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Property Management - Construction Services - Maintenance & Landscaping

## Harbor Pointe HOA Board of Directors Meeting Minutes: April 16, 2018

President Jim Carmany called the Annual Meeting to order at 6:59p. Other Board Members present: Gary Rafool and Anne Dickison plus Sue McGill on Speakerphone. Core3 Property Manager Mark Fetzer was not present. Four additional homeowners attended the meeting.

Three-term Board Member Nick Johnson passed away unexpectedly on March 12, 2018. Sorely missed will be his contributions as Building Director, key participant in Long Term Budget planning processes, central coordinator for projects and contractors, inspiration and workhorse for holiday decorations, advocate for community involvement, and guardian angel of the irrigation system.

### 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 Minutes as written, Jim Carmany seconded, and the Minutes were approved unanimously.

President Jim Carmany asked for corrections to Minutes for the Special Members Meeting held June 19, 2017, but none were offered. Gary Rafool made a motion to accept the Minutes as written, Sue McGill seconded the motion, and all approved.

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. In the spring of 2018, Board members Gary Rafool, Mike Childers, and Nick Johnson completed their three-year terms, so three seats became available for election. Gary Rafool and Mike Childers agreed to serve another term if nominated. Mike Kiernan from the 500s building was nominated to run for the third seat, and was endorsed by all present.

No additional names for consideration for election to the Board were submitted to Board members or Core3 prior to today's election, and no other nominations were offered from the floor. Gary made a motion to close the nominations, Sue McGill seconded it, and all approved.

Jim Carmany nominated Gary Rafool to return for another 3-year term, Anne Dickison seconded the motion, and Gary was approved for another term by unanimous vote. Gary Rafool nominated Mike Childers to return for another 3-year term, Jim Carmany seconded the motion, and Mike was approved for another term by unanimous vote. Jim Carmany nominated Mike Kiernan, Gary seconded it, and Mike Kiernan was elected unanimously. Jim indicated that he was in receipt of several proxy votes for the 2018 election of officers, but that they were in concordance with the results and did not require independent tabulation for the record.

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. Mike Kiernan agreed to continue the collaboration of Building and Community Relations responsibilities that Nick Johnson and Mike Childers had initiated last year. With no objections raised to this continuance of Co-Directorships, Jim made a motion to keep all positions the same as they were in 2017. 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.

### **Board Positions for 2018**

President: Jim Carmany

Treasurer: Sue McGill

Secretary: Anne Dickison

Parliamentarian: Gary Rafool

Buildings: Co-Directors Mike Childers and Mike Kiernan

Community Relations: Co-Directors Mike Childers and Mike Kiernan

Landscaping: VACANT until filled by appointment

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

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

## Harbor Pointe HOA Board of Directors Meeting Minutes: April 16, 2018

President Jim Carmany called the meeting to order at 7:14p. Other Board Members present: Mike Kiernan, Gary Rafool and Anne Dickison. Sue McGill was on Speakerphone. Core3 Property Manager Mark Fetzer was not present. Three additional homeowners remained for the monthly meeting.

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

In the absence of a report from Core3 Property Management, Jim Carmany presented his overview of current property issues.

\*Nick Johnson will be missed at Harbor Pointe as our neighbor, with our community relations, and as a longstanding member of Harbor Pointe's HOA Board of Directors. Jim read a note from Pam Johnson thanking us for the lovely flowers and for recognizing Nick for his many contributions.

\*Following Nick's death, Jim made contact with most of our Vendors to obtain status updates and to assure continuation of smooth communications.

\***Decks:** Nick had recently communicated a deck update and had submitted a bid for work to be done on six more decks to be completed this summer.

Sue McGill made a motion to approve the planned work on six more decks, with expenses to not exceed \$10,000. Gary seconded the motion, and it carried unanimously.

\***Roads:** City Coal is to fill holes or recommend options for road replacement. They have submitted quotes for the next section of road the HOA identified for modification and resurfacing. Jim Carmany communicated that they should go ahead with plans to asphalt the eroded front entrance road from the Mariner's Way interface up to the end of the island near the front gate. Other projects discussed last fall included replacing the blacktop in front of the 100 building duplexes. Weather permitting, roadwork could begin in May.

Sue noted that \$10,000 in Reserves was directed towards Road Improvements in 2018. Jim added that this by itself would not be sufficient, but that \$7000 set aside in the Operations budget could be added to the \$10,000 in Reserves for the projected roadwork.

Jim made a motion to combine these designated sums and to proceed with the outlined projects not to exceed \$17,000. Gary seconded the motion, and all approved.

\***Sprinklers:** Winter damage to the irrigation system will have to be identified and addressed before the system can be started up again this summer. Mike Childers and Mike Kiernan will begin this effort once the wintery weather is behind us. Until the sprinklers are back up and running, Harbor Pointe residents can help keep the most vulnerable areas watered. Cuttin' It Close has been contacted about re-sodding areas damaged by snowplows or other vehicles leaving the road.

\***Dues:** A general discussion took place over the observation that more homeowners are becoming delinquent on dues. The three major delinquencies have been handled. As a reminder to all, monthly maintenance fees are due to Core3 Property Management on the first of the month. Penalties and interest begin to accrue after the fifth.

**Treasurer's Report:**

Treasurer Sue McGill e-mailed the March financials in advance of tonight's meeting.

The starting figure for the 2018 Reserve Balance carried forward was **\$155,832.78**. In January, **\$15,000** was transferred from Operations to Reserves as per Board approval. So far this year **\$6250 per month** from dues were transferred from Operations to the Reserves, and **nothing** was expensed, for a March Year-To-Date Reserves balance of **\$190,020.77**. At this same point in 2017, our Reserve Balance was **\$318,531.57**. The as yet untapped Reserves budget for 2018 includes **\$10,000** for road resurfacing, **\$10,000** for deck replacements, and **\$82,000** for roof replacements. The projection for roof expenses is based on three more sets of roofs to be replaced in 2018, with a fourth set of roof replacements possible.

The Operational Budget Checking account contains **\$83,274.59**. This is further broken down to: 1) Prior years brought forward (retained) from 2017: **\$69,365.16** (this number remains constant all year); 2) Pre-paid dues: **\$13,603.38**; 3) Net (Income Minus Expenses) Year-To-Date: **\$306.05**.

**Treasurer's Notes:**

The 3% increase in dues initiated January 1, 2018 results in increased income to the Reserves of **\$6250 per month** as compared to **\$5833 per month** in 2017.

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

**Parliamentarian's Report:**

No report

**Landscaping Report:**

Until a new Director for Landscaping is appointed, Jim Carmany and Sue McGill will serve as the Landscaping Liaisons. Jim will concentrate on grass issues, and Sue will focus on plant and tree concerns.

Jim Carmany reported that the grass by the front gate has an invader that is resistant to treatment. One possible plan is to kill the grass to control spread of the invader, and to then modify the landscaping design in the front gate area. The funds to do this would decrease monies budgeted for other landscaping projects in 2018. Postponing front gate remodeling to a later year was the alternative to consider.

Sue McGill reported that structural trimming of trees in 2017 would not be repeated in 2018.

Eventually the Colorado Spruce by 600-602 will have to come down. Trees on the north side of the 200 garages are also not faring very well.

Discussion about the idea of planting trees as sight-and-sound barriers along the fence line between Route 116 and the 500 building was revisited. Trees planted in the dog walk area in front of the 200 building to provide greater sight-and-sound barriers to Stoney Creek Inn was also brought up. A significant obstacle to planning any tree work was the lack of clarity over property boundaries and attendant responsibilities for maintenance and replacement. The whereabouts of any previous lot line surveys serving as foundations for property management and budgetary decisions was unknown to the present Board and Core3. The delineation of property lines will be further researched, and results will be brought back to the HOA for future discussion and the consideration for plans moving forward.

**Building Report:**

No report from Mike Childers.

Jim Carmany conveyed that several months ago Nick Johnson, after consultation with the Board, approved a Change Order request for a new front door insert style. Core3 indicated at the time that no specific door styles were required by Harbor Pointe protocol, but that all insert selections must be approved through the Change Order process before any work was authorized to proceed.

**Community Relations:**

Jim Carmany gave an update on where things stood with Nick Johnson's communications with EastPort Bar & Grill, the City of Peoria, and the City of East Peoria about noise abatement issues and considerations. A commercially proposed expansion of the prevailing liquor license law to establish the maximum acceptable decibels for amplified music did not make it to any agendas to date. Gary and Sue reiterated that if Harbor Pointe noise becomes personally intolerable or in violation of existing codes, the resident should report the occurrence to the Police for documentation and possible citation.

**Old Business:**

No report.

**New Business:**

**Recycling:** The City of East Peoria approved a budget for new recycling equipment and a new recycling program to be instituted in July 2019. Recycling pickup will take place every two weeks instead of weekly, and will require the use of a blue-topped 96-gallon recycling can that will be compatible with their new trucks. New bi-weekly recycling practices will include the pick-up of glass. Garbage pickup will continue on its current weekly schedule. New blue-topped recycling cans have been ordered by the City of East Peoria, and can be pre-purchased online through the City's website. New cans will be delivered to participating citizens once the City's program approaches its initiation. Discussion took place about the history of Harbor Pointe's tote requirements and the financial implications for unplanned and unbudgeted HOA expenses.

Jim Carmany made a motion that Harbor Pointe homeowners support Recycling efforts of the City of East Peoria, but that Harbor Pointe participants are expected to purchase the required blue-topped Recycling totes at our own expense. Gary Rafool seconded the motion, and it carried unanimously.

**Motion to Adjourn:**

A motion to adjourn the April meeting was made at 8:15p by Gary Rafool, seconded by Jim Carmany, and approved by all. The next Board meeting scheduled will take place at Jonah's on Monday, May 21, at 7:00p.

Respectfully submitted,  
Anne Dickison, Secretary

Addendum: Following the monthly meeting, Jim Carmany realized he had overlooked the announcement that a detached garage near the 300 building was now available for sale. If any homeowners are interested in further details, please contact Jim.



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