

Harbor Town Community Association
Annual and Board Meeting Minutes
Maria Montessori School
Monday, February 17, 2014
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 (those who signed in): Jeri Ledbetter, Wayne & Sandra Walker, Jim Summers, Leta Nutt, Cecelia Villa, Laura Butler Breen, Jan Bouten, Randy Hayden, Allen Parkinson, Connie Avery, Christy Riggs, Joseph & Rachel Douglass, Myron & Mary Lowery, Johnny Chu Ko, William Bond, Joe & Kay Clark, Margaret Cardwell, Jan Morrell, George & Julia Clarke, Jerry & Bobbie Schwartz, Jean Garlock, Dave & Marcy Zini, Barney Lee, Susie Graves, Lee Eilbott, Shane Garner, Cathy Smith, Tim & Karen Soro, Phil Bateman, James White, Susan Neff, Greg Wilson, Wolf Von Essen, Jeremy Benkin, Terri Carden, and Terrance & Kimberly Strohkirch.

Dawn called the Board meeting to order at 5:30 PM. The Board, President, and Management introduced themselves to the owners present at the meeting.

Cristina made a motion to approve the January 20, 2014 meeting minutes. Megan seconded the motion and the motion carried unanimously.

Several owners were present to address the Board concerning the Muscovy ducks in Harbor Town. Stan Hyland moderated the discussion. 14 of the owners spoke to the Board. The Board and Craig responded to these questions. Dawn stated that though discussion, the Board has drafted some requirements for an Administrative Resolution to govern the ducks in the community. These requirements and a timeline are shown below.

Minimum Requirements for an Administrative Resolution Concerning Duck Management

The Board has been in constant discussion about the ducks for sometime. One proposal, we have received from Jan Bouten may help frame a solution that maintains Harbor Town's goodwill. He suggested that a group of individuals form a committee to manage the ducks.

This group would be responsible for all aspects of duck management subject to the following minimum requirements and timeline...

Minimum requirements:

1. The duck management group must have a minimum of six members who are accessible for duck emergencies/situations at all times (one member for each pond). Current contact information must be kept on file and posted to the Harbor Town directory. Homeowners' concerns about the ducks will be directed to this committee and logged with the Property Manager.

2. Harbor Town Homeowners Association will not be financially responsible for the care of the ducks. We stress that Harbor Town Homeowners Association does not own the ducks.
3. The Duck Committee will manage the ducks so that the duck population does not exceed a specified number of ducks. The Duck Committee will propose the maximum duck population it feels it can manage. In the event that the duck population exceeds the allowable limit, Harbor Town Homeowners Association will have the excess humanely relocated.
4. Due to rodents, regular duck feedings will not be allowed. The Duck Committee will help to discourage regular feedings of the ducks and to stop regular feedings already taking place.
5. No new ducks will be introduced into Harbor Town by the Committee.
6. The Committee will research and report to the Board the regulatory requirement for Muscovy ducks.

Timeline:

A draft of the Duck Committee's Administrative Resolution needs to be delivered to the Board by March 10th, 2014 for their review prior to the March 17th Board Meeting.

The meeting was paused for a 15 minute break. The meeting resumed at 6:36. A 10 minute Q&A session was held where Jan Bouten agreed to lead the committee.

Commercial District - Russell asked for permission to close the entire street of Harbor Town Square from 8:00 AM until 10:00 PM for the Crawfish Festival will be held April 19th. Emily made a motion to approve this request. Megan seconded the motion and the motion carried unanimously.

Arbors Report – No report.

Playground Committee – Dawn presented the Policy and Procedure for the maintenance of the playgrounds. Emily asked to change the frequency from biannually to quarterly. Dawn volunteered to be the Playground Compliance Monitor for 2014. Emily made a motion to approve the P&P with the change from biannually to quarterly. Russell seconded the motion and the motion carried unanimously.

Landscape Committee – Russell presented the color choices for the spring annuals. Elizabeth will report on the prices for removal and replacement of Sycamores. Russell thanked Elizabeth for having Pugh's clean out the undergrowth and trees that hasn't been cleaned in several years.

25th Anniversary Committee – Megan reported that she, Craig and Elizabeth have been meeting with Obsidian Public Relations to create plans for the year's events. Kathy Kelly is going to present ideas to refresh the logo.

Finance Committee – No report.

Management Report –

Collections - Elizabeth reported that the total receivables balance is about \$17,000 and that only 3 people are over 90 days; 2 of those have payment plans and one has paid the attorney.

Water Loss/Pond – Holmes could not drain connecting pipe between Mallard and Taylor's Pond to check for leak in pipe, can dam off Mallard pond when Taylor's

and Willow drained to camera. Other two pipes that were scoped (between Taylor's/Willow and between Willow/Cricket Song Pond) do not have leaks. Board investigating pond liner options (rubberized membrane mentioned as possible alternative). Rubberized membrane preliminary estimate is \$18-25K more than \$42,500 cost that includes bentonite. Board asked Elizabeth to investigate further with engineer and contractor.

Owners present asked the Board to investigate if Cricket Song Pond is leaking (Karen Soro), to remove the vegetation from Taylor's when renovations occur (Barney Lee) and to lower the brick pavers and extend the wall on the north side of the Harbor Town Blvd Bridge to create more of a canal effect (Mark Stephens, who stated Tony Bologna said this could be done), make sure the landscaping is appropriate with the erosion (Barney Lee).

Landscaping – Elizabeth obtained a price to remove sycamores on Running River Place and Harbor Bend Board and replace with Pin Oaks (Running River) and Trident Maples (Harbor Bend). The total is approximately \$12,000. The Other Landscaping line item has \$10,000 budgeted in October that is not ear marked at this time. Russell made a motion to proceed with the tree removal and replacement. Emily seconded the motion and the motion passed unanimously. Elizabeth reported that she and Craig attended a Neighborhood Redevelopment Conference meeting. The regional conference will take place April 16th – 18th. Craig reported that Harbor Town should be supportive of the Conference by engaging volunteers to help manning a booth at the event “A Taste of Memphis”, Thursday evening from 6:00 – 10:00 PM.

Old Business –

Equity Resolution concerning property uses – Harley Steffens from Evans & Petree drafted a Resolution, which would be Equity Resolution 11. Russell made a motion to accept the Resolution and post for 30 days for owners' comments. Megan seconded the motion and the motion carried unanimously. Elizabeth will distribute the Resolution by email to all to have a 30 day comment period.

2014 Project Status and Schedule – Elizabeth presented a spreadsheet updating the progress of all projects scheduled for 2014.

Election District Reapportionment – Vickie Clark and Elizabeth worked on a map to reapportion the districts to even them out as District 1 has more Titleholders than 2, 3 or 4. The Board asked Elizabeth to post the proposed map and they will vote on it in March.

Dog Show status – Pam Mackey reported to Elizabeth that the 2014 Dog Show is scheduled for Sunday, November 2nd from 2:00-4:00 PM in Nursery Park.

Status of annual tax reporting – Henry Turley Company has provided all necessary documents for the 2013 Association Tax Return to Marston.

Board Pending Items – Russell asked about the third entrance drainage and requested an engineer to review the area. Elizabeth will request new firms to review the area. Cristina and Elizabeth are working on recruiting Block Captains.

Ducks – already discussed.

New Business -

Emergency planning initiative – Dawn explained the need for an Emergency Plan for the Association. This will include a communication tree, which is another reason the Block Captains are integral to the community. Craig, Elizabeth and Dawn are meeting with representatives from the Shelby County Emergency Management Agency to discuss

Parking – tabled until March.

Curb Appeal Items – Elizabeth added a page to the Action Items list specifically for the curb appeal items. One of these items is the curb/gutter power washing. Elizabeth obtained an estimate for \$8,900 to power wash curbs/gutters. This does not include the green elements. Russell asked if this included the alleys, aprons, sidewalks, or drives. Craig stated there is money in the budget to do this repair. Elizabeth will request a proposal for the alleys, aprons, and sidewalks.

Asphalt repairs – Elizabeth presented a map to the Board of the areas on asphalt that need attention. The price for Harbor Town Circle alone is \$25,000. Elizabeth will add to the list and obtain proposals.

Annual Calendar Review – no changes.

The Board meeting adjourned at 8:03 PM and the Board and Craig met in an Executive Session.