

Harbor Town Community Association  
Board Meeting Minutes - EDITED  
River Hall of River Inn  
Monday, April 21, 2014  
5:30 PM

President present: Craig Cardwell

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

Property management representative present: Elizabeth Glasgow, Erin Walker, and Debbie Woodard.

Homeowners Present (those who signed in): Chris & Mary Campbell, Jeremy Benkin, Rosemary Flanigan, Stan Hyland, Guy L'Heureux, Jim Summers, Tom Skrmetti, Cathy Smith, Kerry Guest, Penny Steward, Karen & Tim Soro, Anne Marie Upshaw, Susie Graves, Jane Pirani, Dennis Abernathy, Rachel Douglass, Rhonda Harris, James White, Phil Bateman, Connie Avery, Terri Carden, Betsy & Dick McStay, Roy Robbins, Walker Bradshaw, and Marilyn Brien.

South Bluffs Members Present: Don Hutson, Amanda Scott, Pat Ferguson, Alan Balducci, Dacry Harris, and Clifford Stockton.

Craig explained the order of the meeting:

The South Bluffs Board and Harbor Town Search Committee have been invited to listen to the presentations during the meeting and on Tuesday, 4/22/14.

Dawn called the Board meeting to order at 5:35 PM.

Russell made a motion to approve the March 17<sup>th</sup> meeting minutes as written. Megan seconded the motion and the motion carried unanimously.

Homeowners Questions and comments:

James White asked about what the management company does other than furnish an on-site manager, how much the Association pays for the management company, and who the new management company will be and how does the selection process occur (does the Board choose, is it a homeowner vote?)? Craig explained the process from requesting proposals to due diligence using national and Harbor Town standards. The management company is engaged like any other contractor; they will have a contract with the Association that will be a Board decision. Craig encouraged individual owner engagement by attending the presentations and providing feedback to their Board Representatives. Terri Carden's question was answered.

Commercial District - Russell reported a very successful Crawfish Boil. Approximately 2000 people attended raising 2,600 pounds of food and over \$2,500 for the Memphis Food Bank.

Arbors Apartments – Nicole reported they are in process of cleaning up landscaping and gutters throughout. Phase I pool is being refinished.

Town Code Advisory Committee – Elizabeth to presented some Bylaw clarifications to the Board. These have been reviewed by Harley Steffens of Evans and Petree. Cristina made a motion to make an amendment to the Harbor Town Community Charter to include the clarifications of the Town Code Advisory Committee, prepared by the Town Attorney, signed by the President of the Association and recorded with the Shelby County Registers office. Russell seconded the motion and the motion carried unanimously.

Finance Committee – Dawn reported that the Finance Committee sent a letter clearing the non-confidence letter sent in January.

25<sup>th</sup> Anniversary Committee – Megan stated the Crawfish Festival was the perfect venue to kick-off the 25<sup>th</sup> Anniversary and to unveil the Harbor Town and 25<sup>th</sup> Anniversary logos. The next big event will be the Harbor Town 5K.

Management Report and Action Item review – Elizabeth had previously distributed a management report to the Board. She updated the Board on the status of the lighting retrofit. The bridge lights will be installed by the end of the week of April 28<sup>th</sup> and Elizabeth is obtaining a price for the entrance light installation. The bollard test light will be installed by the end of the week of the 21<sup>st</sup>.

Old Business –

Ducks – The preliminary committee has asked for a 3 month trial period to assess the need for a Duck Committee and to better define the role of the committee. The trial period expired July 21<sup>st</sup>. Most recent count on 4/20/14 is 10 ducks – 2 blonde, 1 mallard, and 7 muscovies. They are working on setting up a single email address that gets forwarded to all of the committee to make it easier for residents to reach them and names can be added/changed over time whilst the email stays the same. Contact info for committee members is:

Jan Bouten	<a href="mailto:bouten@gmail.com">bouten@gmail.com</a>	919-423-2736
Devoe Burford	<a href="mailto:boburf@mac.com">boburf@mac.com</a>	901-848-8557
Jodi Rump	<a href="mailto:jodirump@me.com">jodirump@me.com</a>	901-277-7551
Kim Strohkirch	<a href="mailto:strohkirch@memphisregulatory.com">strohkirch@memphisregulatory.com</a>	901-361-2037
Jim Summers	<a href="mailto:jsummers@allensummers.com">jsummers@allensummers.com</a>	901-483-0844
Renee Trammell	<a href="mailto:reneetrammell@aol.com">reneetrammell@aol.com</a>	901-258-6111
Greg Wilson	<a href="mailto:gwilson@fredsinc.com">gwilson@fredsinc.com</a>	865-414-3129

At 5:55, Dawn called for a recess to the Board meeting for management company presentations.

The meeting resumed at 7:07 PM.

2014 Project Status and Schedule – reviewed in Action Items list

Election District Reapportionment – map was distributed on March 21<sup>st</sup> to community for feedback. Only two responses which Elizabeth responded to owner's satisfaction. Russell made a motion to accept the Election District reapportioned map. Megan seconded the motion and the motion carried unanimously.

Erosion on Wolf River Harbor Bank – Connie Avery has contacted several organizations regarding funding sources to assist with the anticipated expenses of the erosion on the harbor bank. She will continue working with Craig and Regena Bearden on different approaches to the environmental organizations. Dennis Abernathy is also involved with the process. A2H is to provide a cost estimate for the erosion expenses.

Harbor Village Circle entrance drainage – Elizabeth presented a drainage plan provided by A2H. The initial cost estimate is about \$13,000 not including labor. The Board asked Elizabeth to tell Ed to pursue the plans working with the City.

Board Pending Items List – tabled.

Emergency Preparedness – tabled.

Operations Manual and Preventative Maintenance – tabled.

New Business

Art installation at 3<sup>rd</sup> Entrance – Jim Summers is working on a plan for an art piece installation in Harbor Village Circle

Parking – Cristina has been monitoring the area on Harbor View that Jeanne Garlock referred to in the March meeting. She will continue to monitor the area and make a recommendation if signs should be installed. Bill asked Elizabeth to send Austin Easley a notice about his car not showing proper registration.

John Pontius from the Hyde Foundation has contacted Dawn requesting a meeting to obtain community support for the Greenline. Dawn will organize a meeting with Bill, Cristina, Craig, Elizabeth and John.

Review of Annual Calendar Items - Dawn suggested having the Tree Lighting the weekend before Thanksgiving. The Board agreed and Elizabeth will change it on the calendar.

Craig and Russell suggested having a \$50,000 contingency fund in the budget for future emergency items since there is a pattern of emergency expenses over the past few years. This will be reviewed further during the budgeting process.

Craig stated the plan overgrowth on the sidewalks needs to be addressed. Russell and Elizabeth will meet and look at the different areas.

Craig suggested having the banners installed on the light poles as soon as possible. Nicole gave Elizabeth 2 contacts that Elizabeth will relay to Obsidian. Craig suggested having banners on as many poles as possible. Bill disagreed and stated the minimum amount should be ordered to reduce expenses. Megan will find out the minimum amount and costs and report back to the Board.

The Board meeting adjourned at 7:48 PM and the Board and Craig met in an Executive Session.