vendor to go over plan
3.	Replace the Purple Martin houses	Landscape Committee	TBD	7 of 16 houses have been installed
4.	Refinish common area benches and	B. Graves	TBD	Price estimate provided (30 benches is \$10,190 (\$325/each)) and funding approved
5.	Refinish / Replace existing trash cans	Management Company /	TBD	
6.	Research and get estimates to replace light post at Harbor Bend and Harbor Common	B. Graves and Management Company	TBD	\$2,000 each
7.	Purchase and install a dog station for Christmas Tree Park.	Management Company	3/28/2019	Station installed
8.	Review emergency vehicle road access for each district	Tony Bologna	TBD	
9.	Develop an Ice Melt Policy	Management Company	TBD	
10.	Check humming of pump on Mallard Pond.	Management Company	3/29/2019	Southern Pump repaired fountain.
11.	Provide recommendations for closing northern point access	Management Company	TBD	
12.	Long Term Security Plan	Board and President	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	4/9/2019	Management sent letter to Pharmacy
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	Provided draft version for approval
18.	Call West Memphis Fence Co. and ask about replacing the existing chain link fencing with black chain link including signage	Management Company	TBD	West Memphis Fence proposal - \$2,790. River must recede before work can be done.
19.	Ben's Park - needs dog waste station	Management Company	4/9/2019	Dog waste station ordered
20.	Develop policy for home violations	E. Low	Next News Letter	
21.	Sidewalks restoration	J. Pirani	TBA	Roeder Construction Company contacted
22.	Develop a "Part III" of the Book of Resolutions	J. Halbert	August 2019	