

Harbor Town Community Association  
Board of Trustees Meeting Minutes  
Monday, July 18, 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: Elizabeth Glasgow

Homeowners present: Regena Bearden, Craig Cardwell, Jerry Schwartz and Shirley Woodard

Kathy called the meeting to order at 5:32 PM.

A motion was made by Russell and seconded by Tonia to approve the March and May meeting minutes. The motion was passed unanimously.

Russell voiced his concerns about the area of 157/159 Running River Place and the lack of grass growing under the trees and the areas around the sidewalks that were replaced last year not being filled in. Russell and Elizabeth will meet to look at these areas. Elizabeth will review all areas where the sidewalks were replaced last year to arrange for backfill.

Russell reported on behalf of the Commercial District. He requested the removal of the hanging baskets on the light poles. The Board agreed to this removal request. Russell also reported that Cares for Kids raised \$2,500.00 for The Ronald McDonald House.

Kathy reminded the Board that it was decided at the June meeting not to have the Secret Garden Tour and Cares for Kids on the same day in the future. Russell stated that the event probably will not happen again due to the lack of community support. Kathy outlined her suggestion for a Hummingbird Festival in place of the Secret Garden Tour in the future. She will discuss this with the Social Club and report back to the Board.

Craig reported on behalf of the Finance Committee. He reported that the Association's finances are \$18,000 in the hole after 6 months. If the Association spends money at the rate it has been, it will be in the hole by almost double at the end of the year. Also in question is the Investments category on the Balance Sheet at it was reduced by \$50,000 in June. He suggested the Association be mindful with expenses for the remainder of the year due to the unexpected expenses that have arisen so far in 2011. Kathy

asked if there was a need for a Special Assessment for the Flood Expenses. Craig responded that the Finance Committee would not recommend having an assessment, but this would be more apparent if needed with July financials.

Jerry reported that there has been wonderful progress on the Charter and By-laws over the past 6 weeks. There are about 20 open questions; the main outstanding items are the Resolutions. Once these items are finalized, the committee will have Mike Williams review then the documents will be distributed to the Board for review. It is Jerry's goal to have the document completed for review in October. Kathy stated the committee name is being changed to Town Code and Advisory Committee and she proposes to include the chair of this committee in Board Meetings in the future. Kathy distributed a draft Code of Ethics for the Board to review and make notes for inclusion in the document. She proposed that after each election the Board have a retreat and each Board Member signs off on the Code. Kathy continued by stating that the Charter and By-laws are being re-written to reflect what is being done procedurally in Harbor Town now, not as they were written.

The management report submitted in the board package (copy attached) was reviewed by Elizabeth. Concerning Collection Actions, Elizabeth reported that David Kustoff's office has received payments from Susan Wolfe and the Christine Stephens and is waiting for these checks to clear their banks before disbursement to the Association.

The discussion of distressed properties then ensued. Elizabeth has contacted the owner and property management company of 1021 Island Park Circle who have recognized the problem and are obtaining bids for repair. The Board directed Elizabeth to give the owner of the home a deadline of August 1<sup>st</sup> to have the repairs made then the Environmental Court will be pursued more heavily to ask for help with compliance. Elizabeth is also to obtain two more bids for the repairs.

Elizabeth reported that the Flood Clean-up is almost completed. The railroad ties and gravel walkway are in the process of being replaced. The people trash in the Wetlands is the only major outstanding item. There is some dead plant material that needs to be replaced too. The costs are about \$40,000.

Dawn asked if the ponds are holding water. Elizabeth responded that they are; the well just can't keep up with the heat and dryness.

Elizabeth asked the Board to prioritize the Capital Projects for 2012 by

taking the list she has given them and putting them in priority from 1-10. She asked to have the lists back to her by August 8<sup>th</sup>. Craig suggested having the priorities total about \$125,000. Russell suggested making the limit about \$100,000 and having \$25,000 in contingency funds for the "what ifs."

Board Education – Kathy suggested a mini Board retreat to review the new documents and include the Block Captains in the retreat since they will be recruiting proxies to vote on the new documents.

Kathy stated that there is currently not a Board Secretary. The duties include taking minutes and sending notices, tasks that are currently performed by Elizabeth as the Town Manager. The Secretary is the only person a proxy can be assigned. Kathy asked for a nomination for Secretary. Nancy nominated Margaret. Dawn seconded the nomination and Margaret was elected Secretary unanimously.

The Board declined the Portico's request to transfer their half of the pond ownership back to the HOA. They felt that the transfer would not have any benefit to the Association, but will continue to maintain the pond as the others are maintained.

Concerning the July 4<sup>th</sup> 2012 Parade, Elizabeth has received several requests from owners to have a parade where people decorate golf carts, bikes, strollers, etc. Kathy suggested having a parade and it ending at Harbor Isle Circle South to view the fireworks. The Board liked the idea of the parade and will re-address and plan beginning in March 2012.

The Board decided to celebrate Halloween 2011 on Monday evening. Elizabeth will coordinate the courtesy officers as they have been done in the past (3 officers at the entrances and 3 roving). She will also coordinate with the police department to patrol throughout the community and keep Island Drive clear of cars. The Board decided to have the trick or treating stop at 7:00 PM. This information will be included in the newsletters and weekly updates.

Kathy had the suggestion to add a Landscape Committee, Kids/Special Events Committee and Block Captains/Welcome Committee to the By-laws. She would like the chairs of these committees to attend Board Meetings.

The meeting adjourned at 6:38.