

## Harbor Pointe HOA Board of Directors Meeting Minutes: October 19, 2020

Due to pandemic Covid-19 precautions, HOA Board Meetings are currently being held by ZOOM.

President Jim Carmany called the Meeting to order at 6:00p. Other Board Members participating: Gary Rafool, Anne Dickison, Sue McGill, Mike Kiernan, and Isaac Imig. No representatives from Core3 were available for this meeting. Five additional homeowners also joined the Zoom.

### Approval of Prior Minutes:

President Carmany asked for corrections to the September 2020 HOA Board Meeting Minutes, but none were offered. Gary Rafool made a motion to accept the Minutes as written, Mike Kiernan seconded, and the September Minutes were approved unanimously.

### Property Manager's Report:

Jim Carmany reported that Real Estate turnover for Harbor Pointe continues to be quite good. Currently all but one owner is up to date in paying HOA dues.

### Treasurer's Report:

In advance of tonight's ZOOM meeting, Treasurer Sue McGill e-mailed Board members the September Financials, and Core3 distributed a draft copy of the proposed HOA Budget 2021 to all homeowners.

### Long Term Reserves

2020 will represent the lowest Reserves balance of our Long Term Capital Improvements cycle. To date, 2020 YTD expenses are running to budget. Currently, the Reserve Total is **\$72,604**, down from **\$75,764**. September Reserve Expenses came to **\$3,160** for driveway replacements.

Our 2020 starting figure for the Reserve Balance carried forward was **\$84,072**. In March, **\$10,000** was transferred from *Operations* to *Reserves* as per Board approval. During FY 2020, our budgeted monthly transfer of dues income to the *Reserves* has been **\$6667 per month**. The YTD total spent for roofs is **\$33,985**, and two more roof replacements for Building 500 are in this year's budget. These final two roofs will finish the roofing project. Unfortunately, shingles have not been readily available due to supply chain interruptions. One of these two remaining budgeted sets of roofs was recently completed using the supply of matching shingles on hand, but the other roof has been rescheduled to this spring. Budgeted money for this roof replacement will remain in the Reserves until the work is underway.

YTD expenses from Long Term Reserves also include **\$18,875** for roadwork, **\$10,860** for concrete, and **\$2999** for irrigation.

The year-end Reserves balance is now estimated to come in at around **\$65,000**. Road maintenance expenses should end up being less than budgeted since there is so much new road.

### Operations

The Operations checking account has **\$54,193** in it, up from **\$43,660**. Total Operations Expenses are expected to come in at around **\$15,000** less than Budgeted for 2020.

The Operations Checking Account Total is summed from three sources:

- 1) Prior years brought forward (retained) from 2019: **\$37,778** as compared to **\$47,214** a year ago. This “*Prior Retained Earnings*” number remains constant all year.
- 2) Pre-payment of dues: **\$17,291**. This is just timing.
- 3) Net (Income Minus Expenses) Year-To-Date: **Minus \$876**.

### Treasurer’s Notes:

\*The YTD Net Income of **minus \$876** is against the YTD forecast of **minus \$20,299**, so is **\$19,423** better than Plan. As expenses for landscaping, irrigation, and other maintenance items are incurred, that *Net Income* number will decrease even further. The total annual *Net Income* for 2020 is budgeted for **minus \$10,000**. This reflects the planned extra amount moved to the Reserves.

\**Dues Income* is **minus \$2,139** year-to-date. Delinquencies are being reviewed and resolved.

\*The *Expense* for monthly maintenance for our *Landscaping Subcontractors* (**\$5,814**) was not invoiced last month, so one month of this budgeted 2020 expense remains outstanding.

\*Month-to-date *Operational Expenses*: Actual **\$7753**, of which **\$6667** was the monthly transfer to Reserves. MTD Budgeted: **\$18,545**. Variance: **\$10,792**.

\*The monthly *Telephone* expense of **\$176** was terminated since the gate landline is no longer needed.

\**HVAC* is incorrectly labeled and is instead for *Gate/Fence maintenance*.

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

### 2021 Budget

In September, Core3 send out the proposed budget for 2021. Core3, HOA Board Members, and HOA President Jim Carmany received no feedback from Harbor Pointe homeowners. With no issues to discuss or line items to modify, Treasurer Sue McGill made a motion to accept the proposed budget for 2021 as distributed. Gary Rafool seconded the motion, and the Budget for 2021 was approved unanimously.

### Parliamentarian Report:

Gary Rafool updated those present on how things stood with various proceedings. He also extended acknowledgement to the entire HOA for what he has appreciated to be a more consistent compliance to the Rules governing external appearances, and what this says about our pride of ownership and being a part of our community.

### Building Report:

Jim Carmany reported for Isaac Imig: **Pop-up roof rainwater drains**: The HOA thanks Isaac for once again trimming encroaching grass from around all our roof-water pop-up drains. Record heavy rainfall this autumn made this maintenance especially vital. Unclogged sewer drains have also reduced Harbor Pointe’s surface flooding. Topsoil washed from erosion along upstream storm sewer ditches continues to create a new shoreline at the north end of EastPort Marina, and encroach on the public boat-loading ramp.

**Landscaping Report:**

Mike Kiernan reported that next week Cuttin' It Close will be cutting shrubs for the final time this year, but may mow again if the warm weather and grass-growing persists. Commercial Irrigation is scheduled for October 23<sup>rd</sup> to blow out the irrigation systems for all three systems it manages: Harbor Pointe, EastPort Marina, and Stoney Creek Inn.

**Community Relations:**

Jim Carmany reported that Oberlander Electric finished installing the Knox Box key at the rear gate entrance, but that the expense had not yet been invoiced.

**Old Business:**

**Zoom HOA meetings:** Zoom meetings will continue for the foreseeable future. Core3 will send homeowners email announcements containing the link prior to each meeting. Ongoing, Zoom HOA meetings will start at **6:00p** on the third Monday of the month. Once we resume in-person Board meetings, the meeting time will revert to 7:00p as before.

**Dryer Vent Cleaning:** The HOA project to coordinate/provide vent-cleaning services has been set in motion with the choice of Meinders to supply the vent-cleaning services to two buildings at a single time every three years. Since some of the units have very steep roofs, and Meinders' cleaning equipment goes down the dryer vents from the top, the HOA would hire an assistant from Massey Roofing for the roof work. The coordinated services are scheduled for only one single day each year and will begin in the spring of 2021. 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 can 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.

**Homeowner Insurance compliance with parameters set in Rules:** Tracking is being done but to date the picture is incomplete and in need of further data and review. The Rules of 2017 established a minimum individual unit's homeowner insurance coverage of \$135 per square foot for duplexes and townhouses, but similar guidelines were not identified for units in the condo building. Homeowners are encouraged to discuss coverage with their individual insurance agents and to refresh themselves concerning personal liabilities in the event of catastrophic events such as fire, flood, and other internal losses. Jim Carmany reports that if, after calculations, Core3 identifies a homeowner not in compliance, Core3 is sending a reminder letter to the homeowner to update their policies.

**Wood fence at the south end of Harbor Pointe:** Sue McGill reminded us that this deteriorating wood fence needs repair or replacement. Replacing wood with composite materials is significantly more expensive, but would give us a longer life expectancy and a better maintenance profile. Our black wrought iron fence that surrounds the property will need to be painted again, and parts of it are in need of repair or replacement. Our last "soft" estimate for fence-painting ran about **\$30,000**, and is probably quite out-of-date. As 2021 gets underway, the HOA will seek firmer and more current quotes on the options before us, and will review options both for replacing the wood fence and repairing/painting the wrought iron fence.

## **New Business:**

**Christmas decorations:** Jim Carmany announced that Mike and Kathy Kiernan will head up Christmas decorating efforts again this year, and can always use more helping hands.

**Annual Report for LLC:** The 2020 Annual Report for our LLC status was filed for the State of Illinois, so is completed and in effect through the next annual report due for 2021.

**New residents:** Harbor Pointe welcomes Denny and Alisa Klein in Unit #104. Other new or returning residents are in the works as well.

## **Motion to Adjourn:**

A motion to adjourn the October 2020 Zoom HOA meeting was made at 6:30p by Gary Rafool, seconded by Mike Kiernan, and approved by all. The next ZOOM HOA Board meeting will take place on Monday, April 19, at **6:00p**. Core3 will send out the link.

Respectfully submitted,  
Anne Dickison, Secretary