

Harbor Island Board Meeting Minutes  
Tuesday, January 10, 2017  
The CAM Team Conference Room

Present: George Robertson, Todd Murphy, Damon Heemstra, Larry Gress, Norbert Wann, Carlos Berrios, and Liane Barkley; Kathy Melton and Gina Cabral represented The CAM Team.  
Homeowners Present: Michael Todd

Meeting called to order at 6:28 p.m. by President, George Robertson.

**Financials:**

The financials for December were emailed to the Board in advance of the meeting. The balances as of December 31, 2016 were:

Operating Account	\$29,563.55
Money Market Account	<u>\$23,697.68</u>
Total Funds	\$53,261.23

A total of 98.3% of assessments were collected in 2016. The contingency amount, \$4,450.00, was transferred to the money market account in at the end of the year per the Board's instructions. Statements for 2017 assessments were mailed in December, along with a copy of the approved budget and payment information. Almost 46% of 2017 assessments have already been collected.

The January 2017 Collection Tracker was reviewed in detail. The bank took title to 1301 Portside Drive. There are currently no other active foreclosures. George Robertson made a motion to approve the requested action to have the attorney sending a final demand letter to one homeowner pending a Board member reaching out to the owner to request a payment plan be set up by the next meeting. Damon Heemstra seconded. None opposed and the motion carried. A letter will be sent to another homeowner to request that a regular payment plan be set up and followed.

Damon Heemstra provided a spreadsheet to Board members detailing year-end expenditures by budget category. A total of \$1,031.73 was not collected in 2016. If assessments had not been increased, there would not have been any contingency funds to put in the money market account. Several categories were over budget in 2016, so those areas were increased in the budget for 2017. A spreadsheet was provided for 2017. Damon said that the Board will need to be diligent in watching expenditures as there is not a lot of "old monies" to collect. Overall, the Association looks good going into 2017.

**Minutes:**

The minutes from the November 8, 2016 Board meeting were approved as written. Larry Gress certified and signed the minutes. A draft copy of the minutes from tonight's meeting will be posted on the website as soon as possible.

An updated violation tracker was provided to the Board and was discussed. Liane Barkley requested that copies of several letters be forwarded to her.

An updated ARB Tracker was provided to the Board. There are no outstanding requests at this time.

### **Old Business:**

The sealing of the wood fence in the park was put on hold until early this year. After discussion, the Board tabled the matter indefinitely as Board members feel that it was not a necessary expense at this time.

George Robertson will continue to ride the neighborhood with Carrie from The CAM Team for the bi-weekly drive through inspections.

### **New Business:**

The Board discussed the role of the President and whether the Board President needs Board approval to authorize spending for items approved in the yearly budget. Board members agreed that the President should take care of safety items or emergency items right away up to \$1,000.00, and that email communications can always be used to discuss expenditures. Board members feel that the role of the President is to be a leader and the Board voice to the community and to The CAM Team.

The Board discussed the issue of AT&T parking on the Association easements, which was tabled at the previous meeting. Todd Murphy will provide a quote for boulders that will be placed so that AT&T will not be able to park on the grass. The approximate cost will be \$180-\$200 per boulder, and Todd estimates that four to five boulders will be needed.

The lights on the north entrance sign are still not operational. A proposal was received from NiteLites for labor charges and electrical repairs (\$790.00) to replace three lights that are being covered under warranty. The last contact with NiteLites was this past Friday and they were waiting on one of the lights to be received. After repeated attempts to get an update that was supposed to be provided on Monday, Management was not able to get a response in time for the meeting. A quote will be requested to trace the electrical lines that run under the street and island.

Three quotes were received to pressure wash and paint the front entrance walls and signs:

- Banners & Signs - \$2,800.00 for regular paint (an additional \$400.00 would be added if Rhino Shield paint is requested)
- A Pro Signs & Promo - \$1,550.00 (Management to confirm that the pricing includes Rhino Shield paint on the sign face per Option 1 on the proposal). A Pro Signs suggested changing the color of the sign face and the lettering, but the Board is not interested in making this change. Pricing was also provided for the sign face and immediate areas, so Management will request clarification as to whether that is in addition to the \$1,550.00 pricing.
- Duval Paint & Decorating, Inc. - \$5,920.95

Todd Murphy made a motion to approve the proposal from A Pro Signs pending clarification of the bid. Larry Gress seconded. None opposed. The ARB Committee will approve the bid once clarification is received.

Management provided a timeline of efforts to monitor and correct the sprinkler and water usage over the past several months. Multiple contacts were made with BrightView and Clay County Utility Authority (CCUA) to rectify the situation. There were several factors at work causing the water overage, including the installation of flowers at the signs, a leak under one of the signs, a leak at the water fountain, and issues with the run times on the irrigation clock. Management will continue to monitor usage through CCUA and work closely with BrightView to make sure the irrigation settings are correct. Norbert Wann suggested that The CAM Team hire a person who can monitor the subcontractors, however Kathy Melton shared that this was not something that they could do at this time.

The lighting issues at the front entrance sign have been an embarrassment to the community. To avoid issues such as this, the Board has given approval to the Board President to approve emergency repairs in the future. A suggestion was made to take temporary measures to stop the strobing lights, including painting or disconnecting the lights.

The Board resolved that when an issue arises that affects the image and the character of the neighborhood, immediate action will be taken to correct the situation.

A virtual suggestion box was added to the website. Liane Barkley will monitor any submissions and report them to the Board.

Carlos Berrios will provide an updated CMA of housing values in the neighborhood at the next meeting.

Norbert Wann thanked Larry Gress for putting out the Christmas decorations at the entrance.

Todd Murphy asked Management to contact Randall Holmes to request a quote to cap off and relocate sprinkler heads to keep the sprinklers from spraying the front entrance signs. New flowers will be installed at the signs tomorrow, and the berm will be cleaned up next week. A quote will be requested for the installation of pine straw on the berm. Todd shared that wild grapevine is taking over the back of the berm and is something that the Board will need to address. He suggested that Board members take a look at the berm, and he will be happy to meet up at the entrance with Board members to discuss what needs to be done.

All business being completed, the meeting was adjourned at 8:35 p.m. The next meeting will be held on Tuesday, February 14, 2017 at 6:30 pm.

  
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Signature

2-14-2017  
Date