

Harbor Town Community Association
Board of Trustees Meeting Minutes
Monday, January 17, 2011
5:30 p.m.
River Inn Conference Room

Board members present: Tonia Bertoldo, Nancy Caldwell, Margaret Cardwell, Russell Carter, Kathy Kelly, Dawn Nielsen, and Sherri Tipton

Property management representatives present: Debbie Woodard

Homeowners present: Cindy Barnett, Craig Cardwell, Betsy Osten, and Jerry Schwartz

Kathy called the meeting to order at 5:31 PM.

A motion was made by Sherri and seconded by Margaret to approve the previous meeting minutes. The motion was passed unanimously.

Cindy Barnett presented the Social Club's proposal for installing dog waste stations throughout the community. She reported that the Social Club has committed \$2,000.00 for the initial installation of 12 stations and bag stock and requested the Board's approval to proceed with the proposal. Cindy stated the grounds crew could install the stations and Elizabeth will get a price from the crew. Elizabeth reported that the grounds crew could add emptying these cans to their current list of cans to empty on a weekly basis. Russell made a motion for the Board to approve the Social Club's proposal. Sherri seconded the motion. Craig asked if the stations are the same color as the current cans and if the Association has room to store the extra bag stock. The stations are green and the Association does have space to store. Craig then suggested that the motion included the Social Committee to pay for the installation of the stations. Russell revised the motion to state that the Board approves the proposal with the Garden Club paying for the stations, bags, and installation not to exceed \$2,000.00. Sherri seconded the revised motion and the motion passed unanimously.

Dawn presented concerns from her neighbors, Renee Trammell and Nikki Schroeder. They are concerned about the erosion at Ben's Park. Elizabeth had walked the area with them several months ago and the area was supposed to be staked but this did not get done. Elizabeth will coordinate staking with the landscape crew. Elizabeth also

reported that she is coordinating an inspection of the back by Askew Hargraves Harcourt, the firm who performed the original engineering report for the bank and erosion. Renee and Nikki also asked about the lights hanging across the balconies on Harbor Town Square Apartments. Those were hung by the apartments and Elizabeth will contact them to ask if they were only up for the holidays or if they are to be removed. If they are going to be up year round, the Board asked for them to either all be lit or none at the same time.

Dawn stated that it is time to do a playground safety compliance check. She and Elizabeth will coordinate.

Reporting as a homeowner, Russell stated that he will be gathering a petition to urge the Board to install speed bumps at the three 4-way stops on Harbor Bend Road (at Harbor Town Boulevard, Harbor View, and Harbor Commons). After further discussion of people not stopping at the signs, the Board urged Russell to pursue this petition.

Russell reported on behalf of the Commercial District. He stated that the businesses wanted to thank the Association and Elizabeth for staying on top of having leaf removal completed on a weekly basis during the fall. Regarding illegal signage, Miss Cordelia's is complying with the rules but Tug's is not. Elizabeth will invite Tug's representatives to the next Board meeting to request a variance for signage. Henry Turley Realtors has attempted to put out the previous illegal sign and Elizabeth has already put a stop to it.

Craig reported on behalf of the Finance Committee that the 2010 year end operating statement reflected a positive variance of about \$2,500 that will be put into the reserves. He had previously thought this variance would be closer to \$15,000.00. This reduction is due to doing the Harbor Village Brick Project in 2010 as opposed to 2011 when it was budgeted and an almost \$35,000.00 overage in water usage to fill the ponds. Kathy asked about pulling water from the harbor as opposed to using city water. Elizabeth responded that it can be done and she is researching the permits and costs. Craig has a question for the Management Company about why the Investment Account balance dropped by \$50,000.00 on the December financial statement.

Jerry reported on behalf of the Charter & By-Laws Committee. He stated the committee has met several times since August and that progress has been made on the document itself. The major concerns are Developer language, voting clarifications, the Harbor Town Cultural Trust and Board of Code Compliance. The committee is working on

individual tasks and meeting separately from the whole committee and making progress on having the document completed by the summer. Kathy gave Kudos to Jerry and his committee for taking on this endeavor.

The management report submitted in the board package (copy attached) was presented by Elizabeth. Additionally it was asked of the Board to approve to have an electronic distribution of the newsletter after the February/March edition. Elizabeth proposed to have a flyer attached to the current newsletter stating it will be the last one printed unless deliver of a hard copy is specifically requested to Management by individual owners. Elizabeth proposed to do this with the Directory in the future also. There were concerns about the Directory not being password protected on the website. After discussion, it was determined that there is too much important information that needs to be distributed to the community at this time and that the printing of the newsletter should continue as has been done. Also, the personal information in the Directory will not be posted on the website until the website or a section of the website is password protected.

Russell asked Elizabeth when the Harbor Town 5K is scheduled. It is the always the first Friday in June so this year it will be June 3rd. LeBonheur wants to move the Cares for Kids event that is usually in April to June 4th and combine the event with Jim Jagggers' event and have his race end in Harbor Town. The Secret Garden Tour is being held on this day also. The event is still in negotiations, but Russell wanted to get a feel from the Board before proceeding with planning the event for this day. The Board thinks the event would be positive for the community.

Craig Cardwell presented a proposed payment schedule for the AT&T Easement Request (a copy is attached). Craig based the schedule on a 39 year utility easement (or ground lease), the size of the easement, and current land values (using costs of land of properties located on River Park Drive). Craig suggested that the Management Company negotiate this agreement with AT&T on behalf of the Association; however, Craig would be available for consultation if necessary. Russell made a motion to proceed with Craig's proposal as noted. Tonia seconded the motion and the motion carried unanimously. When executed, this document will stay in the Association Files until it expires for future Boards' reference.

Craig has a draft of the new proposed Management Agreement. Craig suggested having a subcommittee of a Board Member and Finance

Committee Member to review and negotiate the Agreement with the Management Company. Craig asked Russell to serve on the committee and Russell agreed. The Agreement will be subject to the Board's approval.

Collection Actions Update - Elizabeth asked the Board why Management should not proceed with everyone who is delinquent per the collection actions outlined in Administrative Resolution 1. The Board instructed Management to pursue the three owners with the greatest delinquency amounts to see how David Kustoff will proceed with these accounts. The fees for these 3 will be accelerated, liens will be filed and judgments will be pursued.

Russell asked about the status of the waste removal contract. Elizabeth reported that the final contract including the 30-day out clause for service issues has been approved by the Finance Committee and will be executed as soon as possible. The Board asked that Elizabeth request green carts for the cart replacement prior to execution of the contract.

Dave Erickson sent a letter to the Board asking if security cameras were ever considered in Harbor Town. Kathy asked Elizabeth to forward Dave the minutes from previous meetings when cameras and other options have been discussed.

Hope House has requested the use of Harbor Town's streets for the use of their 5K on Friday, March 25th. Russell made a motion to approve the race subject to Elizabeth's involvement with the guidance, planning and logistics and notification given to all owners. Tonia seconded the motion and the motion carried unanimously.

Skating Pond repairs were then discussed. The slip liner repair method is estimated at \$44,000.00. The budget for pond repairs in the 2011 Capital Improvement Budget is \$32,000.00 and the current budget for repairs that were discussed when this amount was approved is \$15,000.00, leaving \$17,000 to go towards the slip liner repair. Elizabeth reported that this slip liner repair could potentially reduce the need to supplement the pond levels using city water therefore reducing the water bill in the summer months. The higher water bill amounts were contemplated in the 2011 budget. Elizabeth requested the Board to approve the slip liner repairs since it is not in the current budget and over the amount that Management can approve. Craig described the Insituform system that will be used

during the repair. Craig also gave the choices for funding the repair as discussed by the Finance Committee. They are:

1. For the Board to enact a Special Assessment,
2. Work within the current Capital Improvements budget of \$120,000 by making these emergency repairs and then re-evaluating the approved list at the next meeting to see what should be done next,
3. Do nothing, or
4. Tap the reserve funds.

The Finance Committee recommends the second choice. Russell made a motion to accept the Finance Committee's recommendation subject to a second proposal being received on the repairs in Skating Pond. Sherri seconded the motion and the motion passed unanimously.

Harbor Isle Circle West sewer repairs are covered under the Finance Committee's recommendation for the repairs to Skating Pond.

Russell and Sherri stated that the home located at 939 River Breeze is performing renovations and wanted to make sure they have been approved. Elizabeth will investigate. Kathy stated that Tony should be coming to Board meetings to report what is being approved and brings any controversial items to the Boards attention prior to implementation.

The Board asked that the Landscape Committee be active in every planting decision made throughout the community, including tree species replacement.

Action items discussed in meeting were recapped.

The meeting was adjourned at 6:45.

TO: Harbor Town Board of Trustees
FROM: Elizabeth Glasgow, Association Manager
DATE: January 14, 2011
RE: Update on management issues

Receivables:

The total receivables balance as of December 31st was \$41,531.06. Of this amount, \$31,833.26 is over 90 days. A summary report of the collection efforts is attached.

As a reminder, the Board instructed Management to accelerate the fees after First Quarter 2011 assessments were billed and not paid on Osie Lewis, Jan Green and Susan Wolfe. Per Administrative Resolution 1 (a copy of which is attached), the Notice of Intent to file a lien and accelerate fees will be mailed on 2/28/11 and liens/suits will be filed on 3/31/11. I recommend accelerating the fees and filing liens on all owners who are delinquent (per the Administrative Resolution):

Conway	127 Harbor Town Boulevard
Stephens	177 River Lights Lane
Renfro	676 Marina Cottage
Langford	792 Harbor Isle Circle East
Bollweg	860 Harbor Isle Circle East
Dust	861 Harbor Isle Circle East
Ericson	914 River Park
Provenza	947 Harbor View
Bean	950 Harbor View
Harbor Town Centre	113 Harbor Town Square

This is on agenda to discuss under Old Business on Monday.

Grounds:

Two biggest issues are Skating Pond pipe repair and Harbor Isle Circle West sewer line repair. On agenda for New Business and documentation attached. I am awaiting the second estimates and will have on Monday.

Other than these 2 priorities, I am working on the items that were approved in the budget under the Capital Reserve line item and prioritizing for each quarter to manage cash flow. I have these recommendations enclosed in the packet.

Concerning the erosion at 112 Harbor Town Boulevard, Tony Bologna was previously consulted on this issue and it was determined that this is not the HOA's responsibility. I have enclosed the previous and current correspondence sent to the owner.

Erosion Control: Scheduling Ed Hargraves to inspect harbor bank for signs of further erosion. I have specific areas noted on map that I want him to review and

for him to check the drainage outlet that spills into harbor adjacent to school/Marina.

The Board meeting is next Monday, January 17 at 5:30 p.m. at the River Inn Conference Room. Please contact me at 523-9853 if you have any questions about this board package or have items you would like to add to the agenda.