

Harbor Town Community Association
Board Meeting Minutes
Belle Memphis Room of River Hall
Monday, August 19, 2013
5:30 PM

President present: Craig Cardwell

Board members present: Russell Carter, Megan Dress, Cristina Guibao, Jennifer Himes, Emily Kirk, Dawn Nielsen, and Nicole Storey

Property management representative present: Elizabeth Glasgow and Debbie Woodard

Homeowners present: Jeremy Benkin to report on behalf of the Playground Committee; Kinzie Bird, Phil Gray, Valerie Hall, and Landon Myers to report for the Finance Committee.

Russell called the meeting to order at 5:32 PM and called on Craig Cardwell, President. Craig asked Russell to seek a motion from the floor with the following: That Harbor Town Election Commissioner Victoria Clark has reviewed and certified that the election results are true and correct, and that Christina Guibao and Megan Dress are duly elected to serve a two year term. Russell asked for a motion. Dawn made the motion, Emily seconded the motion and the motion carried unanimously.

Craig asked Russell to seek a motion from the floor with the following: Carter Hasten Senior Vice President John Carter has appointed two Board representatives of The Arbors. They are Nicole Storey and Emily Kirk. A motion is requested to acknowledge the appointments. Russel asked for a motion. Dawn made the motion, Megan seconded the motion and the motion carried unanimously.

Craig asked Russell to seek a motion from the floor with the following: That Robert's Rules of Order shall continue to guide the administrative flow of the Board of Trustee Meetings. Russell asked for a motion. Dawn made the motion, Megan seconded the motion and the motion carried unanimously.

In accordance with the adopted practice, Craig asked Russell to seek a motion from the floor with the following: The Board of Trustees will continue to observe the Mission, Charter, By-Laws, Resolutions, and policies and procedures as adopted, and that on the quality of life and protection of financial interests in Harbor Town: The Board will satisfy the general intents

of the Harbor Town Plan that in its conception was directed toward the goals of fostering a high quality of life and the protection of each Titleholder's financial interests in Harbor Town. Russell asked for a motion. Dawn made the motion, Megan seconded the motion and the motion carried unanimously.

In accordance with adopted practice, Craig asked Russell to seek a motion from the floor with the following: With this motion and forward one year, Dawn Nielsen shall serve as Chair of the Board of Trustees and Jennifer Himes shall serve as Secretary. Megan made the motion, Cristina seconded the motion and the motion carried unanimously.

Russell called on Dawn to continue the meeting as Chair. Dawn collected the Leadership Integrity forms from all Board Members.

The 2013-14 Board assignments were then described and assigned. They are as follow:

- Board & Association Education – Dawn, Craig, Elizabeth
- Playground (sunset after 2013) - Dawn
- Landscaping - Russell
- Parking - Cristina
- Special events/Social – Dawn, Emily, and Nicole
- 25th Anniversary - Megan
- Mud Island Consortium - Jennifer

Russell made a motion to approve the June 17, 2013 meeting minutes as written. Cristina seconded the motion and the motion passed unanimously.

There were not any homeowners to address the Board other than Jeremy Benkin to report on behalf of the Playground Committee. The Board agreed to move this item up on the agenda.

Jeremy reviewed the process of how the playground committee has met, reviewed plans and now has come to a consensus of what they want in the area. He reviewed the packet of information Dawn distributed to the Board, a copy of which is attached. Craig asked/commented on the following and Dawn and Jeremy answered:

- Is there enough seating? A replacement picnic table will come in 2014. There is another wooden bench that will remain also. There is a "dead" area within the plan and a bench could probably be added.
- Signage is covered? Yes – the sign is newly painted and looks good. Any green element painting will be contemplated in the 2014 Painting budget.
- Any comments or thoughts on shade area? There is adequate shade around the playground with the 6 crepe myrtles and 3 river birches.

- Gates? Will the gate stay closed? Can you have an offset? The offset would not allow for larger equipment to access the area for lawn mowing and other hardscape repairs needed. The concern for noise could be avoided with a gate that has a push up access similar to that at the fence next to the Association Office.
- Craig envisions the process occurring as a continual project beginning at the end of the year and ending the beginning of 2014. Dawn wants to go ahead and do phase one as outlined in the presentation as soon as possible and finish the remaining items in early 2014. After further discussion, Craig suggested the playground committee perform all improvements now and payback the balance in 2014. Russell made a motion to borrow money from the reserves to fund the playground improvements to complete now and payback the funds in 2014. The total playground budget should not exceed \$31,740. Jennifer seconded this motion and the motion carried unanimously.

Russell reported that the Commercial District will not be having the Beerfest on Saturday, September 28th. Budweiser said they will not be a sponsor. Instead, they would like to have a Harbor Town mini-block party that afternoon with entertainment. Russell requested the Board to approve the closure of Harbor Town Square between his building and Harbor Bend Road between 3:00 – 9:00 PM that day. Megan made a motion to approve this request, Jennifer seconded the motion and the motion carried unanimously. Russell will ask for participations from all the other commercial entities.

Robert was not present to discuss the website. Elizabeth reported that he knows he has been meeting with Sridhar and that they are getting close on rolling out the new site.

Landon reported on behalf of the Finance Committee. They have narrowed their choices on the accountant to 3 firms. Craig asked about the scheduled depreciation and if the firm chosen knows that they will have to add assets to the schedule. Landon responded they do not but they will go back to the accountants and have a firm recommendation at the September meeting.

Landon also noted that although the Budget Comparison states that there is a surplus this year, there is actually about a \$40,000 deficit. Craig created a spreadsheet outlining this deficit. Elizabeth created a spreadsheet showing what landscaping is planned through the end of the year and where this budget could be cut through the end of the year. She also created another spreadsheet showing areas in the overall budget where money will be saved between August and the end of the year. This spreadsheet showed a \$42,000 savings on the year. She will distribute these spreadsheets the Board. The Board agreed that based on Elizabeth's current numbers,

including cutting some landscaping items that expenses should even out by the end of the year.

The Board reviewed the 2013 Capex and Major Projects Status spreadsheet Elizabeth distributed.

The proposed 2014 Capex and Major Projects were then reviewed. Dawn suggested discussing the 25th Anniversary first. The objective of the Anniversary is to bring community awareness to Harbor Town celebrating their 25th year using a Public Relations firm. Dawn stated that there needs to be some focus on how to delineate Harbor Town from the rest of Mud Island. The Board agreed. Elizabeth described all the items on the spreadsheet for the Board to consider if they want them to remain on the list. The Board removed item k. Jennifer asked if there were numbers to install rain sensors on the irrigation clocks. Elizabeth will get estimates. Craig asked about the Harbor Village Circle roundabout drainage. Russell thinks the number will be closer to \$65,000. For the 25th Anniversary, Jennifer suggested creating a 5 minute documentary to tell the story of Harbor Town. The Board and Craig asked Elizabeth to finalize these Capex costs and have a draft budget to the Board by the September 16th meeting. Elizabeth asked if there was anything missing from the list. Russell stated a traffic study. Jennifer suggested having courtesy officers for the community. Elizabeth and Craig responded that this is cost prohibitive; that one person is \$133,000 a year. Jennifer asked to weigh this cost versus the costs involved with a traffic study and whatever is installed as a result of this study. It was agreed to postpone the traffic study another year. Jennifer made a motion to accept the list as proposed, minus item K (the manhole repair on Harbor Isle Circle West) but by gathering firm numbers for all improvements. Megan seconded the motion. The motion carried with a 5-1 vote (Russell voted no).

For the 2014 Budget timeline, it was requested for Elizabeth to have the first draft of the budget for the September meeting.

Dawn requested Board approval for advertising the current Village Park playground on Craigslist with a waiver for the purchaser to sign. Russell made a motion to approve this request, Megan seconded the motion and the motion passed unanimously.

Elizabeth reviewed the Management Report, a copy of which is attached. Concerning 876 River Park, Elizabeth has confirmed that the property is out of litigation and that the company is going to begin to market the property for sale. Elizabeth did have the yard cut as there was not a timely response from the company that manages the property on her request.

Elizabeth reported that Henry Turley Company has hired a new accountant. The former HOA accountant, Karen Foster, has taken another job with a company closer to her home. The new accountant, Tracey Turman, started the day of the meeting and Elizabeth looks forward to working with her. In the transition, Angela Painter is helping with the HOA accounting.

The letter from 914 River Park was then discussed. Greg Ericson's attorney has requested that the Association write off \$2,000 of the delinquent fees owed by Greg. After brief discussion, Russell made a motion to deny the request. Jennifer seconded the motion and the motion carried unanimously.

Concerning parking, there was a Parking Committee meeting on July 31st. Elizabeth presented a draft set of rules and regulations to the committee and the committee decided to form a blanket set of regulations for the community that will specifically address mailboxes, alley parking, etc.

Beginning with Old Business, Dawn explained the Division of Systems Review. To complete Section III, Elizabeth reported that copies of infrastructure designs are stored off-site at Reaves Firm and/or Pickering in digital and hard copy formats. Elizabeth is still looking for the landscape and irrigation plans for the community, but these are not as critical as the infrastructure (plat, sewer, storm drains, light poles, etc). Elizabeth will distribute a copy of this with the September meeting packet.

Craig reported that Bass Pro has complied with the requests of the residents north of the Pyramid.

Craig reported that the City Council vote for the MLGW Smart Meters will be held on Tuesday, August 20. Craig has been asked to speak on the subject, but will be out of town.

Concerning the Greenbelt Park initiatives, Craig reported that plans to gate the middle and north parking lots are still in the works. A dog park is also on the table.

The following items were tabled until the September meeting:

- Block Captains
- Policies and Procedures List
 - Landscaping Standards (path widths, tree lopping, limbing, etc.)
 - Common Area Use Reservations
 - Retention of Records
 - Preventative Maintenance Program
 - Playground Inspection
- Emergency Procedures Planning

Concerning the Harbor Town Yard Sale, Elizabeth reported that the sale is scheduled for September 21st and 12 of the 32 spaces are reserved. This sale is only limited to Harbor Town residents.

Beginning with New Business, Elizabeth reported that National Night Out is planned for Tuesday, October 1st. Bill Wilson requested closing the Harbor Town Boulevard bridge and having the celebration there. While the Board thought it was a good idea, Harbor Town Boulevard is too busy of a street to have shut down for a period of time. The Board agreed the event should take place at Settler's Point/Ben's Park, to block the street off on the east side of Settler's Point, and to have a children's art show in the pavilion. Elizabeth will set up a potluck sight for this and have the neighbors bring the food.

The Board discussed the options for a charitable donation for Joe Williams. While it is not the Association's policy to make donations in memory of someone, Kathy Kelley, Joe's widow, has made immeasurable contributions to the Association. After discussion, Russell made a motion to make a donation of \$200 to Shelby County Books from Birth. Megan seconded the motion and the motion carried unanimously.

The Bartlett Band will be playing on Saturday, October 12th at 5:00 PM at Music Park. The Park will be dedicated at this time. Elizabeth will get the word out about the event.

The Dog show was then discussed. Dawn will contact Pam about the details and report back to the Board.

The Calendar items were reviewed. The following items were added:
Harbor Town Block Party
National Night Out
Bartlett Band
Annual Meeting

Russell reminded Elizabeth to ask River Hall to come to the next meeting to obtain approval for any signage involved with their Oktoberfest.

The meeting adjourned at 8:20 PM and the Board and Craig met in an Executive Session.