

Harbor Town Community Association
Board Meeting Minutes
Belle Memphis Room of River Hall
Wednesday, May 22, 2013
5:30 PM

President present: Craig Cardwell

Board members present: John Carter, Russell Carter, Dawn Nielsen, Sherri Tipton, and Harold Wingood

Property management representative present: Elizabeth Glasgow

Homeowners present: Robert Marcy to present Website Committee Report.

Russell called the meeting to order at 5:36 PM.

There were not any homeowners present to speak to the Board other than Robert Marcy, who is on the agenda.

Russell reported on behalf of the Commercial District. He asked Elizabeth to communicate the exact dates of the Commercial District street painting to all affected. Elizabeth stated she will get an exact date and communicate this to all by email and with a door to door communication.

Robert Marcy stated that he serves on the Town Code Advisory Committee and if a situation were to arise while he is attendance to the meetings for the Website Committee, he would leave the room when the issue is being discussed.

He then reported on behalf of the Website Committee. He met with Sridhar Sunkara on April 21st. He reported that the domain name www.harbortownmemphis.com has been obtained. The website and weekly email updates through Constant Contact will cost about \$300 annually. Sridhar suggested charging the local businesses pay \$25 to be included on the website. After further discussion, it was decided to only have links to Harbor Town businesses and not allow 3rd party advertising and the Association will absorb the maintenance costs. He had 6 Board Action Items and 4 Action Items he needs to complete. Dawn discussed NextDoor. Unlike Facebook, it's a private group where members have to be invited and members must live within the boundaries of Harbor Town. There are sections like classifies, alerts, sounding boards, referrals, and other items pertinent to the HOA. It is similar to Facebook in that members get notices if someone posts something, but it would take the place of a resident portal

need on the new website. She will send invitations to select members of the community and get feedback prior to announcing to the whole neighborhood.

Russell asked Robert about Spring Fling. Robert reported that it was a success from the committee's perspective, except the turn out. The people who did come to the event were generous with their donations, but there were only about 120 people total during the day. The Board thanked Robert and his committee for their hard work and hope it continues in the future.

With one change (invite instead of incite in the 3rd paragraph) and one addition (Andreuccetti added to Teresa's name in the same paragraph), Harold made a motion to approve the April 23, 2013 minutes as written. Sherri seconded the motion and the minutes were approved unanimously.

Elizabeth reported on behalf of the Finance Committee since Landon Myers could not be available at the last minute. Elizabeth reported that she provided the Finance Committee a copy of the Reserve Study that was completed in 2010. She has not received any feedback from them concerning the study. Craig reported that in terms of the general finances the Association is well ahead of budget right now and should be able to complete all 2013 budgeted projects if there are not any unexpected expenses that arise. Craig reported that the Balance Sheet has a Flood Expense payable that needs to be removed. He asked what the mailbox bracket payable account is and why is it a payable? Elizabeth reported that this is an account that holds the mailbox bracket deposits that will eventually be refunded if the brackets are returned. Elizabeth will review the deposits held and see what are older deposits and can be transferred to miscellaneous income. It was suggested that there be a contract in place with the person "renting" the bracket stating that the deposit is forfeited after 6 months or the listing period, unless the person obtaining the bracket seeks a renewal of the contract. Craig also reported that the Finance Committee is in the process of selecting a new accountant.

Dawn reported on behalf of the Playground Committee. She reported that the committee met on May 12th. She wanted to have an order placed at the beginning of July, but it will be later in the year. She asked Elizabeth to adjust the budget to show payments in September/October. The main concern of the committee was how to fit both a slide structure and swings in the area. Dawn reported that she has consulted with 2 playground vendors and both have confirmed that both a structure and swings will not fit in the area. Another meeting has been scheduled for June 1st to review the playground choices. Hopefully the committee can determine the top 3 choices at this meeting. Then the Board can determine their top choices at

the June meeting. Then it will be sent out to the community for a vote and finalized by the Board via e-vote since there is not a July meeting scheduled.

For the landscape committee, Russell asked that the Association landscapers maintain the areas where monkey grass was planted last fall. Russell also asked that they cut the low branch on the tree in front of the house next door to his as it gets hit by trucks all the time. The bubbler in Skating Pond is being reinstalled and Pugh's is skimming the pond daily for the algae. Elizabeth reported that she is engaging another company to work on the fountains. Turtle Fountains in Gallaway, TN is providing the parts and Jerry Hazelrig, an electrician, will be completing the repairs.

Elizabeth reported on behalf of Management. She reported that she has received payments from Stephens, that Harbor Town Centre would pay by June 14th and Conway would pay by the end of May. She reported that she is dropping the Budweiser \$350.00 charge since their insurance company denied the claim.

Elizabeth continued to report that she and Michael Shelton looked at Skating Pond and he is to send an assessment to Elizabeth. There is a property line dispute between 985 and 989 River Landing. Elizabeth has been in contact with the owners and attorneys and provided them with all information they have requested from the Association. National Night Out is scheduled for August 6th nationally. Texas celebrates is on October 1st. Management called NNO to request Harbor Town being included in the October 1st date since it is so hot in August but the community would like to participate. The Board agreed.

There was a Mud Island Consortium meeting in April. The 3 goals of this meeting were to pursue having gates installed on the center and north parking lots of Greenbelt Park, to have jut outs installed on Island Place/Island Place East to slow traffic down and to work with the City on less/better signage at the roundabout.

Elizabeth finished her report stating that she has been in constant contact with Stephen Cross who is this year's chair of the Harbor Town 5K about the plans for this year. The RDC wants to charge them for the use of the Greenbelt Park for registration. If the 5K committee cannot get this waived, they have asked if they can use the Commercial District parking lot on the north side. Elizabeth will notify the Commercial District if this occurs.

Beginning with Old Business, Russell and Sherri reported on Section II (Strategic Direction) of the Divisions of Systems Review. Page 4 and 5 of the Charter define the Association's Mission and Goals and Vision Statement.

Page 41 of the Resolutions (Administrative Resolution 7) outlines the Values Statement. Mission Statement, Vision Statement, and Values Statement all get an A. The Strategic Plan includes the Reserve Study and the Asset Preservation Policy. The Board decided to give this item a C. For the Business or Action Plan, the Board gave the item a B since the Association has an annual budget and moves forward on plans, but there are improvements that can be made. Dawn agreed to work on Section IV, Risk Management and Insurance.

The 2013 Major Project Updates were then reviewed. Regarding the green elements, Elizabeth presented a final budget and map for 2013. The lettering and mailbox plaques were reviewed by the Board. The Board agreed to stay with the Baskerville Bold font on the street lettering and to go with Chickasaw Signs. The Board decided to go with the Zinc plaque manufactured by International Bronze. The zinc plaques are over budget by \$4,447. The total budget for the painting in 2013 would be \$19,447. Harold made a motion to approve this expenditure. John seconded the motion. Russell asked if the Association has \$4,447 to spend on this improvement. Craig responded that the funds are available. The motion carried unanimously.

Elizabeth reported that Cricket Song Pond repairs are about 95% completed. The aerators have been installed. The sod and groundcover is still lacking and the walkway to the split. The chutes need to be cleaned. Elizabeth anticipates this area to be completed the week of June 3rd.

Elizabeth will get the final schedule for the Commercial District street painting and communicate this information to the owners and residents of the District.

Pavers and ramps are still on hold.

Elizabeth reported the office relocation is almost complete. The furniture and refrigerator are on order. An awning will be installed over the front of the building; it is being manufactured now.

Craig signed the Resolution to the Design Guidelines. Elizabeth is to confirm with the Town Code Advisory Committee on who needs to sign the Resolution in order for it to be "legal".

Concerning Resolutions, Craig reported that there is a group leading the Art in the Park Initiative for Harbor Town. One of the places that have been identified is the green space at the third entrance. One of the owners who live at the third entrance had an agreement with the Developer that nothing

could be planted or installed in this area. This restriction runs with the land. Craig is working with Jim and the Initiative to investigate an agreeable solution.

Beginning with the 2014 Budget Items, Craig reported on Harbor Town's 25th Anniversary Celebration. He and Elizabeth are working with the ULI (Urban Land Institute) on some possible programming in conjunction with the 25th Anniversary. This would not take place of a Community celebration, but add value by inviting local, regional, and national ULI members to the community.

Craig reported that Elizabeth is working with A2H on the third entrance drainage and the Skating Pond dock.

Craig reported that he did not believe a Paving Analysis was needed for the community, but to start paving in a methodical plan with a good specification of the paving over the next few years.

Craig reported that Elizabeth is obtaining a proposal from The Reaves Firm to update the Reserve Study.

Concerning Bass Pro, Craig stated that the plans are still on hold at this time.

Craig reported that Elizabeth and Barney Lee attended the most recent MLGW Smart Meter meeting.

Craig also reported he has been working with Lee Harris on getting the gates on the center and north parking lots of Greenbelt Park closed at night, as they are at Tom Lee Park.

Beginning with New Business, the Parking Rules and Regulations were discussed. A draft was included in the packet. This item was tabled until the June meeting.

Continuing with New Business, Board Member Recruitment was discussed. Megan Dress is planning on running for District 4. If Harold will not be here in August to run for the new Board, Craig asked him to help recruit new members.

The Annual Calendar was reviewed. Craig stated the only thing missing from May was obtaining the insurance quotes. These should be obtained prior to the June meeting. Sherri noted that the National Night Out date of October 1st should be added to the calendar.

The meeting adjourned at 7:30 PM and the Board and Craig met in an Executive Session.