

**Harbor Town Community Association
Board Meeting Minutes**

Monday, September 17, 2018 6:00 PM at River Hall

Attendees:

Association President: Craig Cardwell

Board: Bill Graves, Billy Bond, J.B. Halbert, Melinda Wilson, Kelly Billings, Karl Friedrich, Elizabeth Low

Management Representatives: Elaine Aeschliman and Katie Morales

Landscaping Committee: Jodi Rump and Susie Graves

Finance Committee: Myron Graves and Kevin Connolly

Attendees: Margaret Cardwell, Veronica Ploucha, Mark Ploucha, Mike D'Amico, Michele D'Amico

B. Graves calls the Board Meeting to order at 6:00 p.m.

B. Graves asks for a motion to approve the August minutes. E. Low points out that she had requested for all handicap spots in HT be inspected. Management apologizes for misunderstanding. K. Friedrich makes motion to approve minutes, J.B. Halbert seconds.

Homeowners Questions and Comments:

- What happened to the Fig tree and purple martin houses? J. Rump explains that the fig tree was cut down due to disease, unsure about purple martin houses
- Question about light pole replacement on Harbor Bend: The light pole will cost \$7,000 to replace. In the interim, Tony Bologna has sent photos of the light pole to the Metal Museum to see if they can make a cast of the pole and replicate it or get it repaired. Management is directed to include the cost of light poles and bollards in the weekly update to inform home owners of the cost of such things.

Reports

- Commercial District: Cordelia's Market is having a grand opening on 10/20. Harbor Town Square will be closed for the festivities. Joy's Pharmacy opened in September.
- Arbors Apartments: Nothing to report
- Landscape Committee:
 - Waiting to sod verges until late October/early November
- Finance Committee:
 - Future paving plans and capital projects are accounted for.
- Management Company
 - Maintenance
 - Naturally Green
 - The crew has been responsive and checking in daily.
 - Southern Pump
 - They are extremely responsive when called upon.
 - It looks like the pumps for the ponds are properly calibrated. Routine maintenance for clogs will still occur, and they will tweak the calibration as necessary.
 - WastePro
 - Have been responsive when called upon to pick up missed garbage or replace bins
 - Collections
 - \$4327.93 still due for Q3
 - \$22706.34 in legal status
 - \$2152.18 – due from recent closings

- Metrics
 - Visual inspections occur multiple times a week and are performed by management on foot or in vehicle. Management reports that there were 14 violations issued for various offenses.
 - Management reports on work orders: 37 completed, 7 outstanding
 - Management points out that work is still pending on ADA compliance.
- Upcoming Events
 - A. Bartlett Band Concert – Oct 6
 - B. HT Garage Sale – Sep 22
 - C. Halloween – Oct 31
- Miscellaneous
 - A. Bird Scooters – Management asks if there are any further issues with Bird Scooters. E. Low points out that she is still seeing scooters in the residential areas after management has asked Bird to stop placing them there. E. Low mentions that it is possible to ban them from Harbor Town entirely and she would like the Board to know that that is an option. E. Low would like management to post in the weekly update about Bird users obeying traffic laws. C. Cardwell states that we would need to do that not only for Bird scooters but for golf carts, bicycles, and other scooters as well. E. Low states that she thinks the Bird scooters are different because of the high rate of speed. B. Graves states that it is important for Harbor Town to embrace Birds due to their chicness. It is decided to revisit this next month.
 - B. Regatta Lot Striping – E. Low would like to know why only 2 spots were completed. Management states that of the spots previously discussed, only 2 were accessible at the time and management wanted to make some forward momentum on this project. E. Low questions the cost of painting 2 spaces separately and feels that management is being unclear on this issue. Management states that they desired to make progress on this project. M. Graves asks if there is a significant cost difference by painting two spaces. Management says there is not. C. Cardwell asks if people were parking in the spots that were not painted. Management says yes. E. Low wants to know why bid does not include Beacon space. Management notes that we will have to have 2 additional street poles ordered for the handicap spots on Harbor Bend. These poles are \$800.00 each. Management notes that much of the painting on current spots throughout Harbor Town is deteriorated and will need to be assessed to ascertain what spots are handicap spots. E. Low notes that the sign outside River Hall is faded and should also be replaced. C. Cardwell thinks that an ADA certified technician needs to assess the spots, not management. Management is directed to get an ADA certified technician to survey the property to assess where spots may be needed, such as by the playgrounds. Management should proceed with obtaining bids for 11 reserved spots behind the Beacon and Regatta buildings
 - C. 2019 Directory – in process. Cut off date for submissions in 9/30/18. Management will then assemble and send to printer.
 - D. E. Low requests that management deliver the minutes of meetings within 2 days of the meeting. B. Graves requests no later than 1 week. The Board will then approve the minutes on Trello so they can be posted on the website.

Old Business-----

1. Reserve Recommendations – Finance Committee: M. Graves has not completed this yet.
2. Election Committee Recommendations – A motion to accept the Election Committee recommendations failed on Trello earlier this year. E. Low makes a motion for a new vote, all in favor, none opposed.

New Business-----

1. Security Update – there have been no major incidents. Security is providing daily reports which include a lights out report and often includes open garage doors. They are great about escorting uninvited guests off the property. The Board would like to maintain staggered start times. E. Low would like management to send updates on Trello about people being escorted from property by security.
2. Halloween Plan and Monitoring - Security is scheduled from 5p-10p: 1 guard at each of the residential entrances, 1 guard at intersection of Harbor Bend and Harbor Commons, 1 guard in Association golf cart patrolling. 1 additional 8 hour patrol. The Board would like to add an additional guard at Harbor Bend and Harbor Commons so that traffic can be blocked in both directions. Management informs the Board of an additional cost of \$73.50 for that. E. Low and B. Graves approve. Management is advised to post notice of Halloween procedure in the weekly update closer to Halloween and advise home owners of traffic and safety precautions. Management will also arrange courtesy patrols with MPD closer to the date. Management is advised to ask MPD if they can do anything about traffic on Island Drive to make crossing into Harbor Town on foot safer.
3. Review of 2019 Management Agreement Terms – will be reviewed on Trello.
4. Review of 5 Year Plan: B. Graves notes that we are 4 years in to a 5 year landscaping plan, 3 years into a 5 year paving plan, and 1 year into a 3 year exterior fixture plan.
5. 2019 Project Planning:
 - a. E. Low proposes 30th anniversary community projects to bring community spirit, such as: secret garden tour, dog show, a kid focused event, a street festival, an art contest for 30th anniversary design.
 - b. E. Low proposes putting up gates at the golf cart cut throughs on the north side that security would lock at the beginning of their shift and unlock at the end of their shift. E. Low asks if this would negatively impact the commercial district and K. Friedrich says it would be fine. B. Graves asks that Management confers with Signal 88 for ideas on gate placement and vendor recommendation.
 - c. B. Bond notes that we cannot defer paving next year
 - d. B. Graves notes that we need to finish the landscaping
 - e. K. Friedrich notes that we need to work on sidewalks and curbs.
 - f. Other projects proposed: refinishing trash cans, new Purple Martin houses, duck houses/floating island duck habitats.
 - g. Management is directed to get a bid to re-paint arrows on the south entrance roundabout: would like a bid for plastic and for overlay.
 - h. Management is directed to get a bid for the rails on the bridges that were completed last year – they are chalking and need to be refinished.
6. Management requests writing off 2 liens to bad debt. Management is directed to research whether the former home owners are in an active bankruptcy and report back. A decision will be made on Trello.

Meeting is adjourned at 7:36