

**Harbor Town Community Association  
Board of Trustees Meeting Minutes  
River Hall  
Monday, November 15, 2010  
5:30 p.m.**

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

Property management representatives present: Debbie Woodard

Homeowners present: Craig Cardwell, Jerry Schwartz

Nancy called the meeting to order at 5:30 PM.

A motion was made by Russell, seconded by Margaret to approve the previous meeting minutes and the annual meeting minutes with a correction to the annual meeting minutes as noted by Craig to state the budget does reflect a line item for bad debt write off. The motion was passed with 3 voting yes, 1 abstained.

There were no homeowners present, thus no questions/comments. Dawn reported she cleaned up a broken light bulb in Settler's Point Gazebo and the light required replacement.

Russell reported continued non-compliance by Miss Cordelia's and Tug's to the sign requirements despite discussions with both. Jerry stated the Charter & By-Law Committee working on a list of violations/fines including this issue in their review of the documents. In the meantime, management was instructed to write a letter to both reminding them of the regulations and put them on notice of the non-compliance.

Jerry reported on behalf of the Charter & By-Laws Committee the committee has met 3 times. Debbie scanned the documents and the committee now has a good set of working documents. Assignments were made by sections to each committee member and no money has been spent to date on this project.

Craig reported on behalf of the Finance Committee that YTD the association is operating with a positive variance to budget despite a \$23,000 negative variance in water/sewer. That category may be problematic for 2011 should existing weather conditions continue. It is hopeful the pond repairs scheduled in 2011 will address some of the water loss to the ponds which along with drought conditions has required city water supplementing the well water source. The reserves have grown by \$15,000. Craig is pleased with recent format changes to the operating

statement made by management at the finance committee's request. The capital reserves line was inadvertently dropped off and should be added back in.

The management report submitted in the board package (copy attached) was presented by Debbie. Additionally it was reported a proposal has been received by Civil Concepts Inc. to address the pond erosion at Taylors and Skating ponds. They recommend the use of PVC Sea Wall which has been used with great success at Garner Lake in Lakeland, TN. Debbie will circulate the web link to the product. Craig would like to meet with the vendor and management to review the proposal and recommended product. Sherri asked Debbie to confirm with Elizabeth she is documenting where trees have been removed to insure trees are replaced as some of those areas aren't easily detectable now visually. Russell noted the tree replacement plan should include a proposal for the diseased trees in District 4 that have not yet been removed and require replacement.

There is currently \$42,000 in old receivables. \$27,000 of that balance is made up of 8 homeowners whose balances will grow an additional \$13,000 in 2011 should they continue to not pay dues. Late notices are regularly mailed. Attempts have been made to contact by phone. Liens have been filed on egregiously past due accounts. After discussion a motion was made by Russell, seconded by Dawn and unanimously carried to hire David Kustoff to file a judgment lawsuit against O. C. Lewis, Jan Green and Susan Wolf when their 1<sup>st</sup> quarter 2011 dues become delinquent and notice of acceleration for fees due for the entire year are to be sent. Management and Craig are to review the Notice of Acceleration as specified in Administrative Resolution #1 for required revisions.

It was noted the sprinklers were running during odd times. The system has remained on longer than normal given the lack of rain. However, management will instruct vendor to shut down and winterize. Nancy reported a conversation with Dennis Abernathy, a homeowner who works for the Corp of Engineers, and he thought it possible to pump water from the Wolf River to supplement pond levels. A permit would be required.

Dawn reported the need for volunteers to help with the annual tree lighting party. She will contact Elizabeth to confirm the budget for the party. Management will post a request in the weekly email transmittal to solicit volunteers and direct them to contact Dawn. Southern Spray is scheduled to start holiday Christmas decorations this week. Nancy reported that she, Richard and Johnny would once again decorate the Settler's point gazebo.

There is nothing new to report on the AT&T Easement request. AT&T has been unable to provide the original easement documents. Debbie will research the development files at HTC to determine if Tony Bologna archived a copy of the document. Craig noted an appropriate price can be determined based on cost per sq. ft. in Harbor Town. Generally small parcels in commercial real estate sales garner a higher per sq. ft. sales price. A copy of the plan showing the square feet would be needed to determine the cost for an expansion easement.

Craig reported Henry Turley Company had submitted a management contract as requested. He plans to distribute a draft with comments to Jerry's group and the board the week after Thanksgiving. A meet will be set to review same.

There was considerable discussion about Halloween 2010. Increased traffic creating congestion and an obstacle for emergency vehicles; over-age trick or treating; vandalism of decorations and trash demand a look at options whether to continue trick or treating with a security plan in place; special event prior to Halloween for Harbor Town children. It was decided Dawn would post a notice on Facebook to include the comments already received (Elizabeth to forward the comments electronically to Dawn with names removed); solicit additional feedback and suggestions for options. Management is to put a note in follow-up to discuss in the July meeting and have a plan in place and communicated prior to October, 2011.

Action items discussed in meeting were recapped.

Dawn will secure brochures and coordinate with Elizabeth the equipment that is to be replaced in the triangle per the 2011 budget.

A motion was made by Russell, seconded by Sherri and unanimously