

Harbor Pointe HOA Board of Directors Meeting Minutes: April 18, 2022

Due to pandemic Covid-19 precautions, the 2022 Annual HOA Meeting was held by ZOOM. Unfortunately, technical issues delayed the meeting's prompt start at 6:00p.

President Jim Carmany called the Annual Meeting to order while some of the participants were still trying to connect. Other Board Members participating in the ZOOM: Gary Rafool, Anne Dickison, Sue McGill, Isaac Imig, and Mike Kiernan. New Core3 Property Manager Mike Mayers was present and was introduced to the Board, as were potential new Board members Gregory Smith and Denny Klein. Ten other homeowners also attended the HOA's Annual Meeting by ZOOM.

Annual Meeting of the Homeowners

Approval of Prior Minutes:

President Carmany asked for corrections to last April's HOA Annual Meeting Minutes, but none were offered. Gary Rafool made a motion to accept the 2021 Minutes as written, Mike Kiernan seconded, and the Annual Meeting Minutes were approved unanimously.

Minutes for these Members meetings as well as the regular HOA Board meetings are archived on the HOA website at <http://www.harborpointehoa.com>.

Elections to the Board of Directors

As customary with the Annual Meeting, election of officers was the first item on the agenda. This spring, Board members Sue McGill and Jim Carmany completed their three-year terms, so two seats were available for election. Treasurer Sue McGill had previously notified the Board that she did not intend to run for reelection. Jim Carmany agreed to serve another term if nominated.

Parliamentarian Gary Rafool called for documentation of the quorum necessary for proceeding with the election. In addition to the six Board members and ten other homeowners participating in the Zoom, Jim held voting proxies from fourteen other named units for a total of thirty homeowners, thus satisfying the requirements for a quorum.

Jim Carmany introduced new resident Gregory Smith (Unit 408). In September, Greg and his wife Laura moved from Pennsylvania back to East Peoria to be closer to family. Laura used to live in East Peoria, and her father still lives here. They are parents to two adult sons living in Montana and California, and will be kept busy by being proxy grandparents to a niece's 3-year old triplets. Greg's background has all been in consumer finance. He spent 48 years as the CEO of five different credit unions across the US. His last 28 years were spent as CEO of the largest credit union in Pennsylvania. Greg also previously served on a number of other Boards and headed up his church's Financial Committee for a number of years. If elected to the HOA Board of Directors, he would feel very comfortable in assuming the role of Treasurer.

No additional names for consideration for election to the Board were submitted to Board members or to Core3 prior to today's election, and no other nominations were offered from the ZOOM floor. Jim Carmany nominated Greg Smith to fill the open seat for the upcoming three-year cycle. Gary Rafool seconded Greg's nomination, and all approved.

Gary then nominated Jim Carmany for the other open seat for the upcoming 3-year term. Mike Kiernan seconded the nomination, and all approved. With no additional nominations coming from the floor, Gary Rafool made a motion to close the nominations, Mike Kiernan seconded it, and all approved. Jim and Greg were confirmed for the two open seats in the next 3-year cycle.

Annual Budget Report

In advance of tonight's meeting, Sue McGill confirmed by email that figures and summaries from the 2021 Budget year were all distributed once 2022 got underway. The 2021 Budget(s) went mostly as planned though there were a few line item overages that were addressed in the adopted Budget for 2022. 2021 was the HOA's final year of large expenses for replacing the roofs, and it carried the lowest Reserves Balance of the Long Term Capital Improvements Planning cycle. With inflation, labor & supply shortages, and other economic considerations at hand, how to best build back the Reserves Balance to keep ahead of capital expenditures will be an ongoing topic of discussion.

Adjourn

Gary Rafool made a motion to close the Annual Meeting, Isaac Imig seconded the motion, and all approved.

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Due to Covid-19 restrictions and concerns, HOA Board Meetings are being held by ZOOM. Following adjournment of the Annual Meeting and election of officers, President Jim Carmany called the April HOA meeting to order at 6:35p. Other Board Members present: Mike Kiernan, Isaac Imig, Gary Rafool, Anne Dickison, and newly elected Greg Smith. Core3 Property Manager Mike Mayers continued his presence. Eleven additional homeowners remained for at least part of the monthly meeting.

Approval of Prior Minutes:

President Carmany asked for corrections to the November 2021 HOA Board Meeting Minutes, but none were offered. Gary Rafool made a motion to accept the Minutes as written, Mike Kiernan seconded, and the November Minutes were approved unanimously.

Former Board member Mike Childers resigned his seat on the Board of Directors when he moved away in 2020. The position remained unfilled when its three-year term cycled up again in April 2021. As Parliamentarian, Gary reminded the Board of the process for filling a seat mid-cycle. Jim had identified a candidate interested in serving on the Board if invited. At this time, Jim appointed Denny Klein (Unit 104) to complete the remainder of the 3-year term that would have started in 2021. Gary made a motion to ratify the appointment, Anne seconded the motion, and the Board's approval was unanimous, thus fulfilling the procedural requirement of a 2/3 vote for confirmation. Denny Klein's term will expire in April 2024.

Jim Carmany then polled individual Directors to ask if each were willing to serve in the same capacity, and sought confirmation from all others that no objections existed for continuing each Director in his or her previous role.

Jim Carmany also introduced a brief discussion of Board roles, fluidity, and sharing of responsibilities. The formal role of Social Director had undergone modifications over the years, and had been largely absorbed into traditions and a steady cohort of volunteers. Landscaping had evolved into subdivisions of Grass, Trees, and Grounds, and Irrigation evolved to link together Landscaping and Building Maintenance. Community Relations remained an important agenda item, but responsibility for reporting on Community interests or concerns drifted away from being a Board position expectation to gaining information from those most in the know. Jim noted that roles could be fluid and overlapping, and responsibilities could shift additionally as needs arose.

In light of this, Jim suggested creating and trying out a new category of responsibilities for our newest Director, Denny Klein. Jim suggested splitting away Grass Mowing and Snow Removal services, both services brokered through Cuttin' It Close, from the other aspects of Landscaping to help out with the very large scope of ground maintenance activities. Denny would coordinate with Mike Kiernan in fielding problems and finding solutions for maintaining our grass and snow plowing services.

Board Positions for 2022

President: Jim Carmany

Treasurer: Greg Smith

Secretary: Anne Dickison

Parliamentarian: Gary Rafool

Buildings: Isaac Imig (in coordination with Jim Carmany)

Landscaping: Mike Kiernan

Community Relations: to be retained as a role and covered by Jim Carmany

Grass Mowing and Snow Removal: Denny Klein

Jim made a motion that the Board roles be filled as indicated, Gary seconded it, and all approved.

Property Management • Landscaping • Construction • Residential & Commercial Real Estate

Property Manager's Report:

Prior to tonight's meeting, Mike Mayer sent Jim Carmany his first Property Report which Jim then shared with the Board by email.

- Accounts Receivable – No delinquency
- Accounts Payable – Current
- Insurance – Acuity Audit wrapping up with final COI's of vendors
- Home Owner Audit of Insurance COI's to be completed in 2nd Qtr
- Scheduled Property Visit
- Projects – None at this time

Jim Carmany reported that Real Estate turnover for Harbor Pointe has been excellent, and that after slumps over the last several years, market prices have come back up. Unit #520, purchased by the mortgage company from a Sheriff's sale, is now listed. The mortgage company is paying our HOA dues monthly as it should until the property is sold. No other properties have gone on the market, and with the sale pending for #418, all but #520 are now sold. Jim mentioned that a prior owner at Harbor Pointe contacted him to let us know they wanted to move back to Harbor Pointe but there are currently not any 2-bedroom condos or a 2-3 bedroom townhouses showing for sale. He wanted Jim to let all know that a serious buyer is looking if someone is contemplating selling. If potential sellers want to contact Jim Carmany, he will provide them with the prospective buyer's contact information.

Treasurer's Report:

In advance of tonight's ZOOM meeting, Treasurer Sue McGill e-mailed Board members the February and March Financials. Once Sue is back in town, she will meet with the new Treasurer, Gregory Smith, to orient him to Harbor Pointe HOA's accounting system and practices, and transfer over the bank signature cards.

Long Term Reserves

2021 represented the lowest Reserves balance of our Long Term Capital Improvements cycle. Our Reserves started out this new 2022 budget year at **\$53,202**, then increased through interest earned and the monthly transfers of **\$7100** (from HOA dues) from *Operations* to *Reserves*. As of March, the Reserves Balance was up to **\$74,104**. This is low and needs to be built up. Year-To-Date in March 2022, as expected, no Reserves expenses have been incurred.

Operations

The Operations checking account has **\$78,523** in it, up from **\$73,255**.

The Operations Checking Account Total is summed from three sources:

- 1) Prior years brought forward (retained) from 2021: **\$46,078** as compared to **\$46,617** a year ago. This "*Prior Retained Earnings*" number remains constant all year.
- 2) Pre-payment of dues: **\$21,397**. This is just timing.
- 3) Net (Income Minus Expenses) March Year-To-Date: **\$11,049**. [*Calculated Retained Earnings*]

Treasurer's Notes:

***\$46,078** is the Carryover from *Operations*. It is money not allocated to *Operations* or *Reserves*. It is extra. We should keep a Carryover (*Prior Retained Earnings*) of at least **\$25,000** so we have a cushion for years when operational expenses exceed the budget.

*Items of significance or variance from the Budget:

--Snow removal was **\$4200** against a March budget of **\$1500**, and YTD **\$6412** against a YTD budget of **\$5500**. In 2022 our Total Budget for snow is **\$8000**.

—Total YTD Budget for Expenses is **\$41,308** and Actual is **\$40,797**; variance **\$511**. Spot on!

*Landscaping monthly maintenance charges will commence in April.

*For 2022, **\$7100** from dues is the budgeted monthly transfer from *Operations* to *Reserves*.

The Board thanked Sue for her many years of serving on the Board, especially for her last eight years in the role of Treasurer.

[Note from the Secretary: Sue was one of the first Directors when the HOA came together in 2000, and then was elected to a second three-year term in 2003 before taking a hiatus until tapped to consider returning as Treasurer in 2014. Over the years, Sue also served in a number of stewardship roles such as heading up the Rules & Regulations Revision Committee, stepping up along with Jim to co-manage Landscaping after Carl Stauske retired from the Board, and spearheading multiple initiatives such as tree health maintenance, riverside landscaping, replacement of the deteriorating wooden south fence with a more weather-impervious one, and taking both active and proactive roles in Long Term Planning. Sue's investments of time, energy, vision, elbow grease, printing supplies, and meticulous attention to detail will remain her Harbor Pointe legacy for years to come.] Thank you, Sue!

Gary Rafool moved to accept the Treasurer's Report, Anne Dickison seconded it, and it passed unanimously.

Parliamentarian Report:

Gary Rafool reported that the Deed for Unit #520 had been received, and since taking over, the mortgage company has been keeping current with our HOA dues payments. President Jim Carmany communicated with the mortgage company to make it well understood that the property cannot be rented, and that paying our monthly dues will fall to them until the property is sold and the title is transferred to a new owner.

Building Report:

Isaac Imig and Jim Carmany reported that origins of the recurrent water leaks at the courtyard entrances of #204 and #206 were investigated by Massey Roofing without pinpointing the problem. Jim asked Richard Cole to evaluate the areas as well. Historically, it seems that wind direction is a factor. Richard has indicated that with the next occurrence, he might have to take down the siding to get a better look.

For the last two+ years Isaac has been trimming the grass around our **roof drain pop-ups** to keep them from becoming overgrown and unable to participate in rainwater runoff. This is a big job, and one that needs to be done regularly. If individual homeowners could remain vigilant about the state of the pop-ups and trim around them as best they are able, this would help reduce the work effort needed to keep pop-ups throughout the whole community more patent and less contributory to flooding or undesirable roof runoff from overflowed gutters. Isaac would also welcome volunteers to help him keep ahead of this task.

Isaac also identified that there were several missing pop-op tops along the 600s. The HOA has a few replacements on hand, so he will be tending to these. Please let him know if there are others that are damaged or need to be replaced.

Landscaping Report:

Mike Kiernan reported that in the company of two potential vendors (Reeser Lawn Care and Landscaping, and Cuttin' It Close), he'd walked the **deteriorating retaining wall on Mariner's Way** below Stoney Creek Inn's patio where weddings are held, and to the left of our front entrance. The wall is in significant disrepair and in need of restoration sooner rather than later, and before sections of it collapse entirely. The bid from Reeser's Landscaping was to take down the entire wall, rebuild it, and replace the crumbled capstones, and was more than ten times higher than the **\$1300** bid from Cuttin' It Close for taking down and reconstructing the wall for a more limited 25 feet along Mariner's Way, and for replacing the capstones.

Gary asked if the money for the project would come from the Landscaping budget, and Mike said yes. Anne asked if Stoney Creek were going to cost-share since technically the retaining wall was on their property. Once he returns, Jim plans to meet with Stoney Creek to readdress the immediacy of this problem and the curb appeal implications that the disrepair of our front entrance and their wedding patio have for both Stoney Creek and Harbor Pointe. Jim made the point that regardless of what Stoney Creek proposes for cost-sharing, the work needs to be done soon before damages are further compounded. After more group discussion on wall projects and finances, **Mike Kiernan made a motion that the HOA allocate no more than \$1300 from the Landscaping Budget to have Cuttin' It Close rebuild 25 feet of the existing retaining wall along Mariner's Way, and to replace all the capstones.** Jim Carmany seconded the motion, and all voted to approve.

The focus of special project landscaping this year will be the **north end of the 200 building**. Kathy Kiernan is spearheading this effort. Mike Kiernan indicated that plans for this area are consistent with comparable areas already revised: hydrangeas, tall grasses, and roses. Irrigation will have to be added to maintain this type of vegetation, and to install a new line, the existing rocks will have to be dug up and replaced once the new plants and sprinklers are situated. In response to Anne's question about the effects of an additional irrigation line on water pressure in the circuit, Jim assured Anne that the new line would not bleed off pressure from the adjacent 100 duplexes since they are on entirely different zones. Jim reported that the Irrigation budget would absorb the cost of the new line.

Mike Kiernan reported that Cuttin' It Close, in keeping with the rest of the economy, is facing shortages, inflation, increased costs, and more competition for manpower, and will be **raising its labor rates** from \$45 to \$55 per hour. This in turn will increase the cost of our special projects.

Over the last month by email, the Board exchanged ideas on the topic of budgeted expenditures on **tree health maintenance** versus allocating the money somewhere else, but deferred further discussion and decisions until we could have an in-person exchange of ideas at this meeting. Anne and Sue recalled the history of dying pear trees (but ultimate salvation of two of them), emerald borer infestations of our ash trees, inadequate soil nutrition affecting the line of maples flanking Harbor Pointe Drive, root exposure and welling around trunks of multiple trees, and poor conditions for the pines. The impression that most of our trees seemed healthier since contracting the services of King Trees was weighed against the expense of routine pest control for bagworms & Japanese beetles plus scheduled treatments for soil nourishment and selective limb reduction. Mike brought up the suggestion that perhaps the preventative tree services could be reduced to every other year to free up **\$2100/yr** from our contract with King Trees so that that money could be directed to another project. Anne observed that sometimes, such as with house-cleaning services, reducing the number of contracted visits over a given time period actually increased the cost per visit and the overall cost per year. Following further discussion, Mike said he would touch bases with King Trees to explore the idea of every other year preventative maintenance and what such an arrangement might cost, and would report back to us at the next meeting.

Related to this topic, the fate of the **dying ash tree** by the free-standing garages across from #200 was discussed. Already an eyesore from some angles, inevitably it will die from its infestation by emerald ash borer. Cutting it down, grinding up the stump, and replacing the tree with something more hardy that has already achieved a fairly

good height (and root ball) will be expensive. The tree is not well enough leafed out yet to pass judgment on how well it fared over the winter. The timing of its removal is not yet determined.

Irrigation: Jim Carmany reported that the sprinklers are to start back up on May 6. One line did not make it through the winter and will be repaired before the start-up. An irrigation line for #606 was a casualty of repair work on the fresh water line to their house. The owner has received a quote to repair it.

Community Relations:

No formal report.

Old Business:

Summary of e-mail motions and votes since our last HOA Board Meeting: Over the past year but especially this past summer, as more and more discussions, HOA business discussions, and decisions were taking place by e-mail, it became apparent that the HOA Minutes might not be adequately capturing or reflecting the necessary discussions or documentation. The Board resolved to report in the Minutes all email motions and votes taking place by email in the period of time following the prior HOA meeting.

Subsequent to our last Board Meeting in November, no email motions were made, nor votes taken.

Wrought iron perimeter fence around Harbor Pointe: Unfortunately, in 2021, Core3's painting of the wrought iron fence required much more time than anticipated. Work to complete the painting of prepared sections wrapped up for the 2021 season due to cold weather, but will be resumed in 2022 as weather allows. Jim Carmany reported that **\$7000** remains of the sum originally allocated for wrought iron fence maintenance in the Long Term Budget. After walking the fence along the Stoney Creek side, Jim was of the opinion that it was in better shape than the riverside fence had been, and was not in immediate need of painting or other maintenance. **Jim made a motion that Core3 continue to paint the fence between the pool where things left off last year to the fence's end at the rear gate, and do touch-ups on the fencing between Harbor Pointe and Stoney Creek Inn, amount not to exceed \$7000 unless brought before the Board for additional discussion and vote. Gary Rafool seconded the motion, and all approved.**

Wood fence at the south end of Harbor Pointe: Installation of the south end's replacement fence made from composite materials was completed in December except for a problem area where the new fence meets the gate posts and extending requirements of the sliding gate. The fence's final panel was left raised to permit work under it to dig holes if necessary. Once plans are determined and any gate modification work is completed, the final panel and post cap will be easy to lower. Peerless Fence will assist in that effort as part of their original contract, but revisions to that gate junctional area will require another provider and additional labor and materials. Jim Carmany will sound out several vendors to propose a long-term and permanent fix.

Dryer Vent Cleaning: The HOA project to coordinate/provide vent-cleaning services was set in motion last year with the choice of Meinders to supply the vent-cleaning services to two buildings at a single visit and rotated every three years. Some of the units have very steep roofs, and Meinders' cleaning equipment goes down the dryer vents from the top, so the HOA will hire an assistant from Massey Roofing for Meinders' roof work. The coordinated services are scheduled for only one single day of each year. In the event of bad weather, the dryer vent-cleaning day will be rescheduled. Core3 will send out notices identifying which units are on the list to be vent-cleaned on the specified day each year so people could make plans to have someone inside to turn on the dryer. Individual homeowners are strongly encouraged to keep on top of this important issue. Clogged dryer vents are a leading cause of fires.

Last year, ahead of schedule, all dryer vents from the 600s, 500s, and 100s were cleaned out. This year the HOA will schedule and coordinate a cleaning date for vents in the 400s and 300s. If the timing is good and our funds hold out, it is possible that vents in the 200 building could be done at the same time.

Jim Carmany made a motion to proceed in 2022 with a coordinated Meinders & Massey Roofing dryer-vent cleaning of units in the 400 and 300 buildings for an amount to not exceed \$3500, with the understanding that if the conditions and funds allowed it, dryer vents in the 200 building could be cleaned on the same date. Gary Rafool seconded the motion, and all approved.

Roads: The next section of Harbor Point Drive in line for resurfacing includes the stretch between where we left off around Unit 400 in 2021, going to the end of the 500 building. Jim Carmany will be meeting with City Coal to firm up the next section costs, and possibly also do some of the circle area if funds and materials allow. We will go by City Coal's guidance. We also need to consider how to preserve pedestrian access to the 600s when the main road across from the 600s is tarry and off-limits. This will necessitate staging the job to preserve rear gate function when the main road is uncrossable and out of commission, and vice versa.

President Carmany thanked out-going Treasurer Sue McGill for reminding us that last year our Long Term Planning Budget had been adjusted to anticipate the increasing costs of asphalt and labor, and to address potential multi-staging efforts made necessary by the logistics of asphaltting around the rear gate coupled with lack of a paved alternative for pedestrians needing to cross the road after parking quite a distance away. Currently the LTP Budget earmarks **\$40,000 for roadwork in 2022** and another **\$30,000 for 2023**. These figures may need to be further adjusted as the availability and cost of asphalt unfolds, and we have a better understanding of what needs to be done with the gate pad, grounds, and juncture with the new fence.

Jim Carmany made a motion to approve up to \$40,000 identified in the Long Term Budget to apply to roadwork on the stretch of main road in front of the 400s and 500s. Isaac Imig seconded the motion, and all approved.

New Business:

Townhouse/condo balcony dividers: Jim Carmany asked Richard Cole to examine the townhouse and condo balcony wall dividers to propose a solution for the accelerated weathering and inability to hold paint on the exposed surfaces vulnerable to effects of wind, sun, rain, and ice. Richard thought aluminum caps formed around the top surfaces of the dividers would provide better protection and reduce the cost of maintenance, and he submitted a bid for \$100/wall for all 18 walls. Jim indicated that this expense would come from the *Operations Maintenance* budget for 2022. **Jim Carmany made a motion that Richard Cole proceed with applying aluminum covers for all 18 townhouse/condo balcony divider walls for an amount to not exceed \$1800. Gary Rafool seconded the motion, and all approved.**

Coordinator for Harbor Pointe Social Events: Jim Carmany thanked Vickie Carmany for her many years of taking the lead in organizing Harbor Pointe social events such as our annual Fourth of July Breakfasts and the Christmas potlucks, but said that the time had come for Vickie to step back and let someone else pick up the reins. Vickie would continue to volunteer her assistance when available. Anyone interested in taking on this role please get in touch with Jim or Vickie Carmany. We want to make sure that these social events continue!

Social Connectedness: Isaac Imig passed along that an owner had approached him about the HOA's willingness to put out a community newsletter or take other steps with the goal in mind of building up the spirit of community. Jim Carmany noted that in the past, many residents had not wanted to release their names, phone numbers, email addresses, etc., in order to protect their privacy and reduce their vulnerability to unsolicited advertisements or publications. Jim suggested instead more initiatives to organize community activities and provide opportunities for residents to mingle. Core3 could send out notices of social activities coming together for community participation. He also suggested that someone with an interest in fostering community activities might find a good home base by replacing Vickie as Chief Coordinator for Harbor Pointe events and using that position to come up with other outlets for promoting community fun.



Motion to Adjourn:

A motion to adjourn the April 2022 HOA Board of Directors meeting was made at 7:54p by Gary Rafool, seconded by Anne Dickison, and approved by all. The next ZOOM HOA Board meeting will take place on Monday, May 16, at **6:00p**. Core3 will send out the link.

Respectfully submitted,
Anne Dickison, Secretary