



**NEIGHBORHOOD  
INFORMATION  
& DIRECTORY**

**– 2009 –**



November 2008

Dear Association Members:

This booklet has been prepared as a source of general information about the Harbor Town community. We've tried to address the most commonly asked questions and provide some reminders on subjects easily forgotten.

This is an annual publication and your feedback on content is appreciated. If there are corrections or additions to the directory, please contact the Association Office at 523-9853 or [RiverHOA@aol.com](mailto:RiverHOA@aol.com).

Sincerely,

Skye Vickers  
Property Manager

**HARBOR TOWN COMMUNITY ASSOCIATION**

60 Harbor Town Square, Suite 102 • Memphis, TN 38103 • (901) 523-9853 • fax: (901) 523-9855 • [riverhoa@aol.com](mailto:riverhoa@aol.com)

# IMPORTANT PHONE NUMBERS

## Police Department

|   |                     |
|---|---------------------|
| Emergency .....   | 911                 |
| Non-emergency police reports .....                            | (545-COPS) 545-2677 |
| Downtown Precinct .....                                       | 525-9800            |
| Neighborhood Watch (Coordinator: Veronica Sally-Garner) ..... | 525-9820/x3618      |

## Property Manager

|                             |          |
|-----------------------------|----------|
| During business hours ..... | 523-9853 |
| Emergency pager .....       | 374-1143 |

## Schools

|   |          |
|---|----------|
| Maria Montessori School.....                              | 527-3444 |
| Foreign Language Immersion Childcare Center (FLICC) ..... | 543-0355 |

## Apartments

|                                     |          |
|-------------------------------------|----------|
| Arbors of Harbor Town.....          | 526-0322 |
| Harbor Town Square Apartments ..... | 523-7900 |

## Harbor Town Square Businesses

|   |                      |
|---|----------------------|
| Blu Champagne.....                                      | 528-1511             |
| Bologna Consultants .....                               | 322-7226             |
| Garland Company Real Estate .....                       | 527-7779             |
| Happy Day Laundry & Cleaners .....                      | 529-0444             |
| Harbor of Health – Clinic .....                         | 522-1555             |
| Harbor of Health – Wellness Center.....                 | 522-1559             |
| Harbor Tan .....  | 525-7171             |
| Harbor Town Day Spa & Wellness Center .....             | 523-8772             |
| Harbor Town Executive Suites .....                      | 527-7770             |
| Henry Turley Company Realtors.....                      | 521-1593             |
| Miss Cordelia’s New Neighborhood Grocery .....          | (52-MISS C) 526-4772 |
| Movie & Pizza Company.....                              | 527-2233             |
| Naylor Construction Services .....                      | 322-7257             |
| Rando’s Harbor Town Salon .....                         | 524-0700             |
| Sacharin, Kirkscey & Flexsenhar – Attorneys at Law..... | 523-1930             |
| State Farm Insurance (Henry Hooper, Agent).....         | 575-0001             |
| Yancey Mortgage .....                                   | 322-7225             |

## City of Memphis

|                                     |                     |
|-------------------------------------|---------------------|
| Memphis Animal Shelter .....        | 362-5310            |
| Lost Pets.....                      | (365-PETS) 365-7387 |
| Dead Animal Pick-Up (Mon–Fri) ..... | 576-7100            |
| Dead Animal Pick-Up (Sat–Sun).....  | 272-2409            |

## **ASSOCIATION FEES**

Harbor Town Community Association assessments are billed on a quarterly basis in the months of January, April, July & October. Assessments are due within 30 days of the statement date. A late fee will be assessed if payment is received after 30 days. If for any reason you do not receive a statement, you are still responsible for timely payment of your assessment. Automatic debit of your Association fees is available. Call the Property Manager at 322-7229 to obtain an authorization form. If you have any questions concerning your fees, contact the Property Manager. Please make checks payable to Harbor Town Community Association and remit to the following address:

Harbor Town Community Association  
60 Harbor Town Square, Suite 102  
Memphis, TN 38103

## **DESIGN REVIEW & EXTERIOR MODIFICATIONS**

All home plans must be submitted for review prior to commencement of construction. After plans are approved, you must obtain a Harbor Town building permit prior to beginning construction.

If you are making exterior modifications to your property, plans must also be submitted to the Association Office for Design Review. There is a design review fee for this process. These exterior modifications include, but are not limited to the following:

- additions or enclosures of porches
- fences
- major landscaping changes.

Complete details of these items are outlined in the Harbor Town Construction Rules & Regulations and Design Guidelines. Call the Property Manager at 322-7229 to obtain copies of these documents and review fee information.

### **CALL BEFORE YOU DIG!**

To avoid harm to yourself or your contractors or damage to underground utilities, Tennessee law requires (per the "Underground Utility Damage Prevention Act") that anyone who engages in excavation must notify all known underground utility owners not less than three (3) or more than ten (10) working days prior of their intent to excavate in the vicinity of any utilities or known utility easements in order for the existing utilities to be properly located. This requirement relates to any construction, including foundations, landscaping, fences, etc. A list of these utilities may be obtained from the County Register of Deeds. Those utilities that participate in the Tennessee One Call System can be notified by calling 1-800-351-1111.

**Note: You are liable for any damage to underground utilities that may occur as a result of failure to follow these procedures.**

## **TRAFFIC RULES**

The operation in Harbor Town of autos, trucks, motorcycles, scooters, golf carts and any other motorized mode of transportation is governed by the rules of the road of the State of Tennessee and the City of Memphis. You must comply with all license and insurance requirements and the rules of the road. This means obeying speed limits, stop signs, lighting requirements, and having the proper license issued by the State to operate a motorized mode of transportation.

Use common sense. If an unlicensed driver is operating a motorized vehicle, they may not be covered by insurance. For example: Your child, an unlicensed driver, is operating a golf cart with their friends riding as passengers, and there is an accident. You may not have insurance to cover the injuries they may have caused.

Harbor Town does not have a police force, and therefore we are unable to enforce the rules of the road. We are not responsible for damages caused by the negligence of others. You are our traffic patrol. We rely on each resident to operate their specific mode of transportation in a safe manner and not to allow unlicensed members of the household to drive on the streets of Harbor Town.

## **PARKING**

Parking in alleys or designated fire lanes is **not** allowed. Vehicles are subject to towing at owner's expense. Please be considerate of your neighbors when parking on the street. Do not block mailboxes and allow adequate clearance on all sides.

## **MAILBOXES**

Harbor Town mailboxes are maintained by the Association. The ball on the top of the box may be pulled forward to expose an orange ball. This orange ball serves the same purpose as a red flag on a traditional mailbox – to let the postal carrier know you have mail to be picked up. If you have a problem with your mailbox, please call the Property Manager at 523-9853.

## **COMMON AREA MAINTENANCE**

The Association maintains all common areas of the property through quarterly assessments. This includes the strip located between the sidewalk and the curb. It is not necessary for you to spray chemicals, mow or otherwise maintain this area or prune any trees on the common area strip. The Association does not maintain any other portion of individual yards, nor will the Association maintain the common area strip where homeowners have planted materials in front of their homes (i.e., seasonal color).

The Association also maintains the street trees, median strips, common area irrigation, fountains, seating areas, and streetlights. If anything in the common area requires attention, please call the Property Manager at 523-9853.

## TRASH REMOVAL

The cost of your trash removal is included in your Association fees. Presently, the service is contracted with Southern Disposal. The service includes a 90-gallon garbage cart and a recycling bin for each home. Trash and recyclable items are collected once a week on Monday. If you have a comment or concern about the trash removal service, please call the Association office.

In order to be included with regular Monday trash pick-up, yard debris & limbs must be a maximum of 3-4 inches in diameter, cut in 3-foot pieces, and bagged or bundled & tied. Since the service is contracted through the Association, we ask that you contact the Property Manager before attempting to contact the removal service. If you have larger items that need removing (i.e., furniture, large limbs, appliances, etc.), please call the Association Office to arrange pick-up. Because your trash removal service is contracted through the Association, the City of Memphis should not charge you for this service. To ensure that you are not being charged, review your Memphis Light, Gas & Water bill for a Solid Waste Disposal fee. If you have this fee on your bill, call MLGW at 544-MLGW to have this corrected.

## HOLIDAY SCHEDULE

|                  | 2006<br>HOLIDAY | TRASH<br>PICK-UP | 2007<br>HOLIDAY | TRASH<br>PICK-UP |
|------------------|-----------------|------------------|-----------------|------------------|
| New Year's Day   | Sun Jan 1       | Tues Jan 3       | Mon Jan 1       | Tues Jan 2       |
| MLK Day          | Mon Jan 16      | Tues Jan 17      | Mon Jan 15      | Tues Jan 16      |
| Presidents Day*  | Mon Feb 20      | Mon Feb 20       | Mon Feb 19      | Mon Feb 19       |
| Memorial Day     | Mon May 29      | Tues May 30      | Mon May 28      | Tues May 29      |
| Independence Day | Tues July 4     | Mon July 3       | Wed July 4      | Mon July 2       |
| Labor Day        | Mon Sept 4      | Tues Sept 5      | Mon Sept 3      | Tues Sept 4      |
| Columbus Day*    | Mon Oct 9       | Mon Oct 9        | Mon Oct 8       | Mon Oct 8        |
| Veterans Day*    | Sat Nov 11      | Mon Nov 13       | Mon Nov 12      | Mon Nov 12       |
| Thanksgiving     | Thu Nov 23      | Mon Nov 20       | Thu Nov 22      | Mon Nov 19       |
| Christmas        | Mon Dec 25      | Tues Dec 26      | Tues Dec 25     | Mon Dec 24       |

\* Regular trash pick-up on Monday (holiday not observed)

## **BOARD OF TRUSTEES**

The Harbor Town Board of Trustees meets the third Monday of every other month, beginning in January. All meetings are held at the Harbor of Health Wellness Center at 718 Harbor Bend Road at 5:30 p.m. (unless another location is announced).

### **2006 Meeting Dates:**

January 16, 2006

March 20, 2006

May 15, 2006

July 17, 2006

September 18, 2006

November 20, 2006

The typical order of the meeting is as follows:

- Call to order (5:30 p.m.)
- Approval of previous meeting's minutes
- Floor open for homeowners' questions & comments (approx. 5:45 p.m.)
- Committee reports (if any committee chairs are present)
- President's report
- Management report
- Old business
- New business
- Adjourn (7:00 p.m.)

Please call the Property Manager at 322-7229 if you have questions regarding your Board representative or district.

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| <p><b>All Association members are welcome and encouraged to attend!</b></p> |
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## **COMMUNITY INFORMATION**

The Harbor Town Community Association contacts residents via e-mail regarding upcoming meeting & events, neighborhood issues, etc. If you would like to receive these community e-mails, please contact the Property Manager at 322-7229 or via e-mail at riverhoa@aol.com. Your e-mail address will not be given out or published.

The "Harbor Town Sun Times" newsletter is published bi-monthly and delivered to your mailbox. Please contact the Property Manager if you are interested in advertising. A community bulletin board is located on the patio at Miss Cordelia's Table.

## **PET POLICIES**

(The following policies are listed as defined in Equity Resolution 7, enacted in 1994 and reaffirmed in 2003. A complete copy of this Resolution is available from the Association office.)

- Pets shall not be permitted to become a nuisance by virtue of the size or number of pets, the conditions in which they are kept, or the sounds they make.
- No pet shall be permitted to bark, howl, whine, or make other noises for such a time as to disturb neighbors' rest or enjoyment of their home. No dog shall be left outside at night.
- In accordance with City leash laws, all pets (dogs & cats) must be carried or on a leash and be attended by a responsible person when outside.
- Pet owners are responsible for removing their pet's waste immediately from other property and from Town Property. Pet waste shall not be permitted to accumulate in Living Units so as to create unattractive or unsanitary conditions.

## **REPORTING ANIMAL CONCERNS**

If you have a concern relating to pets, please identify the owner of the pet, type of pet, and owner's address before contacting the Association Office. In addition, Memphis Animal Shelter (MAS) investigates complaints and enforces compliance of the City of Memphis pet regulations. The City of Memphis authorizes MAS to issue a citation to any pet owner they witness not picking up after a pet or allowing a pet to run loose. Further, if MAS witnesses the pet running loose and the owner is not present, MAS can remove the pet. If the pet is not loose at the time of their visit, they will make a follow-up call to the pet owner advising them of the complaint, check to make sure the pet is current on vaccinations, and advise the owner of city lease law ordinances. To report violations of City of Memphis regulations regarding leashing and picking up after pets, please contact MAS at 362-5310.

Harbor Town residents who witness a violation of the City's vicious dog ordinance and wish to file a complaint should call MAS at 362-5310 to report the incident. MAS is authorized to require a pet owner to appear before MAS when numerous complaints are received from individuals against a dog. Those individuals who wish to file a complaint must be willing to testify that they have personally witnessed the actions of the dog. A dog does not have to bite to be considered vicious. If it is determined the dog is vicious, MAS can require the owner to carry liability insurance in the amount of \$50,000 and to muzzle and cage the animal when it is out in public. In the event of a life-threatening situation concerning pets, MAS advises citizens to call 911. In addition, the Association office will be maintaining a complaint log that may be used by MAS in enforcement of the ordinances. Please register your complaint in writing to the Association office, including your name & address, description of the pet and pet owner's name & address, date, time & nature of incident, and names of any witnesses present.

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| <p>Please obey Harbor Town pet policies, and let's all work together to keep Harbor Town a clean and safe environment for all residents and pets!</p> |
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The following items are reminders about items in the Harbor Town Covenants, Conditions & Restrictions that are often overlooked. Please review them carefully. If you would like a complete set of the Covenants & Bylaws, please contact the Association Office.

## PROPERTY USE

(The following policies are listed as defined in Equity Resolution 8, enacted in 1995 and reaffirmed in 2003. A complete copy of this Resolution is available from the Association office.)

- No noxious or offensive trade or activity shall be carried on any Lot, nor shall anything be done thereon which may become an annoyance or nuisance to the neighborhood.
- Recreational vehicles, house trailers, motor homes, campers, boats, trailers and commercial vehicles must be kept in the rear yard and must be screened by a fence or planting material, except for periods of temporary parking of no more than fourteen (14) days per year collectively for all such vehicles.
- No debris, trash, ashes, or other refuse may be thrown or dumped on any Lot. (Note: Do not throw anything in any of the contractor's or apartment dumpsters because they pay for these to be emptied.)
- Grass, weeds, and other vegetation on each Lot shall be kept mowed and clear of any debris at regular intervals by the Titleholder thereof so as to maintain the same in a neat and attractive manner. The Titleholder shall promptly remove trees, shrubs, vines, debris, and plants that die from such Lots.
- All equipment, building materials, garbage cans, service yards, play equipment, and similar type items shall be kept screened by adequate planting or fencing so as to conceal them from neighboring Lots. **Please put the garbage cart & recycling bin in the garage or keep them hidden behind fencing or shrubs – even in alleyways!**

# HOMEOWNERS

# **LOT NUMBERS & ADDRESSES**