

**Harbor Town Community Association  
Board of Trustees Meeting – April 15, 2019**

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

Association President: Elizabeth Low

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

Absent: Jane Pirani, Amanda Hall

Representing Management: Elaine Aeschliman, Anthony Bologna

Guests: Jodi Rump, Susie Graves, Myron Graves, Jerry Schwartz, Ted & Pam Mackey, Zini, Irfan Ali, Brent Michael, Don Ray

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

**Approval of March Board Meeting Minutes**

The March meeting minutes were posted on Trello (Internet based collaboration tool) for the Board to review. There were two changes: 1) Bench Restoration - the vendor who will perform this work is already a Harbor Town (HT) vendor and a certificate of insurance on file with management; 2) Landscape Report - the cherry tree was not blown down, rather it was hit by a tenant's vehicle. The minutes were approved with these two changes.

**Homeowners Questions and Comments**

Harbor Town Dog Show (Big Bark Theory) – presented by Pam Mackey

- November 10<sup>th</sup> - Nursery Park (rain date the following Sunday)
- Noon to 4:00 pm / Set-up starts at 8 am
- Benefits Humane Society of Memphis & Shelby County
- 13<sup>th</sup> year to have this event – started in 2002.
- This event is not exclusive to HT dogs only.
- The dog owners sign a waiver which includes that their dog has been spayed/neutered, that their dog is not aggressive.
- Total dogs 35-40 and must be in crates and they have handlers.
- Raised \$17,000 last year & \$23,000 the previous year.

Bill Graves will discuss insurance requirements with HT's insurance agent.

Jerry Schwartz addressed the Board about the condition of homes. Spring time is when the homes look the worst. He asked if one person is enough to do everything that needs to be done in the office and for HT. He inquired about the January – March meeting minutes not being on the website.

There was an issue posting the minutes on the website, but management is working to resolve that problem.

It was also noted that, while the Board is still monitoring to determine if a single person is enough to locally manage HT, that some of the duties have been moved to the corporate office; this include the accounting. Elaine has also been active.

## Reports

### **Commercial District:**

Karl reported that Hallmark will be filming a movie at HT on Wednesday (April 17) at Harbor Town Square and at the hotel.

Café Eclectic – is moving to the Pizza and a Movie location across the street from their current location and should re-open soon.

### **Arbors:**

Rhonda reported that the Arbors uses SafeWays to address their security issues and HT should consider talking with SafeWays. Rhonda volunteered to contact Safeways.

Elizabeth reported that complaints have been received complaints about people placing old furniture, mattresses, etc. outside of the dumpster. Rhonda said that when that happens in the Arbors, the maintenance guy will place the furniture in the maintenance shop until they can get it hauled off. That way it does not accumulate around the dumpsters.

### **Finance:**

Elizabeth reported the March financial report was uploaded to Trello. She said that HT is operating as planned.

The following areas are over budget:

- Office rental expense due to shared utilities not paid in 2018;
- Irrigation \$1,800 over budget YTD, but not for the year.

Jerry Schwartz asked who is serving on the Finance Committee and the Town Code Advisory Committee. Elizabeth responded that she is serving as these committees as she was unable to get volunteers to serve.

Don Ray volunteered to serve on a committee.

As a general statement, there have not been enough volunteers to serve in the various HT committees to create quorums.

### **Landscape Committee:**

Jodi Rump reported the following-

- Phase 2 of installing sod in verges is underway.
- Irrigation issues in verges – Anthony is addressing with homeowners.
- Martin houses (16) replaced.
- Mallard Pond – work will begin after pond work is complete.
- Cricket – clean up and reorganize garden will occur when sod project is complete.
- Met with landscape lighting vendor to discuss areas where lighting needs to be addressed. 45-60 days out on receiving proposal.
- The lid on the dog waste station recently installed at Christmas Tree Park does not fully close and needs to be adjusted.
- Spring annuals will be installed in May.
- Floating islands will be re-visited after the verge sodding project is completed.

Aerators discussed–

- Take 3<sup>rd</sup> one out of Cricket and put in Mallard.

- Take the Mallard Pond aerator to the shop for possible repair.
- Take the one from Taylor and install in Mallard.
- Southern Pump needs to detail each invoice for warranty purposes.
- Estimated cost to replace is \$7,500 and to rebuild is less than \$700.

#### Village Park

- Park is deteriorating and erosion is an issue.
- Need consultant/engineer assess and make plan for a renovation.
- Water is washing across the playground.
- Water flow is eroding and undermining the gravel ramp.
- Bill stated that the inner Harbor bank cleanup cannot be done until fixed
- The possibility of a heavy piece of equipment causing a collapse exists

#### Sunset Park

- Holding water and the surfacing is degrading.
- Engineer needs to address drainage coming out of park.
- Certified playground inspector to inspect playground equipment.

#### Management Report:

Elaine reviewed the delinquent report. Notices were sent at the end of March to the delinquent paying homeowners and many of the ones on the list have paid.

The owner of 804 Harbor Crest whose tenant hit one of the newly planted cherry trees on 2/8/19 has not reimbursed HT the \$515 expense to replace the tree. The letter was returned “unable to forward” when mailed to the property. He had until March 23<sup>rd</sup> to pay the amount due or the matter will be turned over to the attorney to file a lien.

At this time, Anthony continued with the remainder of the management report.

#### Maintenance-

- Harbor pump is still off due to the electrical box being under water. Southern Pump is drying-out the equipment to determine if it will still work. The electrical box should be elevated as it was set too low.
- Maria Cole from the Maria Montessori School has requested that the harbor pump be taken off of the school’s utility bill.
- Naturally Green to repair the 2 backflow preventers prior to irrigation start-up.
- Dusan painted 26 more light poles since the March Board meeting. Total poles painted to-date are 262.
- Southern Pump worked on aerators at Taylor and Willow Ponds twice for noise.
- Aerator at Skating Pond was tampered with so Southern cut off the metal switch that turns it on/off.
- Steel trench drain cover on Harbor Town Square was replaced by Grinder Fabricators.
- Brick paver areas needing attention/repair have been recorded on a map and posted on Trello.
- Dog waste station installed at Christmas Tree Park in late March and the one ordered for Ben’s Park arrived today and will be installed this week.

- Handicap sign for the parking space in front of Harbor of Health is missing and needs to be replaced.
- As reported on Trello, the inspections are underway and every residence has been assigned a Level 0, 1, 2 or 3 and specific violations/issues were recorded on a spreadsheet and posted to Trello.
- The pharmacy was notified about the sign violation which existed with the banner on the back of the golf cart.
- Community Church notified that they need to submit a request to the Board of Trustees for approval of their banner.
- Closing off NW corner golf cart path was discussed. Anthony met with West Memphis Fence but given the issues listed in the full manager's report, further guidance from the BOT was requested.
- As mentioned above in the Commercial report, Hallmark will be filming at Harbor Town Square and the certificate of insurance is on file in the HT office.
- As reported on Trello, the Wolf River Conservancy cleaned-up the entire inner harbor at no cost to Harbor Town. They did a great job and plan to return for a second clean-up. A certificate of insurance must be obtained prior to further work being done.

### **Old Business**

#### **Bench Restoration:**

Bill updated the Board on the bench restoration project. Due to the cost, black locust wood will be used rather than eucalyptus wood. The cost will be approximately the same as originally quoted. It will take 2 - 3 months to complete this project

It was discussed replacing the boards on the bench in Rose Park to see how it looks.

#### **Computer software:**

JB is still working on this project and will have something for the May meeting.

#### **Sidewalk Repair:**

Resident tripped and fell on a section of sidewalk that was not really a trip hazard.

Jane has a bid for the sidewalk repairs, but was unable to attend this meeting.

There was some discussion about the concrete repairs and the difficulty in getting bids for this vast scope of work. What is the scope of work?

#### **Mallard Pond Restoration:**

Bill reported that he spoke to the contractor and work is scheduled to begin the week of May 6, depending on ground, water saturation and river level.

Contractor has evaluated work site numerous times.

#### **Marina Pointe Lane sinkhole:**

City of Memphis has acknowledged it's their responsibility. They are working on a solution.

#### **Renewal of All Resolutions:**

JB to load new set onto Trello as Bill found errors on Administrative Resolutions.

**NEW BUSINESS****2019 Street Paving & Curb Repair:**

- Plan is for the paving to be done in July.
- Request to add Ferrell Paving and Hollingsworth Paving to the list.
- Ask contractors about pot holes at end of Harbor Commons. Will they patch those areas when they are here?
- Management to get bids.
- Phase 3 paving map on Trello.
  - 2 areas (outlined with light blue ribbons on the paving map) on Harbor Town Blvd and Harbor Isle Circle W around Settlers Point need to be included in scope via a supplemental bid.
  - Need plan to communicate to homeowners to have access to their homes during the paving project.
  - Where will big equipment be stored and what is the equipment.
  - Need tow company on call.
  - Keep homeowners notified.

**Settlers' Point Gazebo:**

Bill recommended using hardy board or azek as spruce was used the last time and it has rotted. Three bids to be obtained to replace only the rotted spruce trim.

**Village Park Playground Area**

Needs to be inspected annually for safety.

There being no further business, the meeting adjourned at 7:58 PM.

Submitted by,  
Elaine Aeschliman  
LEDIC Management Group

**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	06/10/2019 to receive proposal	Met to discuss
2.	Research Walking path lights with intent to replace	Landscape Committee	06/10/2019 to receive proposal	Met to discuss
3.	Replace the Purple Martin houses	Landscape Committee	Completed	All 16 have been replaced
4.	Refinish common area benches and	B. Graves	07/22/2019 (Estimate)	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 (Completed)
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	Researched - but no resolution Further guidance from Board requested
12.	Long Term Security Plan	Board and President	TBD	
	a. Contact SafeWays	Rhonda Brown	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	03/18/2019	Contacted – Nothing wrong with this spillway
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	
23.	Need consultant to assess and make recommendations for Village Park erosion and deterioration	Management Company?	TBD	
24.	Engineer needs to inspect and make recommendations on drainage issues for Sunset Park	Management Company?	TBD	
25.	Playground Inspector need to inspect and certify all playground equipment	Management Company?	TBD	
26.	Brick paver areas needing attention/repair have been recorded on a map	Management Company	TBD	
27.	Replace handicap sign in front of Harbor of Health	Management Company	TBD	
28.	Phase III Paving	Management Company	TBD	
	a. Add Ferrell Paving and Hollingsworth Paving to the bid list	Management Company	TBD	
	b. Ask contractors about pot holes at end of Harbor Commons	Management Company	TBD	
	c. Need plan to communicate to homeowners to have access to their homes during the paving project.	Management Company	TBD	
	d. Where will big equipment be stored and what is the equipment	Management Company	TBD	
29.	Repair Settler's Point Gazebo	Management Company	TBD	