

Harbor Pointe HOA Board of Directors Meeting Minutes: May 16, 2022

Due to Covid-19 restrictions and concerns, HOA Board Meetings are being held by ZOOM.

President Jim Carmany called the May HOA Board meeting to order at 6:01p. Other Board Members present: Mike Kiernan, Gary Rafool, Anne Dickison, Greg Smith, and Denny Klein. Isaac Imig and Core3 Property Manager Mike Mayers were absent. One additional homeowner participated on the Zoom call.

Approval of Prior Minutes:

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

Property Manager's Report:

Prior to tonight's meeting, Mike Mayer sent Jim Carmany his Property Report which Jim then shared with the Board by email.

Harbor Pointe HOA

May 16, 2022

Core 3 Recap – Michael Mayer

- Accounts Receivable – 1 fee delinquency
- Accounts Payable – Current
- Insurance. – Acuity Audit completed by Core 3
- Home Owner Audit of Insurance COI's to be completed in 2nd Qtr
- Scheduled Property Visit - Mike Mayer with Jim Carmany
- Projects
 - —Core 3 Fence Project. tbd (
 - —Unit 408 Owner Info updated / Insurance on file
 - —Gate Damage – Emails. – THANK YOU FOR RESPONSES!
 - —Work Order Summary - parts ordered for #108's sliding glass door should come in this week (door repair costs to be paid by owner)

Jim added that completion of the wrought iron fence painting project had been delayed by a severe shortage of labor. Alternative solutions were being investigated. Workmen must be covered by workman's comp.

Treasurer's Report:

In advance of tonight's ZOOM meeting, Treasurer Greg Smith e-mailed Board members the April Financials.

Long Term Reserves

Our Reserves started out this new 2022 budget year at **\$53,202**, then increased through interest earned and the monthly transfers of **\$7100** (from HOA dues) from *Operations* to *Reserves*. As of April, the Reserves Balance was **\$81,205**, up from **\$78,523** in March. This is low and needs to be built up.

Operations

The Operations checking account has **\$85,329** in it, up from **\$78,523** in April.

The Operations Checking Account Total is summed from three sources:

- 1) Prior years brought forward (retained) from 2021: **\$46,078**. This "*Prior Retained Earnings*" number remains constant all year.
- 2) Pre-payment of dues: **\$21,160**.
- 3) Net (Income Minus Expenses) April Year-To-Date: **\$18,090**. [*Calculated Retained Earnings for 2022*]

Treasurer's Notes:

*Income from HOA dues is on budget.

*Items of significance or variance from the Budget:

—Total YTD Budget for Expenses is **\$57,481** and Actual is **\$50,929**; this reflects only the timing of expenses.

—Although in excess of amounts budgeted, snow removal expenses are over right now until next winter.

*Landscaping monthly maintenance charges will commence in April.

*For 2022, **\$7100** from dues is the budgeted monthly transfer from *Operations* to *Reserves*.

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

Parliamentarian Report:

Gary Rafool brought up the election notification process and posed the question if the Board were notifying the homeowners far enough in advance to encourage new candidates. He also reminded us that according to the Bylaws, the Board had room for nine Directors, including a position for a Vice President if we decided we needed someone to fill this role. Jim cautioned that our election notification process should not be made too cumbersome or take too a large of an investment of time, and Gary agreed. Gary volunteered to work up a draft for codifying a "Head's Up" notice for elections and to circulate it to the Board for comments.

Landscaping Report:

Jim Carmany reported that the current **landscaping and grass-mowing contract with Cuttin' It Close** was up for renewal, and that the HOA would prefer to continue with a multi-year agreement. Jim Bill, the owner of Cuttin' It Close, had already indicated that his costs for supplies had gone up by about 20%, and labor expenses were expected to increase as well. In all respects, the HOA and individual homeowners have been very pleased with the services provided by Cuttin' It Close. Jim Carmany, Denny Klein, and Mike Kiernan would be meeting with Jim Bill and then reviewing the proposed new contract.

Jim and Denny reported that **Grub Treatment and Fertilization** had already been done this spring. Anne commented on how especially green, even, and lush the Harbor Pointe lawns looked this year compared to previous years.

Mike Kiernan reported that Cuttin' It Close had begun work on the **deteriorating retaining wall on Mariner's Way** below Stoney Creek Inn's patio where weddings are held, and to the left of our front entrance, but that work had to be paused before completion because Stoney Creek had an event scheduled. Even so, with replacement of many of the crumbled and misaligned capstones, the wall already looked substantially better. Jim Carmany did meet with Stoney Creek Inn's new manager to discuss the importance of the wall's structural integrity and its cosmetic appeal, and to introduce the idea of cost-sharing.

Mike also reported that the community's colorful annual flowers under the mailboxes and within our accent corners had been procured and planted.

Cuttin' It Close completed landscaping the problem juncture area between the **new South fence** and the **rear entrance gate** by adding more rocks and ornamental grasses, and it looks great! No additional work should be needed to stabilize or beautify this area, so Peerless Fence can get the go-ahead to return to lower and cap off the final gate panels and thus complete the wood fence replacement project.

The focus of special project landscaping this year will be the **north end of the 200 building**. Jim reported that tomorrow, Commercial Irrigation will be here to install a **new irrigation line** to border the current rock bed and provide water for landscaping selected to be in keeping with plants used for the ends of other buildings in our community. We await a date for Cuttin' It Close to begin this year's special project work once the irrigation line is in and the irrigation system is up and running.

Jim Carmany reported that **Commercial Irrigation** got the system started up. Two heads and one solenoid in one Zone were identified as not working and will be replaced. Due to heavy rains this spring, some areas of lawn have been quite soggy and difficult to mow. To keep gutters on the Duplexes from overflowing during these heavy rains, we are encouraged to facilitate roof rainwater drainage through the lawn pop-ups (instead of by gutter overflow) by trimming grass away from pop-up heads when these areas threaten to become overgrown. Only the Duplexes have pop-ups, not any of the units of the condo building or the townhouses.

At last month's meeting, the BOD discussed continuation of budgeted expenditures on **tree health maintenance** versus allocating the money somewhere else, but deferred further action until considerations could be reviewed with King Tree Service. To date, King Tree has not been in contact with us to discuss our ongoing needs, price adjustments, or potential modifications to our contract. In the meantime, the **dying ash tree opposite #200** leafed out, and showed promise of providing shade and its living presence for at least another season. Anne asked if pruning off the dead limbs would be prudent, but at this time the limbs were considered to be structurally sound and quite beneficial to the appearance and balance of the tree. Trimming limbs from the immensely overgrown blue spruces was also discussed. Mike and Kathy Kiernan looked into homeowner complaints of spruce limbs brushing against the siding and windows of the 100 duplexes, and agreed this was indeed an issue that they would try to address quite soon.

Building Report:

No formal report as active items were covered in other sections.

Community Relations:

No formal report. Jim Carmany relayed that he had enjoyed a very congenial meeting with Stoney Creek Inn's new manager, Mike Rogers.

Old Business:

Summary of e-mail motions and votes since our last HOA Board Meeting: Over the past year but especially this past summer, as more and more discussions, HOA business discussions, 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 March Board Meeting, no email motions were made, nor votes taken.

Wrought iron perimeter fence around Harbor Pointe: Unfortunately, in 2021, Core3's painting of the wrought iron fence required much more time than anticipated. At our last HOA BOD meeting, the motion was approved that Core3 continue to paint the fence between the pool where things left off last year to the fence's end at the rear gate, and do touch-ups on the fencing between Harbor Pointe and Stoney Creek Inn, amount not to exceed \$7000 unless brought before the Board for additional discussion and vote. Unfortunately, Core3 is facing a labor shortage and is not able to resume this project at this time.

Wood fence at the South end of Harbor Pointe: Installation of the South end's replacement fence made from composite materials was completed in December except for a problem area where the new fence met the gate posts and extending component of the sliding rear gate. The fence's final four panels were left raised to permit work under them to dig holes if necessary. Early this month, Cuttin' It Close completed landscaping and restoration of this problem area, and Peerless Fence will be given the go-ahead to lower and cap off the final panels so it would be optically level with the other panels.

Dryer Vent Cleaning: The HOA project to coordinate/provide vent-cleaning services was set in motion last year with the choice of Meinders to supply the vent-cleaning services to two buildings at a single visit, and rotated though a cycle of 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.

Last year, ahead of schedule, all dryer vents from the 600s, 500s, and 100s were cleaned out. This year the HOA will schedule and coordinate a cleaning date for vents in the 400s and 300s. The vent-cleaning day will be scheduled towards the end of summer after we see how our 2022 budget is holding out and can consider what financial flexibility the HOA has to do more.

Roads: The next section of Harbor Point Drive in line for resurfacing includes the stretch between where we left off around Unit 400 in 2021, going to the end of the 500 building. Jim Carmany met with City Coal to discuss costs and considerations for the next section. City Coal did not think that extending road work through the circle drive this year would work very well. The bigger challenge will come in 2023 as we try to come up with strategies to lay down asphalt in front of the 600s, seal off this year's new asphalt in front of the 400s-500s, and preserve reasonable pedestrian access to units isolated by fresh tarring.

New Business:

Coordinator for Harbor Pointe Social Events: For years Vickie Carmany took the lead in organizing Harbor Pointe social events such as our annual Fourth of July Breakfasts and the Christmas potlucks, but the time has come for Vickie to step back and let someone else pick up the reins. To date, no one has volunteered to assume this role. Without an identified organizer, we will not be able to continue the traditional Fourth of July Breakfast this year. Please contact Jim or Vickie Carmany ASAP if you are willing to take on responsibility for the upcoming event, and hopefully continue on as the ongoing HOA event coordinator. The vacancy is only for the coordinator role. A large number of residents regularly volunteer to assist the coordinator, and we do not anticipate that situation to change.

Front gate damage and repair: Oberlander Electric removed the existing control box and stored it so it would not be damaged during the needed repairs. Over the next two to three weeks, work on restoring the concrete footings will take place. Unfortunately, the gate must remain open until repairs are completed. A police report on “felony hit and run” has been filed. The HOA must pay the **\$1000** deductible, but our insurance will pay for remaining expenses expected to cost around **\$5000**. Oberlander and others are looking into options for security cameras.

Gary Rafool noted that he had seen unfamiliar kids on electric scooters playing on our roads. They seemed to have come from a car parked at the Marina. While the gate is open, we need to be aware of the increased potential for heavier or faster-moving traffic, trespassers, and the presence of individuals who might be checking us out.

Fourth of July: After a two year hiatus for staging the “Red, White, and Boom” Fireworks on the River, the event will be back this year, and in all likelihood, extremely well attended. In the past, the HOA hired two security guards, one posted at the front gate to check off the names of residents and designated guests, and the second to walk the perimeter to present a visible deterrent to fireworks, bad behavior, or damage to the property. The rear gate will be kept closed and not usable that day. After sprinkler heads are marked with flags, limited parking will be allowed on the grass in the dog walk area. After discussing past experiences and some uncertainty about what arrangements might be available this year, Jim asked for the Board’s input on how to proceed. All agreed that some form of security provisions would be a good idea, and authorized Jim to look in to our options. Jim will communicate the results of his search through email, and will hopefully be able to secure something soon.

Motion to Adjourn:

A motion to adjourn the May 2022 HOA Board of Directors meeting was made at 6:50p by Gary Rafool, seconded by Mike Kiernan, and approved by all. The next ZOOM HOA Board meeting will take place on Monday, June 20, at **6:00p**. Core3 will send out the link.

Respectfully submitted,
Anne Dickison, Secretary