

Harbor Pointe HOA Board of Directors Meeting Minutes: May 20, 2024

HOA Board Meetings are being held by ZOOM. President Jim Carmany called the May HOA meeting to order at 6:02p. Other Board Members present: Mike Kiernan, Greg Smith, and Anne Dickison. Denny Klein and Gary Rafool were absent. Core3 Property Manager Mike Mayers and one additional homeowner also participated in the Zoom meeting.

Approval of Prior Minutes:

President Carmany asked for corrections to the April 15, 2024 HOA Board Meeting Minutes, but none were offered. Mike Kiernan made a motion to accept the Minutes as written, Greg Smith seconded, and the April Minutes were approved unanimously.

Property Manager's Report:

Prior to tonight's meeting, Mike Mayer emailed his Core3 Property Report to the Board.

- Accounts Receivable – Up to date
- Accounts Payable – All bills paid as received
- Audit of Homeowner Certificates of Insurance is ongoing. The focus of this particular internal audit is to confirm that the homeowner's Declarations page shows that Core3 is listed as an additional Certificate holder. Discussion took place about some of the reasons compliance has been slow to occur. For those in the process of changing insurances, Core3 requests a copy of the new company's COI Declaration documenting that Core3 is listed as a Certificate holder.
- Projects – Painting by Core3
- The 5-year contract with Core3 Property Management that expired in April was renegotiated, extended, and put into effect for another 5-year term.

Treasurer's Report:

Treasurer Greg Smith has been diligent in emailing the HOA's monthly Financials and a short summary of each month's highlights. A monthly distribution of information been particularly helpful in keeping track of expenses not line-item listed or debited in the same month they occurred.

Long Term Reserves

The 2024 monthly transfer of dues income from *Operations* to *Reserves* has been increased to **\$7478**.

Starting Reserves Balance YTD January 31, 2024 was **\$140,983.04**

YTD April 30, 2024, the Reserves balance is **\$163,709.33**

\$120,000 of this Reserves Balance comes from a **\$60,000 6-month CD** and a **\$60,000 12-month CD**

Operations

As of April 2024 YTD, the *Operations* checking account has **\$79,923.01** in it.

The *Operations Checking Account Total* is summed from three sources:

- 1) Prior years brought forward (retained) from 2023: **\$98,753.81**. This “*Prior Retained Earnings*” number remains constant all year.
- 2) Pre-payment of dues
- 3) Net (Income Minus Expenses) [*Calculated Retained Earnings for 2024*]

Treasurer’s Notes:

- To date, Operating account expenses are under budget by **\$3358.24**.
- Snow removal YTD came to **\$2,712.50**
- Insurance YTD came to **\$2186.00**
- Maintenance YTD **\$2080.00**
- Gate/Fence Maintenance YTD **\$188.14**
- Landscaping YTD (subcontractors) **696.20**
- Other ongoing operating expenses include electricity, legal & tax, and miscellaneous maintenance

Mike Kiernan moved to accept the Treasurer’s Report, Anne Dickison seconded it, and it passed unanimously.

Parliamentarian Report:

No report

Landscaping Report:

Spring annuals were planted and have been faithfully watered by volunteers until the irrigation system is up and running again. The HOA purchased a load of river rock to supplement the rocks in our existing garden spaces. The HOA thanks Mike and Kathy Kiernan who spent a great deal of time and effort to move the rocks around and distribute them to the many rock gardens in need of replenishment, and in doing so, spared the HOA additional landscaping charges. The HOA also thanks Denny Klein who supplied appreciated equipment to assist with this daunting task. Mike also refreshed the dirt at the front entrance without furthering labor charges from our landscaping company, *Cuttin’ It Close*, and he and Kathy orchestrated and undertook a relocation of plants. Spare roses remain available for *Cuttin’ It Close* to use in the next few weeks to replace the roses that died over the winter.

Irrigation: Jim Carmany reported that the irrigation pump was in the shop being rebuilt, so Commercial Irrigation’s start-up date has been delayed. Thanks to all the homeowners who have been watering! Once the pump requiring a new motor has been repaired, Commercial Irrigation looks towards starting up the sprinkler system in June. Typical irrigation start-up repairs are anticipated.

Building Report:

Jim noted for Denny that one unit in the 500 Building experienced a water line leak under the building. The unit owner has contracted with a plumbing contractor to find and fix the leak.

Community Relations:

No report

Old Business:

Summary of e-mail motions and votes since our last HOA Board Meeting: During 2021, as more and more HOA business discussions, interactions, 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 last Board Meeting in April 2024, no motions were made, nor votes taken.

Dryer Vent Cleaning: The HOA project to coordinate/provide vent-cleaning services was set in motion in 2021 with the choice of Meinders to supply the vent-cleaning services to two buildings at a single visit and rotated 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.

In 2021, ahead of schedule, all dryer vents from the 600s, 500s, and 100s were cleaned out. In 2022, dryer vents in the 300s and 400s were cleaned. In 2023, the HOA completed the three-year cycle with cleaning all the dryer vents in the 200x building. The scheduled vent-cleaning practice on an experimental three-year cycle was deemed highly successful, safer, and well-received, and at Jim's direction, will be continued. Expenses will be paid out of the Maintenance Budget as before.

Jim made a motion to approve \$2000 to clean all dryer vents of the 100x, 500x, and 600x Buildings during this summer of 2024. Greg Smith seconded the motion, and all approved.

Roads:

Asphalt sealing of the last year's section of road that was resurfaced in 2023 began today, and the final section will begin on Wednesday, weather permitting.

Fourth of July Breakfast: Jim Carmany will set up the same Security arrangements (with two guards) that we used in the past. Sherry Semonis will lead the organization of the HOA's Fourth of July Breakfast. Core3 will send out announcements as the time draws nearer. Hopefully the weather will be perfect and we will avoid any hatchings out of Mayflies on our special event this year!

New Business:

None

Motion to Adjourn:

A motion to adjourn the May 2024 HOA Board of Directors meeting was made at 6:25p by Greg Smith, seconded by Mike Kiernan, and approved by all. The next ZOOM HOA Board meeting will take place on Monday, June 17, at **6:00p**. Core3 will send out the link.

Respectfully submitted,
Anne Dickison, Secretary