

**Harbor Town Community Association
Board of Trustees Meeting – June 17, 2019**

Location: River Hall – 726 Island Drive, Memphis TN 38103

Association President: Elizabeth Low

Board Members Present: Bill Graves, Karl Friedrich, J.B. Halbert, Jane Pirani, Amanda Hall

Absent: Rhonda Brown, Renee Trammell

Representing Management: Elaine Aeschliman, Anthony Bologna

Guests: Jodi Rump, Susie Graves, Jerry & Bonnie Schwartz, Cary & Debby Allen, Myron Graves, Don Ray, Gordon Stewart, Elise & Hunter Fleming, Rachel & Joseph Douglas, Phil Pirani, Leo & Catherine Arnoult, Debby & Cary Allen, Howard & Laura Lothrop, Bryan & Barbara Simmons, Stan Hyland, Mike & Michele D'Amico, Jerry & Bobbie Schwartz

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

Approval of May Board Meeting Minutes

The May meeting minutes were posted on Trello (Internet based collaboration tool) for the Board to review. The minutes were approved as submitted.

Homeowners Questions and Comments

The homeowner of 868 Harbor Isle Circle W. inquired about the voting process.

Adoption of the Agenda

The Agenda as presented was approved.

Reports

Commercial District

Karl Friedrich stated that there is nothing to report at this time.

Arbors

Amanda Hall stated that there is nothing to report at this time.

Landscape Committee

Jodi Rump reported the following:

- Verge – Naturally Green (NG) is still installing sod and are in the process of installing new irrigation in a few areas before installing the sod.
- Landscape lighting bid submitted today but committee has not yet reviewed the bid.
- Replacing smaller dog waste stations with trash cans.
- Looking into erosion behind 980 River Landing Drive – near the trail.
- Harbor cleaned up on the north end was done by Chop Chop.
- Dead limbs being removed from trees around the entire community.
- Cricket – completed tree clean up and will begin garden clean up.

Management Company

Anthony Bologna reported the following:

- Harbor Pump is scheduled to be repaired, raised and removed from MMS utility bill.
- Street lights issues reported by residents are turned over to MLG&W.
- Handicap sign due to be installed this week.

- Playground inspection completed by Kupp Services. Suggested repairs included in their report and posted on Trello.
- Bike racks removed.
- Light poles order submitted.
- Catch basin at 121 Harbor Town Blvd. needs to be cleaned up.
- Lift station at Marina Cottage has been cleaned and repaired.
- There are 11 documented Level 3 violations of which 1 is completed and 4 are in progress (spreadsheet posted on Trello).
- There are 36 Level 2 violations of which 4 are completed and 3 are partially completed (spreadsheet posted on Trello).
- If there are no extenuating circumstances for the homes on the Level 2 and 3 list, the violation letters will be emailed and mailed as provided for in Equity Resolution Five.

Elizabeth Low requested that a draft of the first notice of violation letter (as per the sample in Equity Resolution Five) along with a photograph be prepared and sent to her prior to sending out.

Projects for Board approval

- Brick pavers
- Gazebo painting and repair – Bill Graves will send revised specifications.
- Paving bid from Hollingsworth. The Board requested management send the Hollingsworth Paving contract to the town attorney for review and then to the finance committee.
- Sidewalk repairs – Anthony to meet with Jane Pirani on this matter. Start with the first 15 areas that are the most egregious areas. Many of the sidewalk issues are caused by tree roots.
- BHS does curb repairs for Baltz. There are 56 concrete slabs that need to be repaired.
- NE Corner – West Memphis Fence Co to submit bid. It has been recommended that a survey of this area be done before moving forward.
- Mallard Pond – The river stage must be in the upper 20's and falling before work can begin. The contractor can either start on July 1st or wait until July 8th. The Board discussed and decided to move the project to July 8th so that the contractor is not on site during the holiday.
- Ben's Park path – a hole opened up in the path by Bens Park. Met with RNEC and an estimate is being prepared.
- A request was made to fill the depression in the asphalt at Harbor Town Blvd and Harbor Crest. This will be addressed when the paving is done.
- Multiple residents reported dogs off-leash and asked that a violation letter be sent. Letter prepared, approved and to be mailed.
- 5K race was successful but there were some issues with parking.
- Soccer Shots requested Summer and Fall sessions which was denied by the Board.

Design Review:

- 1) Walker (750 Island Dr) – Town Architect reviewed and recommended approval. Request Board approval.
- 2) John (155 Harbor Village) - Town Architect reviewed and recommended approval. Request Board approval.
- 3) Alsenas (869 Harbor View Dr) - Town Architect reviewed and recommended approval. Request Board approval.

Finance Report

Elizabeth reported that the following members have accepted an appointment to serve on the Finance Committee: Laura Lothrop, Chairperson, Greg Little Leo Arnoult, Phil Pirani, Brian Simmons, Ryan McDermon, Mike D'Amico.

Third quarter invoices have been sent.

The May financial report was reviewed and discussed with the Board.

Ad Hoc Committee Report

Leo Arnoult – committee members are Cary & Debby Allen, JB Halbert, Jane Pirani, Stan Hyland, Laura Lothrop, Brian Simmons.

Mr. Arnoult reviewed the memo prepared by the ad hoc committee and asked the Board to consider the outlined issues and recommendations. Memo was broken down into 5 areas: management company, committee and executive branch, BOT meetings, annual budget and finance & communication. New budget committee has been set up. Recommendations and observations in summary:

1. Do not concur that the Board Chair and President to resign. Improve clarity of Board roles and management roles. Request follow-up meeting by July 15th.
2. Management company – add a second position immediately and cost implications for the Board to consider. Feedback to Ledic for how we can improve.
3. Board retreat for Board training.
4. Hire consultant to organize Board retreat.
5. Election of new President and not appointment.
6. Board of TR meetings – tone of meetings – training of new board members

Communication

Email list updated.

Software for day to day operation of HT with ability to inspect properties and have an app that can be used in the field.

Homeowner account status – should be able to look up on-line.

Whose role is it to manage the website.

Strengthen relationship with district reps was discussed. Then district reps can bring district issues to the Board. May need to consider redistricting.

After Mr. Arnoult's report, Elizabeth Low stated that this year marks the 30th anniversary for Harbor Town and she recommends a committee appreciation event. Elizabeth asked if the ad hoc committee will plan the meeting. Mr. Arnoult said the committee needs to move forward on the recommendations prior to such appreciation event.

OLD BUSINESS

Property Inspections

Addressed in management report.

Playground Inspections

Addressed in management report.

Harbor Pump Status

Waiting on Fuchs Electric; therefore, no report at this time.

Paving 2019

Anthony Bologna to get recommendation from Hollingsworth on the traffic plan for paving which will be communicated to the residents. Bill Graves will furnish a map of the known low lying areas to contractor. Trash removal during the paving project will also have to be addressed as the alleyways are also being paved.

Mallard Pond Restoration

Addressed in management report.

Workman's Comp Insurance Audit

A refund check in the amount of \$13,241 was received in June for the workers compensation audit.

Sidewalk Repair

Addressed in management report.

Security July 4th

The Board decided on 8 guards in total with 2 guards being posted at each of the 3 entrances and one at Arbors entrances. Specific post orders needed. Management and the Arbors reps will meet with Signal 88 Security. Signal 88 will be given a list of residents and Arbors' tenants' names. Communication will be sent to the residents.

Signal 88 Security will provide a separate contract for 4th of July as these services are not included in the regular contract.

Insurance Review Property / Liability/ D&O

The Board requested that McGriff Insurance be contacted for a quote.

Elections 2019-2020

Elizabeth Low reported that Crystal Hand and Veronica Ploucha will serve on the election committee. The election will be held on Saturday, September 21. District 3 and 4 positions on the Board are up for election and the President's position. Notification of the positions available will be announced in the weekly update. Petitions are due by August 22, which is 30 days prior to the election date. Newly elected members will take their position at the October Board meeting immediately following the annual meeting.

NEW BUSINESS

Bill Graves called for a motion to purchase of 2 replacement light poles for a cost of \$4,670 plus any tax to replace the light pole at Harbor Bend and for one extra pole to have for future need. Amanda Hall made a motion to approve the purchase of 2 replacement light poles. Karl Friedrich seconded the motion and the motion passed unanimously.

Bill Graves called for a motion for Fuchs Electric to repair the harbor pump repair. Jane Pirani made a motion to approve Fuchs Electric proposal in the amount of \$2,870 to repair the harbor pump. JB Halbert seconded the motion and the motion passed unanimously.

Bill Graves presented the Board with the request made by Jerry Schwartz at the May Board meeting for the President and Chairperson to be removed from the Board. JB Halbert made

motion to retain both the President and Chairman of the Board. The motion was seconded by Jane Pirani and passed.

Design Review

- 1) Walker (750 Island Dr) –renter built fence not to code and has been corrected.
- 2) Nguyen/Okoye (129 Harbor Ridge Lane S) - solar panels approved by Town Architect.
- 3) John (155 Harbor Village) – fence was not built to the design guidelines, but new design was approved as an after the fact design review by Town Architect.
- 4) Stewart (876 Harbor Isle Circle W) – plan for porch addition was approved as an after the fact design review by Town Architect, contingent on landscaping which is now complete.
- 5) Daniel (941 Harbor View) – in September 2018, the owner was to address rotten wood on front porch and was told by the manager that no design review was necessary. However, the owner altered the exterior appearance by enclosing and screening the front porch with no design review.
- 6) Alsenas (869 Harbor View) – cleaning, repair and paint of fence was an after the fact design review approved by the Town Architect.

Bill Graves asked for a motion to approve all 6 of the above design reviews. JB Halbert made a motion to approve the design reviews as stated above. Amanda Hall seconded the motion and the motion passed.

Scooters

The discussion was that the electric scooters are everywhere throughout Harbor Town (HT) and can be annoying. Should they not be allowed? What will it take to make HT a “no scotter zone”? JB volunteered to research this matter.

Village Park

Work needs to be done on the back side to keep it from falling off. The price range to have a topographic survey done is \$600 to \$700 range. It was previously discussed that an engineer could do a proposed plan for a not to exceed cost of \$3,000. Coordinate this work with all the work to be done at the same time the erosion on north bank is done.

Committee Approval

Finance Committee:

The Board was unanimously in favor or the President’s appointment of the Finance Committee members mentioned above in the finance report. The Committee Chairperson should be present at all meetings.

Town Code Advisory Committee:

President Elizabeth Low appointed the following as the new Town Code Advisory Committee: Elise Fleming (Chairperson), Don Ray and Gordon Stewart. JB Halbert made a motion accept the Town Code Advisory Committee as appointed by the President. Jane Pirani seconded the motion and the motion passed. The Committee Chairperson should be present at all meetings.

There being no further business, the meeting adjourned at 8:15 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	J. Halbert	03/18/2019	Provided draft version for approval

	detailed minutes for Association members			
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	