

Harbor Pointe HOA Board of Directors Meeting Minutes: April 17, 2023

Due to infectious disease precautions and a diversity of Board Member locations, the 2023 Annual HOA Meeting was held by ZOOM.

President Jim Carmany called the Annual Meeting to order at 6:02p. Other Board Members participating in the ZOOM: Gary Rafool, Anne Dickison, Denny Klein, Greg Smith, and Mike Kiernan. Isaac Imig was absent. Core3 Property Manager Mike Mayers was present. Six other homeowners also participated in the HOA's 2023 Annual Meeting by ZOOM.

Annual Meeting of the Homeowners

Approval of Prior Minutes:

President Carmany asked for corrections to the Minutes for the April 4/18/2022 HOA Annual Meeting, but none were offered. Gary Rafool made a motion to accept the 2022 Minutes as written, Greg Smith seconded, and last year's Annual Meeting Minutes were approved unanimously.

Minutes for 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 Anne Dickison and Isaac Imig completed their three-year terms, so two seats were available for election. Isaac Imig had previously notified Jim that he did not intend to run for reelection. Anne Dickison 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 eight proxies held by Jim, six Board members and five homesteads (one of the six present also submitted a proxy) were present for a total of eighteen homeowners, thus satisfying the requirements for a quorum.

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 then nominated Anne Dickison for one of the open seats for the upcoming 3-year term. Gary Rafool seconded the nomination, and all approved. With no additional nominations coming from the floor, Gary Rafool made a motion to close the nominations, Greg Smith seconded it, and all approved. Anne was confirmed for one of the two open seats in the next 3-year cycle, and the other seat was left unfilled.

Jim thanked Isaac for his Board participation and for the many other duties and things he volunteered to do for our Community. This included but was not limited to routinely keeping grass trimmed away from the rainspout pop-ups to keep them functional, and regularly checking on and changing outdoor lightbulbs as needed.

Annual Budget Report

In advance of tonight's meeting, Treasurer Greg Smith confirmed that figures and summaries from the 2022 Budget year were all distributed once 2023 got underway. The 2022 Budget(s) went mostly as planned though there were a few line item overages that were addressed in the adopted Budget for 2023. 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, Greg Smith seconded the motion, and all approved.

Harbor Pointe HOA Board of Directors Meeting Minutes: April 17, 2023

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 6:12p. Other Board Members present: Mike Kiernan, Gary Rafool, Greg Smith, Denny Klein, and Anne Dickson. Core3 Property Manager Mike Mayers continued his presence. Six additional homeowners remained to participate in the monthly meeting.

Approval of Prior Minutes:

President Carmany asked for corrections to the October 17, 2022 HOA Board Meeting Minutes, but none were offered. Gary Rafool made a motion to accept the Minutes as written, Greg Smith seconded, and the October Minutes were approved unanimously.

Assumption of Roles on the Board of Directors:

Jim Carmany asked if any of the current Directors would like to serve in the position of President. Hearing none, Jim 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. Last year, Jim observed that 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.

Last year, 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 our current grass mowing, landscaping, and snow removal company (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.

With Isaac's departure leaving an unfilled seat at this time, the fluidity of function remains a good model.

Board Positions for 2023

President: Jim Carmany

Treasurer: Greg Smith

Secretary: Anne Dickison

Parliamentarian: Gary Rafool

Property Maintenance: Denny Klein (in coordination with Jim Carmany)

Landscaping: Mike Kiernan (in overlap with Denny Klein and Jim Carmany for Snow Removal and Grass)

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

Each Director indicated a willingness to serve in these capacities. Jim made a motion that the Board roles be filled as indicated, Gary seconded it, and all approved.

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 – No issues
- Workman's Comp Insurance – Acuity Audit was completed and a small refund (~\$100) has been received
- Audit of Homeowner Certificates of Insurance is up to date
- Brick Walk Repair #312 and #400. Discussion followed about other areas of concern. Mike placed a warning cone over the reported trip hazard. Jim talked to Cuttin' It Close about looking at all the brick walks to identify any other areas of concern. Mike Kiernan will also look around for more brick problems and will be getting together with others to consider the options.
- Projects – None at this time

Treasurer's Report:

In advance of tonight's ZOOM meeting, Treasurer Greg Smith e-mailed Board members the February and March Financials. Income was greater than budget by about \$1000, and year-to-date all expenses have been under budget, so that was good news. How to grow the Reserves conservatively in an effort to keep ahead of inflation was discussed. Gary reported his recent discovery of the availability of a 9-month FDIC-insured CD at ~5% in a nearby convenient location. Since our previous accounts had been closed, a new account would have to be opened. After further discussion about CDs, **Greg made a motion that using some of our Long Term Reserve funds, the HOA opens a new account for the purchase of a short-term CD from Edward Jones. Gary Rafool seconded the motion, and all approved.** Once Greg is back in town, he will meet with Jim to initiate this action and submit the required bank signature cards.

Long Term Reserves

Report to follow as Greg was currently out of town and did not have his tables with him. The 2023 monthly transfer of dues income from *Operations* to *Reserves* has been increased to **\$7171**.

Operations

Report to follow when Greg returns to town. All is going as planned.

Treasurer's Notes:

[As reported in 2022: ***\$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.]

*For 2023, **\$7171** from dues is the budgeted monthly transfer from *Operations* to *Reserves*.

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

Parliamentarian Report:

Gary Rafool reported that he had done an informal walk-around to assess general compliance to the HOA Rules of 2016 governing external appearances. His opinion was that for the most part the external appearances looked very good, though there were a few seasonal or sculptural items that seemed questionable. A sign flagged last year was still in place despite requests to the homeowner to remove it or submit a Change Order. Gary encouraged the Board to plan do another communal walkabout once Anne was mobile enough to act as scribe and recreate the grid created in 2016 .

Landscaping Report:

Mike Kiernan reported that no big projects were planned for this year. Discussions started by homeowners participating in the Zoom turned to trees, tree health, tree removal, and tree replacements. The two remaining berry-producing trees between the Condo Building driveways are presenting a nuisance as they are growing much larger and bearing more berries. When the seasonal berries are stepped upon they are slippery, tend to stick to shoes to be tracked indoors or into cars, and are very hard to clean up. This year's crop seems especially bad. In the opinion of those present, the tree fallings also present trip or slip hazards that outweigh their beauty. The Board is aware of the problem and amenable to removing the trees once opinions are obtained from affected neighbors about how to best replace them or change the current landscaping design to accommodate something new.

Anne expressed an interest in planting a little redbud tree in the small section of yard vacated by removal of the large emerald ash borer-sickened ash tree across the drive from Unit #200 and next the freestanding bank of garages. Redbuds have small footprints, do not reach the size of ash trees, and are hearty in this climate. The redbud planted on the berm across from Unit #200 is thriving and is lovely to look at. Jim and Mike noted that the removed ash tree had an extensive root system that is still there, and that the whole corner area has an issue with drainage that they are trying to address as well.

The subject of tree health maintenance came up but was deferred to later discussion. Mike indicated that he, in conjunction with Cuttin' It Close, would be doing a general inspection of the grounds to determine the extent of winter kill and to identify trees and communal landscaping in need of intervention.

Jim also noted that the grass was mowed earlier than first scheduled. The onset of spring was unusually explosive this year.

Irrigation: Jim Carmany reported that weather permitting, Commercial Irrigation is going to start up the sprinkler system on April 29. Residents are cautioned to keep windows closed and vehicles garaged to protect vulnerable property from the start-up spray that will occur on and off the entire day.

Building Report:

Jim Carmany reported that a Change Order had been approved for a replacement front door, and that Unit 210 is to have a first floor Pella window replaced by Pella. Siding displaced or weather-damaged over the winter has all been repaired or replaced.

A discussion of quality brand casement rollout **window replacements** was introduced at the meeting under the topic of “New Business” but is being mentioned here. Discussions will be ongoing as more information comes in.

Community Relations:

Jim Carmany reminded us that Eastport Marina (City of Peoria) has started to sell their limited number of 2023 pool passes. Seasonal pool membership passes cost \$550, with priorities given to past pass-holders over newcomers. Contact the Marina office if interested. The deadline for application is May 1st.

Jim also observed the recent passing of two of our most longstanding Harbor Pointe homeowners, Morry Joseph (in January) and Tom Zaia (unexpectedly, in March). Both of these individuals made countless contributions to the establishment and well-being of our community, and will be missed.

Gary Rafool brought up the idea that of instead of sending flowers to a funeral, the HOA might begin a tradition of planting memorial trees or bushes, perhaps with a little marker of acknowledgement, in honor of deceased homeowners. Gary proposed that any memorial plantings going forth would only apply to current or future homeowners. The Board seeks input from the homeowners about whether or not this is an appealing idea, and how such a tradition should be funded.

Old Business:

Summary of e-mail motions and votes since our last HOA Board Meeting: During 2021, as more and more HOA business discussions, interactions, 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 October 2022, no motions were made, nor votes taken. The Change Order awaiting action on February 2, 2023, for Unit #600 to install solar panels on its roof became active and approved as soon as the new solar panel policy had been formally adopted and posted.

Dryer Vent Cleaning: The HOA project to coordinate/provide vent-cleaning services was set in motion in 2021 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.

In 2021, ahead of schedule, all dryer vents from the 600s, 500s, and 100s were cleaned out. In 2022, dryer vents in the 300s and 400s were cleaned. In 2023, the HOA plans to complete the three-year cycle with cleaning all the dryer vents in the 200x building.

New Business:

Solar panels:

After proper notice and distribution to all homeowners of the Board's approved draft **Solar Panel Rules, Regulations and Energy Policy Statement**, a Special Members Meeting was held on November 14, 2022. A quorum of homeowners approved the draft without further amendments to start the required 60-day waiting period to allow formalized and qualifying actions of dissent before the approved statement could be certified on February 1, 2023. No notices of dissent were submitted. The Statement of Solar Panels Rules and Regulations became codified and effective at that time. The Minutes of the Special Meeting of November 14, 2022 were posted on the Harbor Pointe HOA website at the time, and the **Solar Panel Rules, Regulations and Energy Policy Statement** was uploaded to the "Public Documents" section of our website after its formal adoption on February 1st, 2023.

The only unit so far to proceed with installing solar panels is Unit #600 in the 600-602 duplex building. In consideration of financial responsibilities spelled out in the new solar panel policy, Unit #600 is deferring its solar panel installation until after the roof of Duplex 600-602 is replaced. Massey Roofing will start the approved roof replacement in the May/June timeframe prior to the unit's solar panel installation by Legacy Solar, and before the start of all road work planned for 2023.

Roads: The final section of Harbor Point Drive in line for resurfacing includes the stretch between where we left off at the end of the 500 Building, past the 600s, and ending at the termination of the exit road through the rear gate. Jim Carmany will be meeting with City Coal to firm up costs, and strategize for road closures, parking, and gate area access. We will go by City Coal's guidance. Prior to starting the asphaltting next fall, earlier in the summer last year's section of road resurfacing will be sealed as well as the section resurfaced in 2021 but left unsealed in 2022 when sealant was not available. We will need to consider how to preserve pedestrian access to the 600s when the main road across from the 600s is tarry and off-limits for the week. This will necessitate staging the job to preserve rear gate function when the main road is uncrossable and out of commission, and vice versa. Road work will also necessitate cooperation for the roofing of units 600-602 in preparation for the solar panels to be installed once the new roof is completed.

Painting of street lamp poles, front door jambs, and the remaining wooden decks (not the composite decking): **Jim Carmany made a motion to initiate these painting projects in 2023** subject to the availability of funds. Gary Rafool seconded the motion, and all approved.

Motion to Adjourn:

A motion to adjourn the April 2023 HOA Board of Directors meeting was made at 7:00p by Gary Rafool, seconded by Greg Smith, and approved by all. The next ZOOM HOA Board meeting will take place on Monday, May 15, at **6:00p**. Core3 will send out the link.

Respectfully submitted,
Anne Dickison, Secretary