

## **BOARD MEETING MINUTES**

Monday, October 20, 2014, 5:30PM

The Maria Montessori School

Edited October 28, 2014

### Attendees:

Association President: Jan Bouten,

Board Members: Cristina Guibao, Board Chair; Megan Dress, Board Secretary; Bill Graves, Craig Beard, Nicole Storey, Karl Friedrich, Emily May

Homeowners (those who signed in) – Julia & George Clarke, Janice Earhart, Jeanne Garlock, Phil Gray, Matt & Terri Carden, Kerry Guest, Jerry Schwartz, Russell Carter, James Murray, Greg Wilson, and Susan Neff.

Management Representatives: Elizabeth Glasgow and Jason Welchel.

Cristina - Meeting Called to Order at 5:30.

Approval of the September 29, 2014 Meeting Minutes – Nicole motioned to approve as written, Megan seconded and motion carried unanimously.

Homeowners Questions & Comments – Russell Carter – concerning the assessment letter, who is going to do the work for the ponds and erosion? How does the Board know how much the assessment is going to be?

Matt Carden – ponds are being bid out to several vendors? Contract very detailed? Bonds included?

James Murray – Skating Pond being addressed?

Janice Earhart – erosion at Skating Pond may have structural impact on Portico; she asked Board to investigate.

### Reports

- Commercial District – Karl continue to work on commercial sign with Henry Turley Company. Russell's business was broken into on Sunday, October 12<sup>th</sup> at 5:15 AM.
- Arbors Apartments – no report.
- Finance Committee – Phil Gray reviewed 2015 draft budget and major projects.
- 25th Anniversary Committee – Megan – time capsule ceremony on 10/26 at 3:00 PM, the Memphis Magazine articles were incredible, Andrew Trippel with ULI and LRK discussed the event planned for the Spring in Harbor Town.
- Mud Island Consortium – Craig Beard – continuing to work with Consortium on security issues on the Island.

### Management Company Report & Action Point Review

- Building Link update – Management working with BuildingLink on website and app customizations. Website customizations will be completed by the end of November.
- Incentive Compensation – Jason to review most recent copy with Board notes

### Old business

- 2014 Project Status
  - Erosion Wolf River Bank – MS Limestone has declined to proceed. Management met with A2H and contractors to look at access to the first 3 outfalls and provide proposal by 10:00

AM on October 31, 2014. 4<sup>th</sup> outfall – bank stabilization testing needed. Cost of \$14,100 for testing. Fencing south of gate and gate needs to be removed and stairwell removed/replaced. Harbor Village Entrance Drainage – The engineer's oversight fees are estimated not to exceed \$7,500.

- Harbor Village Circle Drainage – Megan made a motion to commence construction at third entrance roundabout (Harbor Village Circle) not to exceed \$50,000 according to specs outlined in the proposal from B&C Contractors and engineer's oversight fees, but not to include expenses so far. Karl seconded the motion; motion passed 6-0. Work to commence on November 3<sup>rd</sup>. Bonds to be provided by B&C provided to commencement.
- Ponds – Obtaining bids from other companies; 2 additional companies sent bid package.
- Painting of green elements – Jason and Elizabeth met with Jerry and Jerry is performing work himself on outstanding punch items. Jerry will communicate his completion to Management.
- Reserve Study – Harbor Town on schedule for January with Reserve Advisors.
- Landscape Contract – Elizabeth received one proposal, awaiting 2 more. Elizabeth will review and send recommendations to Board. Management to begin using metrics distributed to Board once vendor is selected.
- Events
  - Art installation – Landscaping and lighting being installed week of October 20<sup>th</sup>. Dedication is October 24<sup>th</sup> at 5:45 PM (sunset).
  - Time capsule – covered in Reports.
  - Dog Show – Insurance Rider in place, TABC permit being obtained by Humane Society (Pam hand delivered to Memphis permit office 10/20/14). Volunteer needs in weekly update and special call for volunteers on BuildingLink.
  - Halloween – 5:30 – 7:30 PM. Courtesy officers scheduled for 3:30, bike patrols, MPD, posted times at entrances.
- Archery allowance – Management continuing to research laws. Will work with Jan to contact owner.
- Resident Survey – Board to review and get to Management for distribution.

#### New Business

- Erosion Soil Stabilization - Bill made a motion to proceed with the testing and site modifications at a cost not to exceed \$25,000. Emily seconded the motion; motion carried unanimously.
- Myron Lowery - \$2,500 grant available for Neighborhood Watch programs. Elizabeth will obtain packet from Myron and follow up with N. Watch division.

Calendar Review – no changes

Management left and Executive Session began at 6:38 PM.