



Harbor Pointe HOA Board of Directors Meeting Minutes: October 12, 2015

President Jim Carmany called the meeting to order at 7:04PM. Board Members Sue McGill, Carl Stauske, Nick Johnson, Gary Rafool, and Anne Dickison, plus Core3 Property Manager Matt Smith were present. Mike Childers was absent. Four other owners also attended for this meeting.

Approval of last Month's Minutes:

Gary Rafool moved, Sue McGill seconded, and the Board voted to approve the September Minutes.

Property Manager Report:

Property Manager Matt Smith submitted Core3's Property Management Report ahead of time, but went over some of the topics at the meeting to provide additional information.

*Intermittent problems with the front gate are ongoing. Core3 worked with Oberlander to identify the various operational difficulties. October 8th, Oberlander replaced the loop board and adjusted the sensitivity of the exit loop, but the gate malfunctioned again the following day. Nick Johnson and Carl Stauske also worked on some of the mechanical issues. Discussion about what to do about the front gate was deferred to New Business.

*Gutter Masters completed their work to replace gutters on the front of the 500 garages and on the back of the 400 garages (facing the road). They discovered significant rot damage in the sub-fascia of the 500 garages, but they found water damage to the sub-fascia in both locations. The damage was caused by the "belly" of the length of gutter pulling away from the structure, as well as the types of straps used to secure the gutter to the frame. Repairs to the 500 garages were bid at \$350, and the 400 garages at \$800. Having to replace the sub-fascia in the problem area of the 500 garages added an additional charge of \$500 to the original bid of \$350. The total expense of gutter and sub-fascia repair for the two buildings came to \$1650.

*A roof leak reported for unit #212 was determined to come from the roof of its porch and was therefore the owner's responsibility for repair. Massey Roofing is replacing the flat porch roof, and Steve Lampe will replace the deck flooring above it with Tampko Evergrain composite decking. Once the work is completed, the HOA will reimburse the owner \$180 to apply towards the cost of the composite decking materials.

*Slabjackers was asked to look into concrete leveling and incline repair possibilities for two units with driveway and sidewalk water collection complaints. The crack in the sidewalk of #104 presented a trip hazard and was marked with a safety cone until it could be repaired. Further considerations for repair options are addressed in the Building Report.

*Unit #516 submitted a Change Order to install Direct TV, but subsequently notified Core3 that they were withdrawing the Change Order because they no longer had pending plans to rent the unit.

*Core3 now stocks fobs for rear gate entry should anyone wish to purchase one.

Finance Committee Report:

Sue McGill reported the September financials using the new format provided by Core3 Property Management. Discrepancies in accounting methods for the reporting of pre-paid dues have been identified and reconciled.

Operations: Our checking account balance is \$25,682. Year-to-Date Expenses are \$12,598 better than Budget. Mowing invoices of \$4,300 were submitted too late for September's accounting so will appear as October expenses. Year-to-date *Maintenance–Parking Lot* (road repairs) are \$2500 less than budgeted, but annual road repair efforts have not yet taken place. To date, the total *General Maintenance* expenses are \$7,900 less than budgeted.

Reserves: Currently, Long Term Reserves for Capital Projects total **\$332,869**. Budgeted monthly deposits of \$3,030 will continue throughout 2015.

Total Year-end Actuals are estimated to remain within the 2015 Budget.

In 2015, the HOA spent \$40,000 on Long Term Reserve work (roof replacements) without dipping into our Reserve funds.

HOA Budget for 2016

Last month, Sue McGill distributed the HOA's 2016 proposed budget and a graph of HOA Reserves plotted against the anticipated annual timetable for total Long Term Project expenditures.

Component items included in the Long Term Budgeting Plan were questioned and reviewed. The primary driver of the Long Term Budget Plan is roof replacement. Ongoing, Long Term Capital Improvement costs and timetables will be closely monitored annually to provide bases for further financial adjustments. The HOA's annual budget determination for Operational Expenses is a separate process from Long Term planning. In accordance to the law, Operational and Long Term Reserve funds are maintained, tracked, and reported separately.

The entire 15% dues increase proposed for 2016 will be directed exclusively into our Reserves. In future years, adjustments to the HOA's Operational Budget might also become necessary if Operational Expenses increase disproportionately to the expected HOA income from dues.

After clarifying insurance and dues apportionments for Building 500, Treasurer Sue McGill offered a slightly revised budget for the Board's final approval. In essence, owners of all units, except for those in Building 500, will see an increase in dues of 15%. For Building 500 owners, the 15% increase applies only to the portions of their existing dues directed to the HOA's Operational and Reserve accounts, but *not* to the portion of dues paying for their group insurance premium.

Matt Smith of Core3 Property Management will issue the new dues schedule in a personalized e-mail to each owner. Instructions for adjusting automatic debits or entering the new dues amounts into Core3's Tenant Portal will be included in the communication.

Gary Rafool made a motion to approve the proposed Budget for 2016. Nick Johnson seconded the motion, and it passed unanimously.

A motion to approve the October Treasurer's Report was made by Gary Rafool, seconded by Nick Johnson, and accepted unanimously by Board vote.

Parliamentarian Report:

Gary Rafool reported that our restrictions do spell out who is liable in the event of damages resulting from satellite dishes. According to our Declarations/Restrictions and later, Rules, any time an owner or his/her guests causes damage to another owner, the owner at fault is responsible for the damages.

The related discussion of HOA insurance requirements for individuals and association common grounds raised questions about the maintenance of association records to assure that all were in compliance with what was required. It also led to inquiries about the adequacy of required minimum coverage, and raised awareness that it might be time to review the minimum coverage criteria or further clarify the responsibilities. President Jim Carmany asked Core3 to document that all units are currently insured, and that each unit is covered, as required, at a minimum of \$100 per square foot.

Landscaping Committee Report:

Carl Stauske reported that his team of volunteers picked up and strategically placed a number of decorative pumpkins and mums. Special thanks for these lovely autumn decorations go to Carl Stauske, Nick and Pam Johnson, Vickie Carmany, and Nancy Stoller.



Landscaping Director Carl Stauske and Treasurer Sue McGill have been reviewing landscaping issues, project priorities, and budgetary constraints. Sue drew up and distributed a spreadsheet for Board consideration. Three bids were solicited and came in for lawn maintenance for next year. Currently we fertilize the lawns and apply weed control measures through Golf Green. However, a pressing concern for the Landscaping Committee is the deteriorating health of our trees and shrubs. Over the years a number of trees died, were replaced, and failed to thrive as new plantings. Many of our shrubs and trees show insect damage, the effects of age, and nutritional deficiencies. Emerald Ash Borer and Fire Blight have been documented on our property. Removing trees is costly, and in addition, it takes years to replace the mature height, fullness, shade, and the stability they provided. The considered observation of the Landscaping Committee is that our courtyard trees have low returns for survival or reaching a lovely maturity. The Committee recommended that ongoing, courtyard trees not be replaced by the HOA. If individual owners wished to replace courtyard trees, they could do so at their own expense by submitting a Change Order for consideration. The HOA would pay for removal of existing courtyard trees that become diseased or problematic, but in the future would not assume expenses for removal of trees purchased by the owners. Selection and removal of diseased or deceased trees would become the financial responsibility of the unit or units planting them.

TruGreen, one of the companies approached to provide us with a bid, evaluated all the trees and shrubs on our property and found multiple ash, pear, and maple trees in peril, and many other trees and shrubs that would benefit from better nourishment, pest eradication, or attentive maintenance to maximize their health and beauty. TruGreen offered a comprehensive Tree and Shrub health program in addition to its Lawn Care program. After discussion of the comparative costs for Lawn care packages, and the importance of preserving trees and shrubs, the Board agreed with Landscaping's recommendations to switch the contract for services to the more comprehensive TruGreen program in order to embark on a more intensive Tree and Shrub health maintenance program.

#212 has not yet submitted its proposed garden plan for consideration. The HOA will remove their compromised tree in the spring. Work on their porch and the associated decking above is underway. Change Orders are due and remain pending.

GreenView evaluated the low spot behind #318, made several observations about drainage options, and laid out two or three proposals for solutions. The new drainage system installed by GreenView has seemingly resolved this low spot drainage problem.

Building Committee Report:

Nick Johnson reported that he and Jim Carmany met with alternative vendors for our road repairs. When contacted, Mike Johns Asphalt said that they only did seal-coating, but recommended City Coal & Asphalt out of Pekin which does asphalt repair and replacement in addition to seal-coating. Overall, City Coal thought that our roads were in pretty good shape. They made some engineering suggestions that could prove useful in decision-making next year. They also provided us with an estimate of \$2900 for patching the road.

At the time of the Board meeting, road repair quotes from Pete George were still pending. Nick reviewed all the patching and crack-filling quotes extended to date. Given weather and other considerations, the Board authorized Nick to proceed with the best quote for patching holes and filling cracks in the road ASAP.

Nick Johnson reported that known sidewalk and driveway cracks and complaints of uneven surfaces had been evaluated, and requests for competing bids were sent out. #316-318 has a broken driveway, and #104 has a significant trip hazard along its sidewalk. Concrete-laying negotiations have been underway. Crossroads Concrete, Inc. sent in an estimate of \$4,055 for repair of the three concrete projects under consideration. Nick Johnson made a motion to go ahead with the quote from Crossroads Concrete, Inc. to address the three immediate problems. Carl Stauske seconded the motion, and all present agreed.

Nick Johnson responded to the Board's inquiry about the current status of decking. Nick reported that many more decks had been redone in composite board than were previously appreciated. He found seven large decks and 15 smaller decks still made of wood. Fourteen decks have already converted to composite board.

Due to lack of availability of the preferred style, Nick Johnson, Core3 Property Management, and Richard Cole temporarily postponed applying vinyl post-wraps to the initial two of the eight courtyard posts. Pending approval of these first two "example" treatments, work on the remainder of courtyard posts will proceed.

This week Carvey Painting will return to prime and then paint the problem spots on our perimeter fence. Thanks, Nick, for following this through.

Community Relations:

Reported by Jim Carmany in Mike Childers' absence.

Jake Jacobson (one of the owners of EastPort Deck Bar and Grill who attended last month's HOA Board meeting) responded to the Board's invitation to distribute an e-mail to our residents providing contact numbers to call prior to the resident's lodging formal complaints with the East Peoria Police. In the future, Harbor Pointe residents experiencing noise or other disturbances are encouraged to call the Bar & Grill at (309) 839-2505. One of the owners of the Bar & Grill will be notified and will handle the situation accordingly. If the disturbance remains unaddressed within a reasonable time frame, the Harbor Pointe resident can still call the Police to register a complaint.

Mike Childers indicated to Jim Carmany that questions could come up about EastPort Marina's rental of harbor space for a second floating house. Concerns had been raised that when the river level was higher than it is now, floating houses could block riverside views, or could alter the views the residents preferred to see. Gary Rafool volunteered to look into regulations or agreements about not blocking views, and to see what regulatory oversights might be relevant to harbored floating structures lacking motors. It was uncertain how many owners even had concerns over the floating houses, and was suggested that those who were upset about the situation circulate a petition or questionnaire, or pursue objections on their own.

Old Business:

Harbor Pointe's annual Christmas party will take place at Basta's on Sunday, December 6, from 2:00-4:00p.

New Business:

For a long time, the front gate has intermittently failed to close. This last month, a loop sensor was replaced and the gate clutch was adjusted a number of times. It was observed that gate sensors and keypads are aging, as are we all. The good news is that new mechanisms do exist. The cost for purchasing an entirely new gate system is quite high. Nick Johnson and Jim Carmany suggested alternative solutions and will start researching comparative costs. Oberlanders can install new gate systems but are not dealers. Nick noted that our current Long Term Capital Investment Plan projected gate keyboard replacement at \$13,000 for 2017. Jim will authorize Core3 Property Management to initiate the solicitation of quotes.

Nick Johnson raised the question about what we were to do with disposal of fallen leaves. Are they to be collected? Nick or Carl will touch bases with Levar this week to try to answer that question.

Motion to Adjourn:

A motion to adjourn the October meeting was made at 9:24p by Gary Rafool, seconded by Jim Carmany, and approved by all. The next HOA Board meeting take place at 7:00p, Monday, November 16, at Jonah's.

Respectfully submitted,
Anne Dickison, Secretary