

Harbor Town Community Association
Board Meeting Minutes
Belle Memphis Room of River Hall
Monday, October 21, 2013
5:30 PM

President present: Craig Cardwell

Board members present: Bill Graves, Russell Carter, Cristina Guibao, Emily Kirk and Nicole Storey.

Property management representative present: Elizabeth Glasgow and Debbie Woodard

Homeowners present: Robert Marcy to report for the Website Committee

As acting Secretary with the absence of Dawn Nielsen, Board Chair, Cristina called the meeting to order at 5:30. Cristina is acting Secretary with the departure of Jennifer Himes from the Board.

Cristina asked for a motion to appoint Russell as Secretary commencing at the conclusion of the meeting to fill Jennifer Himes' unexpired vacated spot. Emily made the motion, Nicole second the motion and the motion carried unanimously. Cristina then acknowledged the appointment of Russell as acting Chair for the remainder of the meeting in Dawn's absence.

Cristina made a motion to approve the September 16, 2013 meeting minutes as written. Emily seconded the motion and the motion passed unanimously.

There were not any homeowners to address the Board other than committee members.

Robert Marcy reported on the status of the website. He reviewed all the pages. Despite the longer process than expected, Robert has done an excellent job on the execution of the website. There are a few minor things that need tweaking, but the site should be ready to go live within the next 30 days.

The 2014 Budget was then discussed. After a lengthy question and answer session and discussion concerning the ponds, 25th Anniversary, contingencies, Board Education and Reserves, the following funds were re-allocated in the 2014 Major Projects:

Pond Repairs/Enhancements – add \$2,500 to make the budget \$47,500

25th Anniversary – reduce from \$33,000 to \$25,000

Reduces overall Major Projects by \$5,750 to be put into Reserve to be used at Board's discretion if needed.

Nicole made a motion to approve the budget with the changes above made. Bill seconded the motion and the motion carried 6-1.

Russell reported on behalf of the Commercial District. The Crawfish Festival will either be April 12th or April 26th. The Harbor Town Block Party was not as successful as hoped, but everyone who attended had a great time. Tug's Oktoberfest was successful. Russell suggested voting on the Tug's sign proposals. After discussion of the sandwich board and the Ladies' Night signs, Bill made a motion to approve the signs given that the Ladies' Night sign is only out on Thursdays and the sandwich board comes in each night. Emily seconded the motion and the motion carried unanimously.

Concerning the Apartments Report, Elizabeth and Craig stated that this is an opportunity for the Arbors' representatives to report on their activities. They reported that there is not much going on at this point. Debbie reported that the Arbors consistently have the highest lease rate per square foot (\$1.34/sf) and occupancy rates on the Island.

Elizabeth reported that the Finance Committee has made an official recommendation to engage The Marston Group as the accounting firm to prepare the Association's tax return. Cristina made a motion to approve this recommendation, Emily seconded the motion and the motion carried unanimously.

Elizabeth asked is anyone had any questions about the Playground Committee Dawn had submitted.

Concerning the Property Audit Report, Jerry and Elizabeth met with TK Buchanan and she should have a draft report ready for review by the end of October.

Elizabeth stated that the Election Districts need to be redrawn as they are disproportionate on representation. Craig will talk with Vickie Clark about this item.

Elizabeth reviewed the Management Report. Elizabeth reported that she is working with Pam Mackey on getting the insurance rider in place before the dog show. Also, all people serving alcohol must have an ABC card. The Board requested proof of these items by November 5th. Elizabeth will communicate this to Pam.

The Board reviewed the letter concerning ducks Elizabeth included in the packet. Elizabeth reported that this is not the first time she has received concerns for the abundance of ducks. Craig reported that a relocation of ducks should take place and he will report on this at the Annual Meeting. Elizabeth will coordinate with a wildlife removal service to relocate them. Elizabeth will then put a notice on the next few weekly updates with a date on which the ducks will be removed from Harbor Town.

Craig and Elizabeth reported on a situation including Luther Parker. Dawn is selling her house on Harbor Ridge Lane South to a couple who will be leasing the home to families of St. Jude that are not eligible to stay at the other facilities related to St. Jude. Luther questions the use of the home. Elizabeth has requested an interpretation from Mike Williams.

Elizabeth reported that she has had an email exchange with an owner concerning the roaming cat in the neighborhood that Elizabeth sent an email about on the day of the meeting. The owner stated she would not put her cat up unless all cats were kept inside. Elizabeth cited the Pet Rules and Regulations to the owner and just wanted to make the Board aware of the situation.

Elizabeth reviewed the 2013 Major Projects expenses. All items are completed except for the playground at Village Park.

The incident report was reviewed.

Beginning with Old Business, Cristina reported that she and Megan reviewed the sections of Board Committees & Leadership and Membership & Stakeholders. All items were reviewed. Items of comment: Past Board Meeting Minutes to be shared on Drop Box, President meet with new Board Members after elections/appointments, and adopting a policy of charitable acts (to be on January agenda with other Policies and Procedures), policy for distribution of owners' and residents' information within community. Craig stated the last two major sections will be assigned at the January 2014 meeting.

Community Events were then reviewed:

- Halloween – Elizabeth has confirmed Pro-Tech again and will meet them at 4:45 for post orders; Elizabeth has also contacted MPD for additional patrols this evening. Elizabeth will post signs the day of Halloween.
- Bartlett Band Concert – rescheduled to Sunday, November 3rd.
- Harbor Town Dog Show – already discussed.

- Holiday Extravaganza – scheduled for Sunday, December 8th.
Committee meeting and communicating regularly.

The Mud Island Consortium and initiatives were discussed. Bill was assigned to the Consortium from Harbor Town with Jennifer's departure. Concerning the Harbor Island Apartments, Craig has attended all the meetings that RiverTown has held including concerning the apartments. While Grant (the developer) was applying for the PILOT, he was also having the plans approved by OPD. There will be 134 apartments.

The Greenbelt initiatives that are still in play are the dog park and gates on the parking lots. These items are still in progress.

Starting with New Business and the Annual Meeting, Craig has already started on his presentation and will send it out to all requesting comments.

The Calendar items were reviewed. The following item was clarified:
Install fall displays ASAP.

The Board meeting adjourned at 8:27 PM and the Board and Craig met in an Executive Session.