

Harbor Town Community Association
Annual and Board Meeting Minutes
Maria Montessori School
Monday, November 18, 2013
5:30 PM

President present: Craig Cardwell

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

Property management representative present: Elizabeth Glasgow and Debbie Woodard

Homeowners present for the Annual Meeting: Robert Marcy to report for the Website Committee, Landon Myers to report for the Finance Committee, Bill Davis, Ray & Brooke Helsley, Christy Shields, Sherri & Charley Tipton, Barbara Bradley, Thomas Whitehead and Sarah Lichterman from Obsidian PR

Craig introduced himself and reviewed the Annual Meeting Presentation; a copy of same is posted on the Harbor Town website.

Robert Marcy presented the new Harbor Town website, www.harbertownmemphis.com. Craig thanked Robert for his outstanding work on the website.

The Annual Meeting adjourned at 6:30 PM.

Dawn called the Board meeting to order at 6:45 PM.

Russell made a motion to approve the October 21, 2013 meeting minutes with the one edit that was sent over during Monday. A copy of the edited minutes was distributed to the Board on Monday during the day. Megan seconded the motion and the motion passed unanimously.

Bill Davis was present to address the Board. He expressed his concerns for aggressive dogs in the community. Dawn asked him to write a newsletter article for the Sun Times.

Elizabeth introduced Thomas and Sarah from Obsidian PR to talk about the 25th Anniversary planning. A meeting will be held in January with Craig and Megan to discuss the plans for 2014-2015.

Russell reported on behalf of the Commercial District. He expressed concern when MLGW is planning on having the power shut down to the Commercial District on December 10th. Elizabeth is contacting MLGW's customer service representative to discuss more details and will communicate this to the residential and commercial entities affected.

Nicole asked the status of the letter to the owners on River Currents after a complaint was made by an Arbors' resident. Elizabeth stated she has not heard back from the owners either denying or admitting to the allegations.

Dawn reported that all playground structures have been installed and that Elizabeth has the information to give to the accountants for depreciation.

Elizabeth reported that the Property Audit needed to be discussed and concerns reviewed. After Board discussion concerning areas missed and items that were not correct, Craig stated that he and Elizabeth will meet with the auditor to discuss the concerns.

Landon reported on behalf of the Finance Committee. He reviewed the financials from October.

Russell questioned why Pugh's has not been on the property on Friday after a rain day on Thursday. Russell is also concerned about the leaf removal process.

Elizabeth reviewed the Management Report. Dawn asked about the duck removal, the communication and the process. Russell made a motion to have all the Muskovy ducks relocated to a location to be determined and keep the 3 blonde ducks. Communication will be made to the owners around the pond. The humane removal will occur in January. Emily seconded the motion. The motion passed unanimously.

Concerning the lighting beta testing, Craig reported that it is a work in progress. The lights at that the entrances and bridge lights are being reviewed.

The incident report was reviewed.

Old Business –

Halloween feedback – Elizabeth – officers earlier, Elizabeth to meet with supervisor on site prior to evening to show post areas. Overall good feedback.

Holiday Party – Working; Elizabeth recruited Cathy Abel and has secured \$1,000 in income. Elizabeth working with Neppie and Lipscomb & Pitts for insurance rider. Kym Clark and Ron Olsen asked to be in lead car. Donations to go to MidSouth Food Bank (monetary – not asking for canned donations).

Pond Water Loss - Elizabeth suggested waiting on A2H's assessment of the ponds prior to moving forward with Reaves suggestions that were distributed to the Board.

Property uses in Harbor Town – Russell made a motion for Elizabeth to obtain a quote from Mike Williams to review and make an assessment of the documents of the specific property uses. After this quote is obtained, the Board will vote via email. Megan seconded the vote.

Documents provided to tax preparer – Elizabeth reported that HTC has provided the following to the income tax return preparer in the past years (year end documents):

Balance Sheet

P/L Statement

General Ledger

Back up detail supporting journal entries in general ledger

Back up detail for insurance and state excise taxes

Depreciable costs added for 2013 taxes.

The Calendar items were reviewed. Elizabeth will change the year dates on the summer months from 2013 to 2014.

The Board meeting adjourned at 7:30 PM and the Board and Craig met in an Executive Session.