

Harbor Town Community Association
Board Meeting Minutes
Belle Memphis Room of River Hall
Monday, September 16, 2013
5:30 PM

President present: Craig Cardwell

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

Property management representative present: Elizabeth Glasgow and Debbie Woodard

Homeowners present: Jerry Schwartz to report for the Town Code Advisory Committee, Robert Marcy to report for the Website Committee, and Phil Gray to report for the Finance Committee.

Dawn called the meeting to order at 5:36 PM.

Russell made a motion to approve the September 16, 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 committee members.

Russell reported on behalf of the Commercial District. They are still planning on having their block party on Saturday, September 28th. Tug's will be having their Oktoberfest Friday, October 4th and Saturday, October 5th.

Jerry reported for the Town Code Advisory Committee. The Committee is reviewing the documents every two years. The first part of this review is the Charter. There were a few clarifications that were suggested by the committee and these were reviewed with the Town Attorney. These clarifications were included in the Board Package. Jerry asked for a Motion to be made 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 made the motion; Megan seconded the motion and the motion carried unanimously.

The Committee came up with 24 "Did You Know?" items that Elizabeth can use in the weekly updates and newsletters. These items are taken from the Charter and can be used as reminders at the appropriate times.

Concerning the Property Audit, Jerry reported several deficiencies throughout the neighborhood including the single family homes. He has suggested engaging a professional to assess the community and individual homes. He obtained a quote from TK Buchanan, who is the Community Safety Liaison for the University of Memphis, for her to assess the community at a cost of \$780.00. Russell made a motion to engage TK Buchanan to assess the property. Megan seconded the motion. After discussion, the Board voted and the motion carried unanimously. Jerry and Elizabeth will meet with her and discuss the project.

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.

Phil reported on behalf of the Finance Committee. He stated that he is waiting to hear from one of their final 3 recommendations and will have a firm final recommendation at the October meeting. Phil then reviewed the August financials. Craig asked about the negative numbers shown on the investments. Elizabeth and Phil will research.

Prior to getting into the budget, Robert reported on the Website. He stated that the company engaged has not been responsive. Elizabeth and Robert are meeting on Tuesday with him to discuss the items that need to make the website final and live.

The 2014 proposed budget was then discussed. The budget was reviewed line by line using the 2013 budget projections and the 2009-2013 year over year comparison. The Board asked Elizabeth to firm up the CAPEX numbers and have for review at the October meeting. They also asked her to add the miscellaneous income to the budget to offset the expenses.

Dawn reported for the Playground Committee. She reported that a waiver has been obtained from Mike Williams. This will be retained for any future Association sales. Dawn asked the Board to consider adding the railroad ties repair and fence at the culvert to this year's budget. The fence should be within budget, but the funds for the railroad ties stairway replacement can be spent this year and remain in the budget for 2014. Russell made a motion to approve this expense in 2013 pending Elizabeth finding out if the \$7,025 budgeted for the 2 stairways is if they are both done at the same

time or if they can be separated. Megan seconded the motion and the motion carried unanimously.

Dawn reported that she had talked to Pam Mackey about the Annual Dog Show. The date for 2013 is Sunday, November 10 with a rain date of November 17. Dawn asked for Board approval to close the streets surrounding Nursery Park from noon – 4:00 PM on November 10 (or 17). Russell stated she needs to close the streets from 10:00 AM – 6:00 PM.

Elizabeth reviewed the Management Report. Receivables continue to decrease. The major delinquency continues to be 914 River Park. Cricket Song Pond has been stocked. The Voting Districts need to be reviewed and redistributed. Elizabeth continues to monitor the water levels. Fall seasonal color will be installed in October.

The incident report was reviewed.

Beginning with Old Business, Craig asked for volunteers for the next sections. He stated these volunteers should come from Emily, Megan and Cristina. Megan and Cristina will tackle these sections.

Dawn reported that she, Craig and Elizabeth attended the CERT Training. It was very helpful and she recommends everyone attend the training.

Concerning the website, the Board agreed that despite his efforts, Robert is not getting anywhere with the current website vendor. Elizabeth suggested coordinating a new website launch with the 25th Anniversary. Russell suggested cutting ties with the company if they cannot perform.

Block Captains were discussed. Elizabeth stated to reestablish the Block Captain system, someone needs to look at the map and see where the needs are to recruit new Captains for those areas. This will be discussed at a future meeting.

Policies and Procedures were tabled until October.

National Night Out was discussed. Cristina will organize a small gathering in the area adjacent to her home. Elizabeth will post this in the update and encourage other people to organize gatherings.

The Bartlett Band will be performing on Saturday, October 12th at 5:00 PM.

Beginning with New Business, Craig and Jennifer reported on the Mud Island Consortium meeting. They summarized the discussions of the evening which

mainly involved the Harbor Island Apartments being built by Grant and Company. Also discussed was the organization of the group. If the Consortium is organized the way it wants to be (with a Board, Articles of Incorporation, etc), the Association needs to determine how it wants to be involved.

Emily stated she would review the Sun Times this time.

The Calendar items were reviewed. The following items were added:

Dog Show

Crawfish Festival 2014

Halloween hours will be 5:30 – 7:30 PM on Thursday, October 31st.

Elizabeth has confirmed the courtesy officers. Elizabeth will post the signs the morning of Halloween.

The meeting adjourned at 7:35 PM and the Board and Craig met in an Executive Session.