

# Harbor Pointe HOA Board of Directors Meeting

## Minutes: April 17, 2017

President Jim Carmany called the meeting to order at 7:02p. Other Board Members present: Gary Rafool, Mike Childers, Nick Johnson, and Anne Dickison. Sue McGill participated by speakerphone. Core3 Property Manager Mark Fetzer was present. Seven additional homeowners attended this meeting.

### 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 Carl Stauske and Anne Dickison completed their three-year terms, so two seats became available for election. After seven years of dedicated service as the Director of Landscaping, Carl tendered his resignation last month and did not wish to run for reelection. Anne Dickison agreed to serve another term if nominated. No additional names for consideration were submitted to Board members or Core3 prior to today's election, and no other nominations were offered from the floor. Jim Carmany nominated Anne Dickison to return for another 3-year term, Gary Rafool seconded the motion, and Anne was approved for another term by unanimous vote.

Jim Carmany 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. Nick Johnson and Mike Childers proposed that they officially swap designated Director roles but continue to work collaboratively with each other in both areas. With no objections raised to this swap, Jim made a motion to keep all positions the same as they were in 2016 except that Nick would become the designated representative for Community Relations, and Mike would function as the primary for Buildings. The position of Landscaping Director would remain vacant until filled by appointment. Until that time, Jim and Sue would function as point-people for landscaping concerns. Jim made a motion that the Board roles would be filled as indicated. Gary seconded this, and all approved. Gary Rafool made a motion to close the annual meeting, Nick Johnson seconded this, and all agreed.

Board positions for 2017:

President:	Jim Carmany
Treasurer:	Sue McGill
Secretary:	Anne Dickison
Landscaping:	Vacant (interim co-Chairs Jim Carmany and Sue McGill)
Buildings:	Mike Childers
Community Relations:	Nick Johnson
Parliamentarian:	Gary Rafool

### Approval of Prior Minutes:

President Carmany asked for corrections or comments about the November Minutes, but none were offered. Gary Rafool made a motion to accept the Minutes as written, Nick Johnson seconded the motion, and the November Minutes were approved unanimously.

### **Property Manager's Report:**

Jim Carmany introduced Managing Broker/Managing Partner Mark Fetzer from Core3 Property Management. Though headquartered in Bloomington, and while continuing to work as Core3's Managing Partner, Mark agreed to serve in the role of Property Manager for East Peoria Harbor Pointe. We are lucky to have him!

### **Treasurer's Report:**

In January 2017, Treasurer Sue McGill provided year-end financial reports and budget summaries for 2016. The starting figure for the 2016 Reserve Balance carried forward was **\$324,368.60**. In March 2016 with Reserves at **\$335,358.83**, the Reserves Total Capital was at the highest point it will achieve for years. Capital Improvement expenses for 2016 paid from the Reserves came to **\$95,930**. At the start of 2017, the Reserves held **\$290,545**. For 2017, income to the Reserves will include a one-time transfer of **\$10,000** from *Operations* to *Reserves*. Additionally, with the dues increase effective January 1<sup>st</sup>, Reserves income will increase from **\$60,000** per year to **\$80,000** per year. Harbor Pointe's Actual Total Operating Expenses for 2016 amounted to **\$164,652.56**. The Operational budget was balanced, and expenses for roof replacements and other capital expenses were accommodated as anticipated.

Gary Rafool made a motion to accept the Annual Treasurer's Report, Mike Childers seconded it, and the report was approved unanimously.

Sue e-mailed the March financials prior to tonight's meeting. The starting figure for the 2017 Reserve Balance carried forward was **\$290,545**. The March income/expense statement for our Reserves came to **\$318,531.57**. This figure reflects income to the Reserves at **\$5833** per month plus interest, minus allocated Long Term Capital Expenses, which so far this year are zero.

The Operational Budget Checking account contains **\$67,391.18**. This is further broken down to: 1) Prior years brought forward (retained): **\$49,493.89** (this number remains constant all year); 2) Pre-paid dues: **\$9,913.60**; 3) Net (Income Minus Expenses) Year-To-Date: **\$8,369.65**.

### **Treasurer's Notes:**

Last month there were gate/fence damages near the front gate. Repairs cost the HOA \$1314. In March the insurance company of the owner who damaged the fence reimbursed the full \$1314 so the expense to the HOA was completely offset.

One of two annual insurance premiums was expensed in March. The second occurs later this year and is budgeted.

### **Roof Replacements in 2017**

Jim Carmany and Mark Fetzer discussed Massey Roofing's assessment and repair of roof and siding damages following the hail and windstorm of April 10. Combined with the previously identified candidates for roof replacement, it is possible that as many as nine sets of roofs could be replaced this fiscal year. Core3 notified the eight unit owners under the first four sets of roofs prioritized highest as those to be replaced this spring, and sent reminders to encourage the cleaning out of all dryer vents before the re-roofing work actually starts. Massey Roofing is extending its previous bid for 2016 to include work done in 2017 as well. Jim Carmany reminded us that owners are individually responsible for maintaining their skylights but indicated that if

requested to do so, Massey Roofing would attend to skylight issues at the same time the unit's roof is replaced. Massey Roofing would bill the owners separately.

In September the HOA hopes to replace another four to five sets of roofs, but we will need to reassess the situation (and budget) before making any final decisions. Jim Carmany made a motion to replace as many as nine sets of roofs this year for a total capital expenditure to not exceed \$230,000. Gary Rafool seconded the motion and it passed unanimously.

Gary Rafool moved to accept the March Treasurer's Report, Mike Childers seconded it, and it passed unanimously.

### **Landscaping Report:**

Jim Carmany wished to publically thank Carl Stauske for his seven years of hard work and vitally important work as the point-person for Landscaping. He could always be found tending to some plant or tree in need, and keeping a close eye on Harbor Pointe's curb appeal. His tireless contributions will be sorely missed.

Jim also thanked Carl and Nick for setting out and taking down the Christmas decorations again this year. Special appreciation was observed for the timeliness of their responses to the season and the weather.

Cuttin' It Close started work on the grounds last week. As our new single-provider company, Cuttin' It Close was contracted to combine the services performed by our previous providers so that only one company was responsible for the various aspects of overall grounds maintenance. Until a new Director for Landscaping is in place, Jim Carmany and Sue McGill will serve as the Landscaping Liaisons.

King Tree Specialists from Tremont, IL will be working with our large trees. Brian King is an ISA (International Society of Arboriculture) Certified arborist with additional certification as a tree care safety professional.

Anne Dickison asked for an update about what was being considered in the management of exposed and lawnmower-injured roots of the large black locust tree in front of #106. Covering the exposed roots with a load of dredged silt from EastPort Marina was still on the table, but some other measures needed to be taken first. Pop-up function could be impaired by more soil and might have to be extended or relocated in anticipation of the added height and altered slope. Mike Childers noted that if the lawn's surface height was raised and its grade altered, we might also have to raise the unit's two buried meter boxes to accommodate the new topography. Jim Carmany also noted that some of the roots come up to and probably dived under the sidewalk. Selectively cutting off some of those roots is under discussion. In the meantime, Cuttin' It Close was made aware of the tree's exposed roots and will take precautions to avoid damaging them further.

During the wind and hail storm of April 10, the large evergreen in Harbor Pointe's southeast corner next to the Marina's boat storage area was toppled over, root ball and all. Mike Childers borrowed the Marina's equipment to winch it upright again, replant the root ball, add ballast to the covering soil, and stake it down securely. Several damaged boughs were trimmed away, but the tree's trunk and all other major branches appeared to be intact. No damage to the iron fence was noted. Mike reports that two weeks later the tree appeared to be viable and well secured by its stays.

### **Building Report:**

Mike Childers reported that while assessing storm damages he discovered that three streetlights were off intermittently. LED bulbs are heavier and more easily loosened from their sockets. He discovered some broken wires and loosened sockets that he fixed, but wanted to let us know that this type of wear and tear is to be expected given the forces and designs in play.

Different parts of the strands of lights on the front gate broke. Nick Johnson discussed the situation and made some adjustments to ease the torque when the gate opens and closes. The lights are back in working order. Several commented that the new gate lighting was quite helpful. Nick and Mike will continue to maintain the gate lighting with the present strands but will be on the lookout for alternative products that might offer more endurance at the same general price.

Jim Carmany reported that apparently some vehicle hit the fence by the front gate again. Mike Childers will look at it and make recommendations for its repair.

Jim Carmany reported that he had been in communication with Ric Semonski, Supervisor of East Peoria's Garbage and Recycling Department, to discuss Spring Cleanup Bulk Pickup. Harbor Pointe residents can participate again this year, but the practice has been somewhat modified. Eligible bulk items (too big to fit in our garbage totes) are now to be set out at the ends of our individual driveways instead of clustered together at designated pick-up sites. Bulk pick-up for East Peoria begins on May 8 (Monday), but the items won't actually get picked up until the location's regular garbage day. Since Harbor Pointe's garbage/recycle day is Friday (May 12), bulk items should not be placed at the end of the driveway until Thursday. The regular recycling crew will identify which units have additional bulk items to pick up and will notify their dispatcher where to send the Spring Cleaning Bulk-specific pickup vehicle. Accepted bulk items include furniture, mattresses, and other household items. Not accepted are computers, electronics, tires, appliances, water heaters, water softeners, hazardous materials including paint and motor oil, construction materials, and clothing. For additional details, Google "City of East Peoria" then click on to Public Works and then go to Garbage and Recycling Department for Spring Cleanup.

### **Parliamentarian's Report:**

Gary Rafool recounted that an owner had received an insurance check for extensive water damages to the inside of his unit. In keeping with our current Rules, even though no exterior damages were involved or reimbursed, the insurance check was issued to the HOA as well as to the individual owner. Gary advised that for upcoming Rules Change decisions, the existing Rule should be expanded with specifications about who from the HOA could or should sign insurance checks on behalf of the HOA even if the HOA had no damage claims and received no money.

Gary raised discussion about the need to revise the HOA Bylaws to address and define the types and restrictions on sessions that are convened outside of advertised Board Meetings. "Executive Sessions" with or without voting would be examples. Gary would prefer to see more structure, options, and limitations than the existing Bylaws incorporate.

### **Old Business:**

City Coal projects beginning the 400 building's frontage road surfacing project in May. Mike Childers described the chosen construction process involving pavement overlays (as opposed to full replacement),

plus the milling of one-inch edges on both sides. This 400-building strip of frontage road cannot be driven on while roadwork is in progress. Core3 and the HOA will need to coordinate roofing activities with the roadwork project due to concerns over heavy equipment and the logistics of access. Once roadwork dates are established, Core3 will send out notices to all the owners with instructions on where to park, and how to get in and out of affected units during this period. No vehicles will be allowed on this stretch of road or in the work area until after City Coal confirms that the work is done and the surfaces are approved to bear traffic.

The status of the deck board replacement project was discussed. Last fall the Board approved \$1500 to replace the existing wooden decking with composite boards on a pilot deck. This was to be a test of time involved, expenses encountered, and the appearance and quality of materials. To date, the HOA has not received a bid for the pilot deck, nor has the unit been selected for the pilot project. Nick Johnson will follow up on this and return with suggestions.

Mike Childers observed that the iron fence in front of #100-#102 had a lot of white on it. Jim Carmany noted that the fence had been primed and painted three years ago and that in response to our complaints, the contractor had already repainted it twice. There is no easy solution about what to do next, or when to undertake this project again.

### **New Business:**

Jim Carmany referred to a Change Order issue that came up this winter following the November Board Meeting that included a vote to revise the Change Order process. Past and current Change Order practices were compared, and the interim Change Order issue was used as a specific example of potential problems that could arise if approval of the Change Order required advance notice to the homeowners, consideration of each Change Order at a regular Board Meeting, and approval or rejection by the full Board. Nick Johnson argued that an important role of a Committee Chair (like the Building Director or Landscape Director) was to screen submitted Change Orders, approve those that were routine and repetitive and non-controversial, direct the more complex requests to the President or other involved Directors, or to refer the issue to the full Board for further discussion and decision. Once Core3 took over Harbor Pointe's Property Management practices, they became the central clearing house and archival record of requests and decisions. Core3 would triage new requests to the appropriate Director or Directors. As Building Director, Nick reviewed most of his requests with the President any time he came across anything unusual, and together they would decide whether to solicit more information or more opinions. The value and expediency of discussions by e-mail was acknowledged. Nick made the additional suggestion that after generalized e-mail discussions, that the initiating Director put forth a choice of recommended solutions, and ask each Board Member for an up or down vote. Results of the e-mail vote could be communicated with Core3 for recording.

Following this discussion and a summary of the Core3 pathway, Jim made a motion that the Harbor Pointe Board of Directors and Core3 revert to its previous method of processing Change Orders. Nick Johnson seconded the motion, and it passed unanimously.

Nick Johnson brought up that our mailboxes are getting pretty old. Some are starting to fall apart, and many are looking rather weathered. Nick looked into mailbox prices and styles available. The expense will not be limited to the mailbox itself. Some would require lettering, others new support posts, and still others would need holes or adaptors to attach them to our current posts. Replacement mailboxes would run about \$1100 for 58 boxes, but the final expense would depend on the style chosen. Nick will circulate the photos and specifications for several of the options.

**Motion to Adjourn:**

At the end of the meeting, Jim introduced a topic to consider as the Board moves forward. Harbor Pointe's HOA Board of Directors has been functioning now for nearly twenty years. Management decisions over the property's development have gone through growing pains and have reached a certain maturity and stability. Less discussion is necessary, especially now that a Property Management company is involved. Finding new candidates to run for Board positions is difficult. With seven Board Members for fifty-eight units, more than 10% of the units have an owner with a seat on the Board. A question can be posed if this many Board Members are still necessary at this point in time? Jim asked that we just think about it.

Jim noted that the next HOA Meeting would be a general assembly session centered on the consideration of recommended changes to the Association's existing Rules and Regulations. Prior to that date, Core3 and the Board will distribute to all owners a complete set of the Rules showing the existing Rule, and in the same place clearly noting all proposed modifications.

A motion to adjourn the April meeting was made at 8:48p by Gary Rafool, seconded by Nick Johnson, and approved by all. The next HOA General Assembly Meeting is scheduled to take place at Jonah's at 7:00p on Monday, May 15.

Respectfully submitted,  
Anne Dickison, Secretary