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Harbor Pointe HOA Board of Directors Meeting Minutes: April 29, 2019

President Jim Carmany called the Annual Meeting to order at 7:02p. Other Board Members present: Gary Rafool and Anne Dickison plus Sue McGill on Speakerphone. Core3 Property Manager Mark Fetzer and Kim Stein were present from Core3 Property Management. Five additional homeowners attended the meeting, and eight proxies were submitted to President Carmany, so requirements for a quorum were satisfied.

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.

Minutes for Members meetings as well as the regular HOA Board meetings are archived on our 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 2019, Board members Jim Carmany and Sue McGill completed their three-year terms, therefore their two seats became available for election. Both agreed to serve another term if nominated. No other nominations were tendered to Board Members or Core3 prior to tonight's meeting, and none were offered from the floor. Gary made a motion to close the nominations, Anne Dickison seconded it, and all approved.

Jim Carmany nominated Sue McGill to return for another 3-year term, Gary Rafool seconded the motion, and Sue was approved for another term by unanimous vote. Gary Rafool nominated Jim Carmany to return for another 3-year term, Sue McGill seconded the motion, and Jim was approved for another term by unanimous vote. Jim indicated that he was in receipt of eight proxy votes for the 2019 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 present 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. Modification of roles will be discussed at a future meeting when more Board Members are present, but for the present, Jim made a motion to continue all positions as they existed in 2018.

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Board Positions for 2019

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: Co-liaisons Jim Carmany and Sue McGill

Treasurer's Summary for 2018

Treasurer Sue McGill prepared a financial summary of 2018 for distribution to all. President Jim Carmany received no comments or corrections on the 2018 report. Rather than cite figures over the speakerphone, Sue prepared a summary for Jim to read at the meeting.

Essentially, an additional **\$110,000** was added to the Reserves in 2018. As anticipated, expenses for long-term projects paid from the Reserves exceeded new income, but expenditures remained on track and were absorbed as planned. Total expenses in 2018 came to **\$147,105**, with **\$119,235** for re-roofing, **\$18,070** for road improvements, and **\$9,800** for wooden deck board replacements with composite materials.

Gary Rafool made a motion to close the Annual Meeting, Anne Dickison seconded it, and all approved.

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President Jim Carmany called the meeting to order at 7:12p. Other Board Members present: Gary Rafool and Anne Dickison with Sue McGill on speakerphone. Property Manager Mark Fetzer and Kim Stein from Core3 were present. Five additional homeowners remained for the monthly meeting.

Appointment to Board of Directors

The HOA's 7-member Board of Directors has had an unfilled seat since the elections of April 2017. Tonight, Jim Carmany recommended the appointment of new homeowner Isaac Imig to complete the vacant 3-year term ending in April 2020. Gary Rafool seconded the motion, and all present enthusiastically agreed. Following the vote (and applause!), Isaac took a seat with the other Directors.

Property Manager's Report:

Core3 Property Manager Mark Fetzer reported that everyone's insurance was in good standing. Completion of the workman's comp insurance audit by our insurance carrier will take place this week.

Treasurer's Report:

Treasurer Sue McGill e-mailed the March financials in advance of tonight's meeting, and Jim Carmany read the summary report for the Minutes.

The starting figure for the 2019 Reserve Balance carried forward was **\$120,478.23**. In January, **\$10,000** was transferred from Operations to Reserves as per Board approval. This year **\$6667 per month** from dues are being transferred from Operations to the Reserves. In March, **\$10,000** was paid to Richard Cole for deck replacements. This is about ½ of the estimated total for 2019 deck replacements, and was the first expense to tap the Reserves in 2019. The March Year-To-Date Reserves balance is therefore **\$140,913**. At this same point in 2018 the Reserves Balance was **\$190,021**, and in 2017, our Reserve Balance was **\$318,531.57**. In 2019, all roof, road, and deck projects are timed to fit the available Reserve funds.

The Operational Budget Checking account contains **\$68,736** compared to **\$83,275** a year ago. This balance is further broken down to: 1) Prior years brought forward (retained) from 2018: **\$47,214** (this number remains constant all year); 2) Pre-paid dues; 3) Net (Income Minus Expenses) Year-To-Date: **\$4821**. The YTD Net is **\$6558** higher than Budgeted at this point in time, but will correct towards the Planned Budget as anticipated expenses continue to come in.

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Treasurer's Notes:

*The dues increase initiated January 1, 2019 results in income to the Reserves of **\$6667 per month**.

*YTD snow removal is **\$4380** compared to a budgeted amount of **\$5500**; the annual total snow removal budget is **\$7000**.

* The insurance bill was **\$6735** compared to its budgeted amount of **\$6600**

*Most expensed items are in line with the budget.

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

Parliamentarian's Report:

Gary Rafool brought up the subject of ad hoc Board Member meeting notices and the wording in our Bylaws. Jim Carmany responded that maybe the Bylaws needed to be revised concerning the wording about notices, but until we were ready to undertake further revisions, no discussions are pressing at this time.

Landscaping Report:

Until a new Director for Landscaping could be identified, Jim Carmany and Sue McGill served as the Landscaping Liaisons. Jim concentrated on grass issues, and Sue focused on plant and tree concerns. This delineation of responsibilities may undergo change once further reformulation of Director roles takes place next month.

Sue McGill reported that the weather was still pretty wet and wintery to do an accurate assessment of winter damages. Once plants and trees begin to bud out, it will be easier to survey the premises. Kathy Kiernan will talk to the Heights about the selection of flowers to be planted in the community flower beds.

Jim Carmany reported that the grass was already mowed twice before the ground became too saturated with rising river levels and more rain. Mike Kiernan already repaired identified snowplow spots. Cuttin' It Close already re-mulched everything, and next week plan to apply pre-emergence lawn treatments.

Building Report:

No report from Co-Chairs Mike Childers and Mike Kiernan who were out-of-town for today's meeting. Jim Carmany relayed that #304-306 had reported a roof problem. 2019 roof work will start in about two weeks. Carlson's from Bloomington repaired all known gutter problems today.

Community Relations:

No report from Co-Chairs Mike Childers and Mike Kiernan who were out-of-town for today's meeting. Jim Carmany gave an update on the City's bulk waste pick-up 3-year-old pilot plan to remove large items placed at the end of Harbor Pointe driveways instead of a common collecting point within a specific window of time. This year the allowable bulk waste items will still be picked up at the end of driveways as before. Also, this year the city decided to hold only one bulk waste pickup week in the autumn, not twice a year as was done previously.

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Old Business:

***Decks:** 8-9 deck floors remain to be finished. Richard Cole Construction has ordered the materials. These new materials and removed items will be stored by Garage 51 at the south end of building 4xx. The project should be started soon and is estimated to be completed sometime in June.

***Roofs:** Replacement of four sets of roofs is projected for 2019. One will be done first thing this spring due to an identified issue with it. The other three sets of roofs are scheduled to be completed in the autumn. Duplex 600/602 and Garages 11-12 don't need new roofs right now as both buildings are only approximately 10-12 years old and shouldn't need new roofs for another 6-8 years.

***Asphalt overlay:** Bids were received for the 200 and 300 frontage road sections for 2019. Both sections cannot be done simultaneously. Work on the 200-frontage road will begin this spring after all immediate roof work is completed, and work on the 300-frontage road will take place this fall after the last of the 2019 building 3xx roofs is replaced. Core3 will send out parking instructions as times are better known.

***Change order for #110:** The proposed outdoor grill change order, illustrations, and sample materials that were provided to the Board last month were discussed briefly, and additional details and answers to board member queries were conveyed by Jim Carmany. The proposal was not time-sensitive, and no work could be done with the river flooding in any case. Further discussions were postponed to a later date.

New Business:

***Recycling:** The City of East Peoria's new recycling program will be fully implemented 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 is 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. Blue-topped recycling cans can be purchased online through the City's website.

***Roofs:** Jim Carmany made a motion that roof replacement expenditures for 2019 not exceed **\$120,000**. Gary Rafool seconded the motion, and it passed unanimously.

***Gutters:** Jim Carmany made a motion that this year's gutter repairs were not to exceed **\$1000**. Gary Rafool seconded the motion, and it passed unanimously. It was noted by Treasurer Sue McGill that the funds could either come from Operations or Reserves, but would probably be most easily absorbed as an Operations-Maintenance line item.

***Snowplowing:** Jim Carmany reported that our current snowplowing vendor was going out of business after the 2018/2019 winter season, so we are looking into new arrangements to start for winter 2019/2020.

***Golf cart:** The wonderful but dated golf cart the HOA purchased last year developed serious issues that require repairs, but new parts are hard to find. Bill Backes provided the name of the individual who worked on it before. The cart has been invaluable for carrying supplies and volunteers around the premises, so we are hopeful that parts can be found and the cart can be returned to ambitious duty.

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Motion to Adjourn:

A motion to adjourn the April meeting was made at 7:52p by Gary Rafool, seconded by Jim Carmany, and approved by all. The next scheduled Board meeting will take place at Jonah's on Monday, May 20, at 7:00p.

Respectfully submitted,
Anne Dickison, Secretary

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