

Harbor Town Community Association  
Board Meeting Minutes  
Belle Memphis Conference Room of River Inn  
Monday, March 17, 2014  
5:30 PM

President present: Craig Cardwell

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

Property management representative present: Elizabeth Glasgow and Debbie Woodard

Homeowners Present: Jan Bouten, Connie Avery, Christy Riggs, Rachel Douglass, Jean Garlock, Barney Lee, Cathy Smith, Susan Neff, Greg Wilson, Terri Carden, and Jodi Rump.

Dawn called the Board meeting to order at 5:39 PM.

February 12, 2014 meeting minutes - Russell added that Pam reported "to Elizabeth" under the Dog Show Status. With the change, Russell made a motion to approve the minutes. Cristina seconded the motion and the motion carried unanimously.

Homeowners Questions and comments:

Jean Garlock asked about posting no public parking signs at the third entrance to Harbor Town at Harbor Village Circle since people park there while they are using Greenbelt Park and the streets get crowded. Cristina and Bill (Parking Committee Leads) will review the area.

Barney Lee asked about the ponds and plans for restoration. He offered to help in monitoring the pond levels and asked about the pond lining options. More on the ponds will be discussed under old business.

Commercial District - Russell reminded everyone of the Crawfish Boil on April 19<sup>th</sup>.

Finance Committee – Craig reported that the 2014 budget is ok now, but about to be out of budget due to:

- Sanitary Lift Station repair costs
- Ice Storm damage clean up
- Street light fees
- Landscaping reviews of overgrown areas/areas that need redesign
- Gravel pathways recapturing
- Engineering work for project review
- Pressure washing
- Erosion repair at Wolf River Harbor

The erosion repair at the Wolf River Harbor consists of four areas where the storm drains flow into the harbor. Over the years, these drain systems have eroded and the Board has engaged an engineer to review the damage once the water levels drop and formulate a plan to restore the drainage pipes and surrounding area. This work will have to be completed from the bank via a barge.

The Finance Committee met about the Reserve Study and is formulating a 3-5 year plan.

Federal taxes were filed on time by Henry Turley Company and Marston Group. The Finance Committee needs to review the information.

Landscape Committee – storm damage repairs total \$6,500.

25<sup>th</sup> Anniversary Committee (updated logo review) – Craig presented draft logos received from Kathy Kelley. The Board likes the one at the bottom of page one (sun and waves over “Harbor Town”) and the concept of the banner with the bridge on page 4 (top left logo) and add “On Mud Island”. Elizabeth will ask Kathy to use these logos to move forward. Megan presented the ad that will be in the Chamber of Commerce’s Newcomer’s Guide.

Management Report and Action Item review – Outstanding collections total about \$5,000.

Lift stations are operating correctly after the emergency repair.

Ponds - Elizabeth reported on the status of the ponds explaining the three different solutions for the pond linings (bentonite, rubberized membrane and concrete) and the discussions of the pros and cons. After several meetings, the Board and Craig have concluded that the bentonite is the best material for the ponds. It was asked if the modular wall and the banks were bentonited. Elizabeth stated that bentonite was not installed at the wall. Craig stated that in 2013 the specs were created then the engineer approved them. For 2014, the engineer has created the specs and then the project was priced. Elizabeth is having a contractor isolate Cricket Song Pond to measure the levels to check for water loss.

Landscaping - Elizabeth reported that she obtained a price for replacing the sycamores on River Breeze. Not in budget to complete at this time.

Aerator in skating pond - has been pulled. Elizabeth is obtaining price to replace with like aerator installed originally to reduce noise.

A Taste of Memphis – 9 volunteers have signed up. Harbor Town will be participating on April 17<sup>th</sup> and Elizabeth has registered for the conference.

Harbor Town 5K – Elizabeth told the Board not to worry about the map at this point. The new 2014 route is still in progress.

Property Inspections – Elizabeth has updated list in DropBox. 160 Harbor Village promised to have repairs made by 3/21/14 after Elizabeth stated account would be fined.

Leased Homes – Erin has updated list and in DropBox.

3<sup>rd</sup> Entrance Drainage – proposals obtained from A2H and Fisher Arnold. Craig asked for a meeting with A2H. Elizabeth will set up a meeting with Michael Shelton, Ed Hargraves, and Craig.

Handyman – Elizabeth is interviewing a few different handymen to perform minor repairs throughout the community.

#### Old Business

Equity Resolution 11 – The Resolution was posted on February 21<sup>st</sup>. The Board has received comments; all who commented all understand the meaning of the Resolution's meaning. Wednesday, March 21<sup>st</sup> will be 30 days being posted as required by the Bylaws. Elizabeth will send an email to the Board to remind them to sign the Resolution after Wednesday.

2014 Project Status and Schedule – The Board reviewed.

Power washing of concrete elements – how far does the Association go? Does the power washing occur just at the drive apron and leave the sidewalk and driveway alone? If this is the case, the project will look unfinished. Test areas should be completed and the Board review then discuss how far to go.

Election District Reapportionment – Elizabeth presented the 3<sup>rd</sup> draft of the reapportioned district map. This will be posted on Friday, March 21<sup>st</sup> and voted on at the April 21<sup>st</sup> meeting. Craig noted that at the February meeting people stated the Districts were gerrymandered, which is untrue. The Districts have been in place since 1999 when the original Resolution was adopted and not changed since that time.

Board Pending Items List – Block Captains – Cristina has reviewed the Block Captains map and has broken some of the areas down further and obtained volunteers for these

Policies and Procedures – Elizabeth distributed a Policy and Procedures Manual folder to all that will be updated as needed.

Easter Egg Hunt status – April 19<sup>th</sup>, 10:00 AM, rain or shine, Dawn coordinates.

Emergency Preparedness – Dawn and Elizabeth met with Sandra Mathias and Eugene Jones from the Shelby County EMA to discuss goals for Harbor Town. Dawn has drafted an article for the newsletter. Elizabeth has the names of several people who are interested in helping create a plan for Harbor Town.

Erosion on Wolf River Harbor Bank – already discussed under Finance Committee.

#### New Business

Equity Resolution 7 (Pets) Reporting and Enforcement (dogs not on leashes and owners not picking up poo) – Bill Davis wrote a letter for the weekly update and newsletter on these issues. There is a concern that neighbors don't report the specific offenders to Management, yet they want to continue to complain about the issues. Management and the Board will continue to encourage people to report specific owners who are violating the rules.

Concerning Pets, Susan Neff asked about a Dog Park. Craig reported on the status of the park proposed in Greenbelt Park. He also reported it has been researched in Harbor Town, but when one looks at proposed locations, the "not in my backyard" sentiment is revealed. Craig encouraged Susan to form and head a committee for a dog park.

Parking – tabled until April. Cristina will talk with Bill about the parking issue Jeanne Garlock talked about at Harbor View. Concerning the Fourth of July events, the Association will demand the organizers of the fireworks events have a traffic plan for 2014 so access to and from Harbor Town and Mud Island are not jeopardized.

Operations Manual and Preventative Maintenance – Craig asked the Board to review the manual and to have questions ready for the April meeting.

Annual Calendar Review – no changes. Emily will review the newsletter.

The Board meeting adjourned at 7:56 PM and the Board and Craig met in an Executive Session.