

Harbor Town Community Association  
Annual and Board Meeting Minutes  
Maria Montessori School  
Monday, January 20, 2014  
5:30 PM

President present: Craig Cardwell

Board members present: Russell Carter, Bill Graves, Cristina Guibao, Dawn Nielsen and Nicole Storey.

Property management representative present: Elizabeth Glasgow and Debbie Woodard

Dawn called the Board meeting to order at 5:30 PM.

Cristina made a motion to approve the November 11, 2013 meeting minutes. Nicole seconded the motion and the motion passed with one abstain (Russell),

Homeowners Comments - Craig commented that he is protesting the MLGW Street Light Maintenance Fee passed in 2013 that went into effect January 1, 2014. He did not expect that the residents of Harbor Town would be charged this fee. After receiving his MLGW bill, he protested to the City Council and he is to meet with them on Tuesday, January 21.

Commercial District - Russell reported that the Crawfish Festival will be held April 19<sup>th</sup>.

Arbors Report - Nicole stated that pavement on Harbor Edge Drive to the east of the Arbors Leasing Office is alligatoring. Elizabeth will check the area.

Playground Committee – tabled.

Finance Committee – Valerie reported that actual for Year End 2013 was \$426,000 in Reserve. The December monthly variances included plumbing, water/sewer, and landscaping. 2014 Budget looks good dependant on lighting being retrofitted and ponds being repaired in first quarter as budgeted.

Landscape Committee – Russell reported that the Sycamore trees on Harbor Bend between Harbor Town Square and Harbor Commons have been removed and replaced. The others throughout the community will need

removing soon. Elizabeth will obtain a cost for removal and replacement for the remaining Sycamores on Harbor Bend and Running River Place.

#### Management Report –

Property Audit - Elizabeth reviewed. Bill asked about why 160 Harbor Village was not on the list. Elizabeth stated that this home and another was on the original report, but not on this list; however Elizabeth has been in contact with the deleted 2 properties and will add them and track them like the other properties noted.

Elizabeth continued by reviewing the collections report. Several payments have been made since the report was circulated.

Russell asked about the Estate Sale on Harbor Bend that was held in December. Elizabeth stated that the owner of the home obtained permission from the Board, but they did not give her an exact date. Elizabeth will confirm exact dates in the future when permission is obtained.

Incident Report Review - The Board reviewed.

#### Old Business –

Holiday Party Recap – Elizabeth reported that the event went well; but Management spent way too much time on the preparation and planning of the event. The Board discussed getting Block Captains involved and having more community involvement. Comments included that the event has gotten too big, there are not enough volunteers, and its not community oriented. The Board will review the event planning in August and make a decision to move forward at that time.

Property uses in Harbor Town – The Board asked for a definition of transitional living and group homes. Elizabeth will obtain this from Evans & Petree.

Ducks – Elizabeth obtained a quote from Good Earth to relocate the ducks to Covington for \$300.00. Elizabeth will draft a letter to the owners surrounding these ponds for Craig to review and distribute prior to the relocation of the ducks.

#### 2014 Project Status and Schedule

Lighting and Entrance Signage – Awaiting lighting samples from Graham's, Pete Evans will coordinate install to see what works. Beta test painting of "Harbor Town" on monument signs awaiting temps of 55 degrees plus.

Pond Restoration – Elizabeth obtained 3 proposals for cleaning/scoping connecting lines between ponds. Russell made a motion to accept the proposal from Holmes Services for \$3,494 to vacuum, clean and camera the

connecting pipes. Cristina seconded the motion and the motion carried unanimously. Once the results of the camera scoping are received, Reaves Firm will opine on a solution if breaks are found. Elizabeth will request Reaves if they recommend an alternative plan to the approach of the pond restorations other than what was completed in 2013 at Cricket Song Pond.

25<sup>th</sup> Anniversary Planning – Craig, Megan, Debbie and Elizabeth met with Obsidian and provided them with a schedule of events for Harbor Town where opportunities are already in place to promote the 25<sup>th</sup> year. Obsidian will assist in finding a graphic designer to update the Harbor Town logo. One of the main goals is to differentiate Harbor Town with the other Associations on the Island. They will also help make the “Harbor Town Story” using all resources available (homeowner testimonials, history of Harbor Town, old photos, scrapbooks, etc).

New Business -

Election District Reapportionment – Elizabeth and Vickie Clark looked at the current election district map and re-apportioned to have similar numbers. The main concern is that District 1 would be heavy on condos. Dawn asked about where the marina slips are assigned. The areas should be proportionate to number of citizens. Elizabeth and Vickie will meet again to reapportion the areas based on number of citizens.

CAI Conference – May 14-17, Orlando, FL – Craig asked is any of the Board Members had an interest in attending the conference this year. There were not any volunteers at this time.

Board Pending Items List –

- Block Captains – Cristina will get the most recent Block Captains list from Elizabeth to get the ball rolling. Dawn stated the Emergency Preparedness Manual for Harbor Town will be a good start to recruit Block Captains. Dawn will write an article for the Feb/March newsletter.
- Policies and Procedures List – There is extensive list of P&P’s that need to be drafted. To start, Dawn will draft a policy for the Playground Maintenance Procedures.
- Website progress – The website is done. Elizabeth and Robert will update together
- Walk score improvement – Cristina will recruit people to register to improve the walk score.
- Wikipedia improvement – needs updating, maybe Obsidian?
- SEO – Obsidian?

The following items are place holders:

- Understanding our demographics and property use

- 3-5 year major project plan
- emergency procedures planning
- management approach
- Assessment and improvement study continuation
- Fixing what's broken or needs to be restored in 2014
  - 2014 major projects
  - restoration of deteriorating pathways & design solution
  - power washing curbs
  - North roundabout trough
  - North roundabout drainage solution
  - brick repairs at roundabouts, bridges, bench areas
  - Completion of bridge painting

Annual Calendar Review –

Move Crawfish Festival from April 26<sup>th</sup> to the 19<sup>th</sup>. Dog show date? Elizabeth and Megan to follow up. Move Holiday planning from September to August. HT 5K, Hope House, etc confirmed and talked to yet? Elizabeth will confirm and get in touch with 5K committee.

Request seasonal color install before Crawfish and Easter Egg Hunt.

Confirm Maria Montessori School Regatta, Trail Run dates.

Cristina will review newsletter.

Russell reported that a motorcycle was stolen from the parking lot behind Harbor Town Centre. Debbie reported there is a rash downtown vehicle and motorcycle thefts in the recent weeks.

The Board meeting adjourned at 7:39 PM and the Board and Craig met in an Executive Session.