

## **Board Meeting Minutes**

Monday, November 16, 2015 6:00 PM at River Hall

### **Attendees:**

President: Jan Bouten

Board: Christina Guibao (Board Chair), Megan Dress, Billy Bond, Karl Friedrich, Bill Graves, Nicole Storey and Melanie DiLiello

Homeowners: Greg Wilson, Susan Wilson, Margaret Cardwell, Craig Cardwell, Marilyn Brien, Russell Carter, Jerry Schwartz, Bobbie Schwartz, Rosemary Nelms, Mark Ploucha, Hunter Fleming, Elise Fleming, Mandlo Soto-Fournier, Susan Bjorklund and Elizabeth Low.

Management Representatives: Jason Welchel, Tracy Adkisson and Maegan Rusch

Landscaping Committee: Jodi Rump

### **Annual Meeting:**

- HomeOwners Advantage has been on board for 1 year.
- The following projects have been started:
  - 5 Year Landscaping Overhaul
  - Wolf River Erosion Project
  - Property Inspections
  - Issue Management System
  - Budgeting Process
- The following projects will begin in 2016:
  - 5 Year Road Repair

Christina Guibao called the meeting Called to Order at 6:10pm.

Nicole motions to approve the October 19, 2015 minutes as written. Karl Seconded. No one objected and the Motion passes unanimously.

### **Homeowners Questions and Comments:**

- It is mentioned to add the property inspection sheet to the Harbor Town website.
- Turning off irrigation is addressed.
- One-way signs are discussed to be added at Harbor Town Circle.
- Security is addressed and a Town Hall Meeting will be scheduled for early December.
  - It is stated that the Management Company should not put out an email for “suspicious activity” due to liability issues.

### **Reports**

- Commercial District: The Ivory Closet has moved, but Harbor Town Dental will be opening shortly. There has been no feedback about entrance signage. The River Hall is expanding plans have been approved by Tony Bologna. Karl is looking into parking across Island Drive due to concerns. Construction begins January 2, 2015 and will go through February.
- Arbors Apartments: Requests that Management look into placing speed bumps in the Commercial District and notifies about street light outages at FLICC.
- Finance Committee: Recommends an 18% increase in dues starting January. This will assist with 3-5 year plans.
- Landscaping: GreenScape is in their 3<sup>rd</sup> week. Starting in January, Thursday walk-about will begin. Mulching and tree issues are discussed.

### **Management Company Report & Action Point Review**

- Receivables: At the end of October there was a total of \$15,530.46 in uncollected Association Dues over 90 days late. All of these homeowners have been contacted via email or letter. Management will recommend liens in January.
- Please see New and Old Business sections.

### Old Business

- 2015 Projects:
  - Ponds: Taylor's Pond has been raised 6 inches and Management is looking to raise it another 4-6 inches to stabilize pond levels.
  - Erosion: A2H has submitted another proposal to correct the vertical face behind 980-984 River Landing. The price is around \$145,000.
    - Bill makes a Motion to finish the Erosion Project per the revised A2H specifications and not to exceed \$145,000. Megan seconded. No one opposed and the Motion passes unanimously.
- 2016 Budget
  - The Budget has been completed.
  - Codes will be updated and the Curb Repair, totaling \$3,500, that was incorrectly inserted will be removed. The Board decided to remove \$5,000 from the Management bonus leaving a maximum bonus of \$6,000 to be determined in January.
  - Bill makes a Motion to approve the 2016 Budget with the removal of the \$5,000 Management bonus and \$3500 Street Repair. Megan Seconded. No one opposed and the Motion passes unanimously.
- Other Issues
  - Landscaping
    - Gravel Paths: Management recommends Option 2 from BHS Concrete.
      - Megan makes a Motion to go with Option 2 from BHS Concrete for \$10,334. Karl seconded. No one opposed and the Motion passes unanimously.
    - Purple Martin Houses: Management will have GreenScape complete this work for \$1,165.
    - Commercial: Landscaping in the Commercial District is complete and awaiting inspection. It will be a maximum of \$250 above the approved \$5,780 to complete the concrete.
  - Water Pumping from the Harbor: Management has turned in the drawing from Tony Bologna for the schematics to the Corps of Engineers.
  - Concrete Walkway on Harbor Village: Management will have a sample done for \$450. They will also look into sealing the other areas with stamped concrete.
  - Traffic Control: Management has emailed FLICC and Maria's Montessori School requesting they ask the parents to slow down. Speed bumps will be looked into.
  - Monuments/Masonry: Three bids are presented about cleaning/repairing the monuments.
    - There are other areas in the neighborhood that need repair and will be added as a change order.
    - Management will proceed with the bid from Whitney-Anderson not to exceed \$9,350 unless additional work is added.
- Events
  - Halloween: Minimal incidents via Nextdoor. Total spent on security is \$700.
  - Dog Show: No incidents reported. \$14,000 was raised. A \$300 invoice for the Humane Society was sent from Management due 12/11/2015.
  - Holiday Tree Lighting: The event is scheduled for December 6, 2015 from roughly 5-8pm. Holiday decorations will begin the week after Thanksgiving and are priced at \$3,500.

### New Business

- Vendor selection and project approval process: Management will have the authority to proceed with projects established in the budget upon receiving 3 bids (if adequate). The bid that is recommended based on price and quality will be reviewed by the Board and if there are no objections within 24 hours then Management will proceed.
- Inspections and Sidewalks: Inspections are ongoing. Concrete bids will be received during the winter with a spring start date weather permitting.
  - The Association has consulted the legal counsel due to a resident who is not cooperating in the property inspections. His bushes are blocking common area.
- 5 year Asphalt: C.R. Pollan, Hollingsworth Paving and APAC have submitted budget number for this project.
- Irrigation: GreenScape has presented a budget number to irrigate the remainder of Harbor Town.
  - Megan makes a Motion to amend the Hollandsworth contract until its end and postpone cancellation until November 30, 2016. Billy seconded. No one opposed and the Motion passes unanimously.

#### **Calendar Review**

- Management is working to create a detailed 2016 calendar and will present a list of dates in January.

Meeting was adjourned at 8:00 pm with the board going into an executive session.