

Harbor Town Community Association  
Board Meeting Minutes  
Belle Memphis Room of River Hall  
Tuesday, April 23, 2013  
5:30 PM

President present: Craig Cardwell

Board members present: Tonia Bertoldo, John Carter, Russell Carter, Jennifer Himes, Dawn Nielsen, and Sherri Tipton

Property management representatives present: Elizabeth Glasgow and Debbie Woodard

Homeowners present: Phil Gray to present Finance Committee Report, Robert Marcy to present Website Committee Report

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

John made a motion to approve the April 23, 2013 minutes as written. Sherri seconded the motion and the minutes were approved unanimously.

There were not any homeowners present to speak to the Board other than Valerie Hall and Robert Marcy, who are on the agenda. Craig noted that two homeowners were invited to the meeting, Teresa Andreuccetti and Karen Soro to address the Board on concerns that they had.

Brett Cutchin was present from Lipscomb and Pitts Insurance to review the Harbor Town Community Association's Property and Liability Insurance Policies. He reviewed all aspects of the packet he present to Craig, the Board, and Management. Copies of these presentation materials are available for review in the Association Office. From the review, it was noted that the Association needs to have a short form contract with all vendors and obtain a certificate of insurance from these vendors. The Board needs to decide if they want to obtain

Robert Marcy reported on behalf of the Website Committee. He met with Sridhar Sunkara to review options for the revamping of the Harbor Town website. Robert asked if the following items were desired and the Board answered as follows:

- Attractive to more owner/residents or outside people? Owners/Residents first then an attractiveness to those looking for info or to relocate to Harbor Town
- Real Estate Listings? Yes, if not tied to one company – link to Realtor.com

- Member Portal? Linking Weekly Update to Website? Charter and Bylaws Did You Know? Harbor Town Events (Interactive with links to events)? Links to other Harbor Town/Downtown Businesses and DMC? Resident Spotlights/Interviews? Gardening/Landscaping Segments? Link to Facebook/Twitter? Business sponsors on site? Board of Trustees profiles? Yes to all.
- Video on front page? Yes if compatible with smart phones. If not, have updated static pictures.
- Link to blog? Yes – Dawn has created a blog for Harbor Town.
- Create a tagline for the site. Maybe have a contest?

Craig suggested that everyone look at Piper's Landing Yacht and Country Club's website. The web address is [www.piperslanding.com](http://www.piperslanding.com).

Dawn reported on behalf of the Playground Committee. The committee has had an initial meeting and there are about 11 people involved either by email or in person at the meeting. She is working with 2 vendors and should have plans to present to the committee at a future meeting. She has created a blog for the committee - <http://harbortownhoa.blogspot.com/>.

Dawn also had the Business Directory on the agenda. This needs to be re-presented to the community again. Craig suggested incorporating this with the launch of the updated website.

Phil Gray reported on behalf of the Finance Committee. He reviewed the Balance Sheet and Budget Comparison. The cash was down about \$80,000 for March, mainly due to several of the large project expenses hitting in March. The Pond Improvements are over budget by about \$10,000 due to some of the budgeted items not in the first quarter's budget and the \$5,500 in Skating Pond repairs that were not budgeted. Year to date expenses are under budget by about \$20,000.

Receivables are very low at this time. 83% of the total receivable amount is under 30 days. The largest over 90 day receivable amount is due to the fees owed on 914 River Park Drive and the owner has basically abandoned the home.

The Finance Committee recommends continuing with the investment plan which is investing \$50,000 at a time into a CD once the Capital Contribution amount budgeted reaches the \$50,000 mark. John asked about what happens when the amount invested reached \$250,000, which is the limit on FDIC insured values. Phil stated the money could be invested with another institution. The Board agreed to maintain the current investment plan in place.

The Finance Committee will review the Reserve Study that was performed in 2010 and report at the May Board Meeting.

Russell reported on behalf of the Commercial District. He reported that there were about 1,200-1,500 attendants. Over 1,200 pounds of food and \$3,000 were donated to the two Memphis Food Bank locations. They sold out of crawfish even though they doubled the order. Despite some advertising mess ups, they had a larger crowd than they anticipated.

Russell requested Elizabeth to send a letter to all commercial owners and residents reminding them that they are members of the Association and therefore must abide by Association Rules and Regulations. Examples given were NailBar had a birthday party and a food vendor was parked in the fire lane for several hours one weekend and music playing at River Hall until 11:30 one Saturday night. Elizabeth will generate this letter.

Russell deferred the Landscape Committee report to Elizabeth. Elizabeth reported that the landscaping at Cricket Song Pond is still in process. Plantings in the area will be completed the week of the meeting. Craig reported that most of the plantings were installed that day. The grass will be replaced and liriope or another groundcover will be replaced by Pugh's and the expenses will be taken from Hurley's final check. The pathways will be recaptured from the Harbor Village Bridge to the first cobblestone spillway will be completed as a prototype then priced to replace throughout. Russell stated that the Wetlands need to be cleaned very well when the water recedes. Elizabeth will monitor the water levels and have Pugh's clean the area at the appropriate time.

Elizabeth reported on behalf of Management. She reported that the Community Associates Institute Conference in San Diego was a wonderful learning experience. She made several new connections and gained a lot of knowledge from the sessions. Concerning her Management Report, she asked if the Board had any questions. She did receive a Variance Draft from Tony concerning Running River Place and River Landing. This Resolution will be enacted at the May meeting.

Beginning with Old Business, the Draft Policies and Procedures Manual was reviewed. The Board approved the Manual as written.

Russell and Sherri are continuing work on Section II of the Divisions of Systems Review.

The 2013 Major Project Updates were then reviewed. Sunset Park is complete. Elizabeth needs to review with Dawn if more wood carpet is needed. Village Park is in the planning stages. A fire pit was suggested at a previous meeting. This idea was struck down by the committee. Regarding the green elements, Elizabeth worked with Pete and Debbie to establish hard numbers for the project. She reviewed these numbers which total about \$35,000. The Board agreed that the project needs to get started as soon as possible. Elizabeth will obtain mailbox plaque samples and font examples for the Board to review.

Painting on the storm drain inlets, street posts, and other green elements can start when the delineation of the community is decided.

Elizabeth reported that Cricket Song Pond repairs are about 85% completed. Sod and groundcover still needs to be installed at the perimeter of the pond at water level. The gravel path has been recaptured and a price will be obtained for completing the remainder of the paths. The aerators are being reinstalled any day now.

Elizabeth reported that she received a proposal for the Commercial Striping for \$1,031.76 from S&S Striping. The Board approved the proposal.

Pavers and ramps are still on hold.

Concerning the office relocation, the only thing lacking is a small refrigerator and a table and chairs.

Russell asked about the third entrance drainage plan. Elizabeth has requested a meeting with Lee Davidson to get a revised drawing and then a quote for getting the work completed for the 2014 budget. She will re-request this information.

The items under the 2014 Budget Items used as placeholders are Harbor Town's 25<sup>th</sup> Anniversary Celebration, the Common area lighting retrofit and the North roundabout drainage plan. In addition, the remainder of the green elements should be added and a possible update to the Reserve Study.

Bass Pro Shops signage was then discussed. Craig stated he has been keeping in touch with Paul Morris and Mayor Wharton concerning the issue. Bass is revamping their signage strategy. They will be presenting something to the Design Review Board when ready.

Concerning the Skating Pond dock, Elizabeth has tried to contact Lee Davidson on several occasions. If she does not hear from him, she will contact A2H Engineers.

Beginning with New Business, the Parking Rules and Regulations were discussed. Elizabeth has received several calls, emails, and personal visits concerning parking, mainly storing vehicles on the streets. She presented the Rules and Regulations that South Bluffs enacted in 2011. The Board asked Elizabeth to draft a Resolution with items specific to Harbor Town.

Continuing with New Business, the newsletter content was then discussed. There was an article about Harbor Town Holiday Heroes in the April/May issue that was objectionable to the Board. It was decided that each Board Member

would review the newsletter before it goes to print for future issues. Sherri will review the June/July issue and the Board will rotate in reviewing.

Concerning Harbor Town Heroes, Craig will review the nominations and the program is under review.

Smart Meters were discussed. Chris Bieber with MLGW sent an email to Elizabeth concerning the Smart Meter program. The Board is in support of the idea. Craig will write a support letter to Chris Bieber stating the Board and President's support.

The Annual Calendar was reviewed. Sherri asked that Elections be added to August (first Saturday in August). Elizabeth will also add the deadlines for Nomination Petitions and announce the elections in the weekly update.

Russell asked if anyone has heard about any plans for Spring Fling. Craig stated that she announced the plans and request for volunteers at the last Social Club meeting. Debbie wanted to make sure that Management was not expected to plan the event, only to support the event in a communication effort.

Russell asked that a letter be sent out around the ponds asking people not to go into the ponds or let their pets into the ponds while the bentonite is settling in Cricket Song Pond and the baby ducks are growing.

The meeting adjourned at 8:00 PM and the Board and Craig met in an Executive Session.