

Harbor Town Community Association
Board Meeting Minutes
Belle Memphis Room of River Hall
Monday, June 17, 2013
5:30 PM

President present: Craig Cardwell

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

Property management representative present: Elizabeth Glasgow

Homeowners present: Dave McCandless, Maggie Hollabaugh, Kinzie Bird to report for the Finance Committee.

Others Present: David Spratlin and Stephen Cross from the Phoenix Club to report on the Harbor Town 5K.

Russell called the meeting to order at 5:34 PM.

Elizabeth invited David Spratlin and Stephen Cross to the Board Meeting to discuss some of the issues that occurred with the Harbor Town 5K on June 7th. David reported that there were several challenges with the race this year and a large contributor to the problems were the exponential growth of the participants. One of the largest issues is the actual race course. MRTC is working on a new course for the Phoenix Club for future years. Trash was an issue and this was partly due to Elizabeth not obtaining carts from Waste Connections on behalf of the Phoenix Club. David stated that they will commit to having a crew here on Saturday morning to clean up any of the remaining items left over from the race. The police were an issue with runner safety. David and Stephen are investigating where the chain of command broke down and why the police opened the streets earlier than scheduled. Russell stated that communication to the Harbor Town Square Apartments is key to the success of the event also. He suggested the 5K committee placing notices on the doors to all of the apartments a few weeks leading up to the race and then the week of the race and again the day before. Craig stated that someone on a golf cart was speeding down the street when some of the runners and walkers were practicing. This person did not have a friendly demeanor. Elizabeth reiterated that the goal is to make the event successful and safe for all. David reiterated that they are on top of resolving this year's concerns and will make every effort to improve the race in future years.

Dave McCandless was present to address parking issues with the Board. He stated that there have been more situations in the past month, especially on Harbor View. He was driving on Harbor View and two doors opened at the same time, a girl and her mother got out, and he had to stop immediately. Then last week, on Harbor Isle Circle West, a girl walked out into the street with her dog and he had to stop suddenly as he couldn't see around the cars parked there. On Harbor Isle Circle North, there is an owner who is parking on the street in front of his house and he has said something to him and this has caused friction. Dave is afraid that something is going to happen with someone getting hit. Elizabeth continues to put reminders in the weekly update and it's great if they read it, but if they don't care, they won't park in garages or in parking areas. For the safety of the children, respect for your neighbor and to protect the property values of Harbor Town, he is asking the Board to appeal to the people who are parking on the streets in another format other than just the newsletter. Dave stated that if you have any questions or needs assistance from him, please let him know.

Since there is a quorum now, Harold made a motion to approve the May 22, 2013 meeting minutes. Dawn seconded the motion and the motion passed unanimously.

Russell reported on behalf of the Commercial District. He asked if River Inn asked for permission prior to blocking the streets. The Board agreed that they should request permission prior to closing the streets instead of blocking the street and asking forgiveness later. Elizabeth will then notify the Commercial District owners and tenants of the street closures.

Robert Marcy was not present to report on behalf of the Website Committee. He asked Elizabeth to ask for the Board's assistance on the following: "Obtaining references for residents that might be interested in writing a regular interest piece, or a small group of folks that could take turns. These would be short articles with possibly a picture. Possible articles could be... Resident Spotlight, Gardening, Children's subjects, Pet Care, Board Member/committee lead interviews, local events, interview of local business owners etc. Since I will be responsible for so much of the site I would rather not be responsible for those. I would be happy to take lead on supervising it though. I can help with story ideas, contacts, editing and such." Craig suggested that these items come from the newsletter articles.

Kinzie reported on behalf of the Finance Committee. Overall, the finances are going according to plan. The Flood Expense payable was re-classed to Miscellaneous Income throwing of the bottom line for the year by \$53,000. However, the unbudgeted expenses for the year so far are about \$44,000. If there are not any big surprises before the end of the year, the budget

should be as planned. Russell asked if the unbudgeted expenses are consistent in the line items each year. Kinzie stated they are not; the expenses arise in different categories each year. Craig asked the status of the selection of an accounting firm for the tax return. Kinzie stated that there is a list and they are working on the selection.

Dawn reported on behalf of the Playground Committee. She reported that the committee planned on having a selection by this meeting. However, that is not the situation. The parents of the children are much more involved, which is great. The committee is obtaining design options and bids on their own. She anticipated having a meeting the second week of July and should have a plan by the September meeting. The committee performed the annual inspections on 2 of the playgrounds and there are only a few issues that need to be addressed. Craig stated there needs to be a policy and procedure on the playground inspections.

Elizabeth reported on behalf of Management. She reviewed her report, a copy of which is attached here. Sherri asked about the landscape plans for the fall and if this has been communicated to the owners in the area. Elizabeth responded that yes, that she has communicated to the owners in the area and the landscaping will be planted in the fall. Russell reported that Pugh's is still not maintaining the median areas on Running River that have the monkey grass and mulch planted. Elizabeth will discuss this with Pugh's. Craig asked if the water has been tested. Elizabeth stated no, but she has been in contact with EnSafe to get a water maintenance plan. Dawn asked about the Dress property line issue and if it had been resolved. Elizabeth responded that yes, it has been resolved; she received a text from Megan stating it was worked out. Craig asked what the latest status is about Michael Rodenas. Elizabeth reported that it was quiet until last week when both were emailing Elizabeth about getting Rhonda's house repaired and Michael having her sign the release. The Board and Craig continue to maintain that this is not an Association issue, but an issue between neighbors that needs to be resolved. Dawn asked about the culvert at Village Park that was in Elizabeth's report. Elizabeth stated you could not see the break; that she noticed it on a property maintenance walk and you can't see it from the walk ways. Dawn asked about National Night Out. Harbor Town has requested the ability to celebrate NNO on October 1st, the date that Texas celebrates, from the NNO National Office. They have said yes and a plan will be made for the evening.

Dawn reported her work on Section IV, Risk Management and Insurance. She gave the section an A. Craig asked about the plans and blueprints and if they are saved somewhere off site. Elizabeth reported that the Plat and Town Plans are available on-line and will check with the different entities

about sewer, water, landscaping, lighting, and any other infrastructure plans. Craig and the Board agreed the section will receive an A once the issue of the plan storage is resolved. Dawn stated that she thought included in this section would be an Emergency Preparedness Manual. This will be forthcoming.

The 2013 Major Project Updates were then reviewed. Regarding the green elements, Elizabeth presented the schedule and stated that work would begin on July 15th. Elizabeth will coordinate with the mail carriers. A test mailbox on Marina Cottage Drive will be performed the first week of July for Craig to check for quality. Elizabeth reported that the Cricket Song Pond repairs are getting closer. The sod and walkway are lacking. The area that has eroded around the bend beyond the pond will be filled with dirt and re-sodded.

The 2014 budget was then discussed. Concerning Harbor Town's 25th Anniversary, Craig and Elizabeth met with a ULI rep and might have some programming planned in conjunction with the 25th year. Russell asked what date this would occur. Elizabeth responded that events would occur throughout the year. Craig suggested hiring an outside "spin" firm to create stories for the paper. Dawn suggested pushing the campaign that Harbor Town is separate from Mud Island and vice-versa. Craig suggested banners. Elizabeth will talk with a few companies to get an idea of price for the media and public relations.

Continuing with the 2014 budget, Elizabeth presented the specs and prices for the common area light retrofitting. She is still awaiting prices and specs on the ballasts and bridge lights. Craig asked how the light output compares. For example, if what we have now is 70 watts, how does this compare to the wattage of what we are proposing to replace them with? Elizabeth will have this information ready for the budget prep.

Concerning the 3rd entrance drainage, Elizabeth is working with A2H and Kevin Hurley on getting a "real" price on the solution for the drainage in the area.

The Skating Pond Bridge was discussed. Russell stated he thought this was a dead issue since A2H said it was stable.

Concerning the paving plan, Russell stated you need to address the items that have been on the agenda for the past few years first before you start new projects. Russell said he thought it would be a good idea to get a spec for the paving and then work on it for the 2015 budget. The Board and Craig agreed.

Elizabeth suggested moving the updated reserve study to 2015, since that will be 5 years since the initial study was completed. The Board agreed.

Concerning the green elements, Elizabeth is gathering a final count on all items in Phase II. She has obtained an estimate for \$35,000 for the restoration of Willow and Taylor's ponds and she put \$45,000 in the preliminary budget. For the pavers, Elizabeth is gathering a final count and price for these elements of what has not been done.

For the playground, Dawn stated that they need about \$10,000 in 2014 to completely finish off all the playground and surrounding areas.

Craig reported on the Bass Pro updates. New plans have been floated around, but nothing has been formally presented.

Concerning the Smart Meters update, Craig and Barney attended Janis Fullilove's Town Hall Meeting. MLGW presented and were interrupted several times. He stated that in his opinion, MLGW should have engaged a PR company to tell their story. IDEW then presented. The "third side" was the "community activists" who were against the project. Craig said it was very interesting.

Craig and Elizabeth attended the official budget meeting for the Parks Committee and that possibly the gates for the north and middle parking areas may get gated at some point. Lee Harris also asked for funds to go towards a Dog Park in Greenbelt Park. The vote was supposed to take place at the next Council meeting.

Concerning Block Captains, the Board agreed that this item needs to be revitalized. With the 25th Anniversary, this may be the time to re-energize the program. Dawn stated that maybe the Block Captains should be more integral in helping welcome the new residents. Elizabeth stated that this was tried last year, but there were only 2 Block Captains who responded and the others were lackadaisical about the task. Elizabeth will get together a list of who is lacking in Block Captains and distribute the information in a newsletter to try to recruit new Captains.

Beginning with New Business, Elizabeth reviewed the Election Plan. She stated that new members are needed for Districts 3 and 4. A call for candidates has been in the weekly update. A specific email call for candidates will be sent in early July. If necessary, a memo will be placed in the District 3 and 4 mailboxes to recruit candidates. The deadline for petitions will be July 19th and the Election will be Saturday, August 3rd.

The Harbor Town insurance policy set to renew in July was then reviewed. Elizabeth had distributed the quotes in the Board Package. Craig asked if Cyber insurance and Worker's Comp was included in the \$27,789.26 quote. Dawn made a motion to approve the \$29,000.00 quote that is budgeted amount pending this amount does include the Cyber insurance and Worker's Comp. Harold seconded the motion and the motion passed unanimously.

The Playground Checklist has already been discussed.

Concerning parking, Elizabeth presented a list of rules and regulations that have been enacted in South Bluffs that she suggests be enacted in Harbor Town, or something of the sort. Sherri stated she has an issue with the paragraph concerning the rule that addresses commercial vehicles having racks and tool boxes. Elizabeth states that this list is a draft and it can be modified however the Board wants. The Board suggested recruiting members for a Parking Committee to create a set of rules for the community. Elizabeth will send an email to interested parties and set a meeting date to discuss all the options.

Elizabeth presented the Policy and Procedure for the Association Property Use. Craig stated that you need to just have that all Association Property needs to be used only for Association Official Business. The Common Area Reservation Form needs to be included with the Policy and Procedure. The Board suggested Elizabeth including this information in the newsletter and weekly update.

Elizabeth presented a quote for having the manhole repair completed at Harbor Isle Circle West. The amount is \$11,300. Elizabeth will obtain other quotes and this item will be in the 2014 budget.

Elizabeth received a request from 926 River Park to have an estate sale Saturday, 21st – Tuesday, June 25th. Russell asked what happens when the next person has a yard sale and claims ignorance. He is concerned about the Even though this is not within the 30 days, Elizabeth suggested approving the request as it is a reputable company and knows the rules of Harbor Town, including parking. She will talk with Daniel and the Estate Sale Company to reiterate the rules. Dawn suggested calling the most prominent local Estate Sale people and making them aware of the Estate Sale regulations in Harbor Town.

The Annual Calendar was reviewed. No changes or additions were to occur at this time.

Craig thanked Harold and Sherri for their service on the Board!

The meeting adjourned at 7:55 PM and the Board and Craig met in an Executive Session.