

## Harbor Pointe HOA Board of Directors Meeting Minutes: June 21, 2021

Due to Covid-19 considerations, HOA Board Meetings are being held by ZOOM. President Jim Carmany called the June HOA meeting to order at 5:59p. Other Board Members present: Sue McGill, Mike Kiernan, Gary Rafool, and Anne Dickison. Absent: Isaac Imig, and a representative from Core3 Property Management. One additional homeowner also participated.

### Approval of Prior Minutes:

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

### Property Manager's Report:

Jim Carmany reported that he, Sue, and Core3 have been placing and receiving cordial inquiries from our vendors about delayed or missing invoices and/or payments from Core3 for services rendered. Origins of the delays are unclear and appear to have several contributing factors including postal system issues and changing Core3 personnel. Treasurer Sue McGill added that she and Jim had established a new and improved pathway in utilizing Core3's online invoice approval system for quickly approving payments so as to eliminate any possible delays on our part. Timeliness is improving and should soon be back on track.

### Treasurer's Report

In advance of tonight's ZOOM meeting, Treasurer Sue McGill e-mailed Board members the May Financials.

### Long Term Reserves

2020 represented the lowest Reserves balance of our Long Term Capital Improvements cycle. Our Reserves started this new budget year at **\$64,741**, but with the budgeted move of **\$10,000** from *Operations* to *Reserves*, and the ongoing monthly transfer of **\$6667/month** from dues, as of April the Reserves balance rose to **\$101,419**. YTD in May, the Reserves Total came down to **\$78,078** due to **\$30,010** expensed for completion of the roof replacement project. Additional 2021 Capital Improvement expenses for roadwork and driveway repair will come in later this summer.

### Operations

The Operations checking account has **\$80,426** in it, down from **\$82,745**. Operational expenses are all within budget.

The Operations Checking Account Total is summed from three sources:

- 1) Prior years brought forward (retained) from 2020: **\$47,617** as compared to **\$37,778** a year ago. This "Prior Retained Earnings" number remains constant all year.
- 2) Pre-payment of dues: **\$17,222**. This is just timing.
- 3) Net (Income Minus Expenses) May Year-To-Date: **\$15,587**. This is **\$19,750** better than Plan for this stage of the fiscal year.

**Treasurer's Notes:**

\*Items of significance or variance from the Budget:

--"Roof Repairs" of **\$140** should have been logged to "Maintenance."

--*Landscaping Subcontractors*: Cuttin' It Close is running behind in billing their monthly contract of **\$5814**. We should have received one invoice in April and one in May. To date only one is on the books. This contractual expense is budgeted for seven monthly payments total.

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

**Parliamentarian Report:**

Gary Rafool summarized how things currently stood with the liens on #520, and updated us on considerations as discussed with our Collections Attorney and our HOA Attorney.

Prior to tonight's meeting, Gary Rafool circulated an interactive version of the existing Bylaws constructed through the tremendous help of Isaac Imig, and serially modified by Board Member input by email. A final document noting proposed changes in red was produced and presented to the Board for further deliberations. Most of the proposed changes related to provisions no longer needed due to incorporation or other outdated administrative constructs. Other proposed changes were intended to reduce subject or paragraph redundancies and simplify organization. Once provisional changes were approved, an index would be created as an introduction to make navigation of the Bylaws more straightforward and user-friendly.

Discussion of the processes needed to properly update and reorganize the Bylaws took place. Gary indicated that preparations could be done entirely in-house which would be a great advantage. A Special Membership Meeting will be required. As outlined in the existing Bylaws, 20% of all HOA homeowners are needed to constitute a quorum, and two-thirds of the owners present (in person or by proxy) must approve the proposed changes in order to repeal and replace the Bylaws.

After this draft final copy is presented at the Special Membership Meeting and approved by the homeowners, we then will have a professional typist retype and properly organize the new document, and produce an index to preface it. It will be this indexed, traditionally organized, and professionally prepared document that will be filed with the Deeds Office of Tazewell County.

President Jim Carmany requested the assistance of Parliamentarian Gary Rafool to draft instructions to Core3 for the timely distribution of proxy forms and proposed changes to the Bylaws. The date for the Special Membership Meeting by Zoom was set for Monday, August 16, 2021, at 6:00p.

Gary Rafool made a motion to *Repeal* the present Bylaws and *Replace* them with the proposed updated Bylaws. Mike Kiernan seconded the motion, and all present approved.

In summary, now that a final draft of the revised ByLaws has been approved by the HOA Board of Directors, the draft of proposed changes will be voted upon by HOA homeowners at the Special Membership Meeting set for August 16th, turned into a professionally produced, traditionally organized, and indexed document, and will be officially recorded in the Deeds Office for Tazewell County.

### **Building Report:**

Jim Carmany for Isaac Imig reported that #502 had experienced a leak from the new roof. Massey's Roofing will return as soon as weather allows.

Dryer-vent cleaning for the 6xx duplexes and 5xx condos has been scheduled for June 26<sup>th</sup> starting with the duplexes at 7:45a, then proceed to the 5xx condos with the help of an assistant from Massey's for the taller and steeper roofs. **In the event of stormy weather or high winds, the designated vent-cleaning day will be rescheduled. Core3 will send out notices to occupants of the 500s and 600s so people can make plans to have someone inside the unit to turn on the dryer. Dryers must run for 10-15 minutes while cleaning personnel are still on the roof and able to confirm airflow. Individual homeowners are strongly encouraged to keep on top of this important issue and to make arrangements for someone else to turn on their dryer if they can't be present. Clogged dryer vents are a leading cause of fires.**

### **Landscaping Report:**

Mike Kiernan reported that all irrigation lines have been fixed and sprinkler heads adjusted to optimize the spray distribution. Problems arise in certain areas where angled or the more powerful sprays hit windows and cause spotting or undesired water entry. Those sprinkler heads have been readjusted or dialed back so they avoid the windows as much as possible. Now that rains and cooler weather have returned after our very hot and dry spell that browned up some areas, the lawns should become more evenly green. Areas around porches and side windows might still need supplemental watering during dry spells.

Cuttin' It Close will address weeds and apply grass fertilizer next Wednesday.

Work on this year's "special project landscaping" along the riverside of the 200 Building is to start in mid-July.

### **Community Relations:**

Jim Carmany reported that he and Sue McGill attended the East Peoria Zoning Board of Appeals meeting on June 14th that voted to approve the petition submitted by Rebecca Waggoner to obtain a Special Use Permit to allow short-term rentals of her berthed property, one of the two non-navigational floating houses moored at EastPort Marina's Dock F. The public hearing was also live-streamed on the City's Facebook site. Jim observed that while there were no guarantees that there would never be additional Special Use Permit applications submitted from EastPort Marina's boat or floating-residence owners, that this precedent appeared to be unique and was unlikely to be repeated. Sue added that she thought that Harbor Pointe considerations brought up over this application were educational for the Zoning Board, especially the clarification that Harbor Pointe had nothing to do with the swimming pool, its membership, its rules, or its liabilities. Discussions made it clear that all pool card-holding members must abide by the same rules no matter what the rules were. The pool membership holder *must* be physically present with any guests using the membership, and the issuing body is the *only* entity to decide the number of guests permitted to accompany the cardholder. Pool privileges are purchased by a single individual and are not transferrable to another individual, and the purchased pool membership card did not apply to locations or addresses, just individuals. During the hearing the petitioner Rebecca Waggoner acknowledged the established pool membership rules and indicated that going forward after the 2021 season, she intended to be in full compliance with regulations and would modify her advertising or drop her pool membership accordingly.

Due to ongoing pandemic precautions, Harbor Pointe will not be holding our annual Fourth of July Breakfast, nor hiring security for the evening since the sponsored "Red, White, and Boom" Fireworks on the River were canceled for 2021. Hopefully the incidence of new Covid-19 cases in the region will have abated by 2022 so both of these fine traditions can be resumed!

**Old Business:**

**Roads:** Depending on the weather and the availability of asphalt, the next stage of roadwork should begin mid-July on the main road starting from the turn-in to the 200s, past all of the 300s, and up to and across from the middle of 402's driveway. Residents of Building 400 can continue to use their garages and driveways and can enter and exit from the rear gate, and residents of the 100s and 200s can enter and exit from the front entrance as usual. Occupants of the 300s will be without garage access or parking for about a week. Core3 will send out notices and parking instructions as time grows closer. Once the asphalt work is completed, there are several areas on our main road in front of the 400s and 500s that will need patches before the winter.

**New Business:**

**Wood fence at the south end of Harbor Pointe:** Sue McGill met with a representative of the Peerless Fence Company and has received new quotes. Prices have increased considerably. Replacing wood with composite materials is significantly more expensive, but would give us a longer life expectancy and a better maintenance profile. From the supplier Home Depot, Sue obtained some display samples of the SimTek fence materials used by Peerless and other contractors. Discussions ensued about experiences with SimTek, cosmetic and functional considerations for the final choice of fences, options and availability of vendors, and potential financial approaches for the assumption of expenses. Sue noted that **\$15,000** in the Reserves (for planned capital improvement projects) is earmarked for replacement of the wooden fence. Expenses for the wrought iron fence maintenance (about \$5000) are expected to come from the Operations budget. The 2021 budgets still have some wiggle room for shifting expenses and priorities.

**Wrought iron perimeter fence around Harbor Pointe:** The black wrought iron fence that surrounds the property badly needs to be painted again, and parts of it are in need of repair or replacement. Repairs on the gates and fence were approved and are just now getting underway.

**Change orders** were submitted for townhouse Units 204 and 304 to enclose their screened-in porches.

**Motion to Adjourn:**

The next Zoom HOA Board meeting will take place on Monday, August 16. **A Special Membership Meeting to vote on the proposed revision of our HOA Bylaws will take place at 6:00p, and the regular HOA Board Meeting will follow at 6:15p.** Core3 will send out the link with the agenda.

Gary Rafool made a motion to adjourn the June meeting, Mike Kiernan seconded it, and all approved. The Zoom meeting ended at 6:57p.

Respectfully submitted,  
Anne Dickison, Secretary