

Harbour Towne Executive Board Meeting Saturday, March 7, 2009

The Harbour Towne Executive Board Meeting was called to order by President Steve Bradbury W-304 at 9:00 a.m. on Saturday, March 7, 2009 at the Harbour Towne Clubhouse. Those Board Members in attendance were President Steve Bradbury W-304, Treasurer Darrell Barber W-1401, Secretary Diane Roush W-701, and Communications Dan Galvin W-1407. Vice-President Spencer Thomas E-806 was unable to attend. Lisa Hesprich, Angie Young, and Tina Baldwin represented Nichols Management. Homeowners Mike McAlevy E-703, Mike Miller W-905, Dwight Jones W-1302, John Boehm W-608, and Mike Legay W-902 were also present.

President Steve Bradbury asked if there were any amendments to the agenda. The first amendment was to move the presentation about the Association Website from Old Business to Committee Reports and Treasurer Darrell Barber stated he wanted to add the tax audit and a closed session to the agenda. The agenda was so amended.

President Steve Bradbury asked if there were any comments from the homeowners in attendance. Dwight Jones W-1302 asked if there were any thoughts on painting railings around his unit. He stated the railings around his unit looked bad and that the paint is bubbling up on them. President Steve Bradbury stated that they would be discussing the painting later in the meeting.

President Steve Bradbury asked for approval of the December 6, 2008 meeting minutes. Darrell Barber asked to amend the minutes in two places. The first item was to change where it stated the "Treasurer's Compensation for 2009 at \$525.00 per quarter." He stated it should say "Treasurer's Compensation for 2009 at \$500.00 per quarter." The other amendment was under the Landscape Committee where it stated "hopefully the plants he has presented to be planted" should be stated as "hopefully the plants that the Committee has presented to be planted". Steve Bradbury then asked for a motion to approve the minutes. Diane Roush moved to approve the minutes, Dan Galvin seconded. The Motion passed unanimously.

VOTE CONFIRMATIONS

President Bradbury presented the tally for the votes that were cast relating to either extending the Breakwater on the west end or to wait and monitor B and C docks until September 15th. Over the internet there were 4 yes votes to monitor and 1 no vote. The vote was passed that B and C docks will be monitored throughout the season and the Breakwater will not be extended at this time. The other votes were relating to the electric fireplace. There is one unit at the complex that is electric so the Board was asked if the unit should upgrade the fireplace or block it off completely because a real fire can never be lit in it as the fireplace is now. It was decided that a metal placard needs to be placed on the fireplace stating that it is only to be used as electric. Temporary placards are also to be placed on all unsafe fireplaces until they are properly fixed.

PROPERTY MANAGER'S REPORT

Lisa Hesprich with Nichols Management presented the Property Manager's Report. The first items discussed were bids that have been received from vendors.

- Mainstreet Asphalt and DDD Construction bid for the Tennis Court. Discussion followed regarding the different application process between the two companies and their prices. The Board stated that Mainstreet resurfaced the tennis court a few years ago and they were not satisfied with their work. Steve Bradbury moved to approve the bid from DDD Construction pending approval of references. Darrell Barber seconded the motion. The motion passed.
- Mainstreet Asphalt and DDD Construction bid for the parking lots. Discussion followed regarding the two companies' prices and the need for sealing and stripping this year. The Board stated that this is preventive work that needs to be done every few years so no major problems occur and it is highly recommended that it is done. Darrell Barber moved to approve the Mainstreet bid, Dan Galvin seconded. The motion passed
- Atlantis Dive bid for the underwater cables. Steve mentioned that he spoke with Matt from M&S Docks and was told that there is a better quality of galvanized cable that will last longer. It is made out of thinner strands that are woven more tightly. This cable also has a stronger tinsel strength. So, Steve would like more information on this new cable before any decisions are made. The Board also stated that they would like a diagram of what is being done and where. President Bradbury stated that they will deal with this bid further over email.
- Loganbill bid for mulch. Darrell Barber stated that he would like the bid to be worded differently. Instead of it quoting the complex for what they used last year he would like it to state that we will only pay for what is used not to exceed the total price that was given. His concern was that not as much mulch would be needed this year so he does not feel comfortable ordering the same amount until we know for sure. Steve Bradbury motioned to approve the bid pending the bids reworded to state that the complex will only pay for what is used and it will not exceed the total price already given. Dan Galvin seconded the motion. The motion was passed
- Harms and Savala bid for structural review and report regarding floor strength of the units. The Board requested these bids because of unit owners upgrading to tile flooring, granite countertops, waterbeds, etc... They are concerned about the units floor strength being able to handle the additional weight of these items and wanted to have engineers look into how much the floors could hold before the structure of the building would be compromised. The Board stated that they would like more clarification on the bids regarding the prices they are charging and what the price covers. They also feel that there is not a need to review all of the units. They stated that they would like to review one unit of each square foot class in each building. President Steve Bradbury asked Diane Roush to talk Savala in order to get the more information on how the review will be done, if there is a guarantee, and clarification on pricing. The Board will take further action with these bids over email.
- Sign Décor bid for the new signs on the Hilltop. Dan Galvin suggested looking into a sign that is cut out of aluminum. The sign would be in script form with maybe the village logo that is on Harbour Towne's main sign. Darrell Barber suggested that Nichols also look into getting bids from other sign companies.
- New Finish bid for the painting of the handrails. The Board stated that they have worked with this company before and they did not like the work that was done so they passed on this bid.

- Securitas and Lange bid for security. The discussion that followed was regarding how no one has been happy with the security detail from Securitas. Treasurer Darrell Barber moved to approve the security bid from Lange. President Steve Bradbury seconded the motion. The motion was passed
- A&E Siding bid for the removal of siding from the upper level garages for it to be stored. This will be done in order to have extra siding that can be used for repairs around the complex. Lisa Hesprich presented two different options to the Board for the replacement siding. One was a smooth finish for \$80.00 a square (100 square feet) and does not have a warranty against hail damage. The second option was for a wood grain finish that is \$68.00 a square and does have a warranty for hail. The backs and sides of the garages will be removed and replaced with the new siding. The Board was concerned about the look of the garages if the fronts were not done as well. Lisa stated that she had spoken to A&E about this and that they said they could do the fronts as well but they would not be able to save that siding. The Board approved the use of the wood grain siding for replacement. Dan Galvin asked if the J channels were included in the bid. President Steve Bradbury stated that this bid would be approved over the internet after a little more clarification was given.
- Security cameras bid. Lisa Hesprich with Nichols Management presented to the Board the idea of installing security cameras around the complex because of the recent vandalism, problems at the pool, trash being left on other people's doorsteps, etc... The Board thought the idea of security cameras was a great idea and they would like to look into this option more.
- Homeowner Barb Haake-Moore is donating a treadmill for the exercise room. She also suggested that the Board look into dryer vent cleaning because it is a fire hazard if they are not cleaned. The Board agreed and told Nichols to get a few bids together.
- Hand rail painting. Sherwin Williams has presented to Nichols Management a better paint system to use around the complex. President Steve Bradbury also stated that the Long Range Planning Committee is looking into a railing that would not need to be painted so it would save the complex a great deal of money. Secretary Diane Roush made a motion to change the painting around the complex from a rotation basis to painting as needed. President Steve Bradbury seconded the motion. The motion was passed.
- A+ Plumbing bid for the water meters. A+ has spent a lot of time with the City of Lake Ozark making sure that the meters that were in their bid were approved by the city. Missouri Plumbing also submitted a bid but they did not check with the city to see if they would approve their meters. Steve Bradbury suggested we get Missouri Plumbing to bid the meters that A+ Plumbing got approved through the city so we would have comparable bids. Darrell Barber also suggested that before any bid is approved that we get in writing from the City of Lake Ozark that they have approved this meter and they will deduct the water usage from their bill. The Board will finish dealing with these bids over email.

Treasurer's Report
Harbour Towne Executive Board Meeting
March 7, 2009

1. Balance Sheet (As of February 27, 2009):

Checking (Bank Star One)	\$ 18,573.96
Golden Passbook (Bank Star One)	\$ 75,679.24
Money Market @ CBOLO (Breakwater)	\$ 4,079.02
CD #4623 (Great Southern)	\$ 44,984.73
CD #4631 (Great Southern)	\$ 44,951.12
CD #3597 (Great Southern)	<u>\$ 0.00</u> *
Total Funds	\$188,268.07

* CD #3597 matured on February 13, 2009 and was cashed-out and deposited into the Bank Star One accounts on February 20, 2009.

BOARD ACTION REQUIRED:

Need to decide what to do with the funds from CD #3597:

Option #1 – Leave them in the accounts at Bank Star One. The Passbook account is earning 1.75% this quarter and is projected to earn 1.50% in the second quarter.
(Board approved Option #1)

Option #2 – Open another CD. Great Southern still has the best rates on CD's here locally and their rates are competitive nationally. Per the Interest Rate Survey completed on March 6, 2009, Great Southern is offering a 6-Month CD at an APY of 2.30% or a 12-Month CD at 2.50%.

Option #3 – Open an on-line savings account. E-Trade is offering an on-line savings account with a variable interest rate of 1.95% (as of 3/6/09). No minimum balance is required and the account will be linked directly to our checking account so that we can transfer funds as they are needed.

Accounts Receivable:

As of February 27, 2009, our Accounts Receivable total is \$60,048.86. Of this amount, \$29,728.22 is for the Breakwater assessments.

2. Profit & Loss Budget vs. Actual (As of February 27, 2009):

Interest-Bank Accounts Acct. #6141: The -\$125.00 associated with this account is due to the interest earnings on CD #3597 being estimated when Evers completed our 2007 & 2008 (partial year) audits last year.

Trailer Storage Acct. #6172: The \$144.00 amount in this account, which is 14.4% of the amount budgeted, seems low. Does Nichols have owner information for all of the trailers stored in the long-term trailer lot? Are all owners with trailers stored in the long-term trailer lot being charged the correct amount?

Post Box Acct. #618: Nichols failed to bill owners for their post office boxes on January 1, 2009, so this account shows \$0.00 for the year so far. Nichols staff will send out the Post Office Box invoices with the March 15th mailing.

Garage Dues Acct. #621: The billed amount for this account should have equaled 25%, but is 24.6% for year-to-date. This is due to a garage that has not been billed to anyone since January 1, 2008. Nichols was notified of this issue during the March 2008 Board meeting, but the problem wasn't corrected until this past week.

Storage Unit Dues Acct. #622: The billed amount for this account should have equaled 25%, but is 50.8% for year-to-date. This is due to the lone storage unit being billed at the garage rate instead of the storage unit rate. Nichols will credit the owners account and correct the billing rate with the March 15th mailing.

Boat Slip Dues Acct. #631 & PWC Slip Dues Acct. #633: The billed amount for these accounts should equal 25%, but they are 25.1% and 24.4% respectively. Nichols was notified of the discrepancies associated with these accounts over a year ago, but the issue remains unresolved.

Legal & Accounting Acct. #826: The -\$207.50 in this account is related to legal fees associated with the homeowner being sued by the Association for their late assessments. The attorney bill was paid in 2008 and then the owner's account was billed early this year.

3. Open Invoices (Accounts Receivable) Report (As of February 27, 2009):

As of February 27, 2009, there are sixteen (16) units that are in arrears on their assessments (unit and/or Breakwater). They breakout as follows:

- 1-Quarter (Unit Only): 4 Units
- 1-Quarter (Unit & Quarterly Breakwater Payment): 3 Units
- 1-Quarter (Quarterly Breakwater Payment Only): 1 Unit
- 2-Quarters (Unit & Quarterly Breakwater Payment): 2 Units
- 2-Quarters (Unit & Full Breakwater Assessment): 1 Unit
- 3-Quarters (Unit & Full Breakwater Assessment): 3 Units
- 4-Quarters (Unit & Full Breakwater Assessment): 1 Unit
- 7-Quarters (Unit & Full Breakwater Assessment): 1 Unit

Liens have been filed against the eight (8) units that are two (2) or more quarters in arrears. The Association is pursuing legal action against the unit owner that is 7 quarters in arrears. These sixteen units represent \$60,852.07 in Accounts Receivables. After factoring in other miscellaneous receivables and owners with a credit on their account, our net Accounts Receivable balance is \$60,048.86.

Need to discuss the status of the three (3) units that are 3 quarters in arrears.

4. 2008 Audit & Tax Prep Proposal:

The proposal from Evers & Co. to conduct an audit of our records for 2008 and complete our 2008 tax return has been signed and returned to Evers & Co. A copy has been provided to Nichols for the Association's records. Nichols and I will work with Evers & Co. to schedule the audit later this spring.

Nichols Management asked the Board for approval to bill homeowners on a quarterly basis for mailboxes at \$3.00 per quarter instead of on a yearly basis. The Board approved this change.

Respectfully submitted,

Darrell A. Barber, Treasurer
Harbour Towne Executive Board

COMMITTEE REPORT'S

- Association Website-Presented by Mike Legay. The Board stated that they approved Mike Legay's bid for the website two quarters ago and that meeting minutes, newsletters, financials, and more would be posted on the website after April 1, 2009. Mr. Legay stated that the first order of business would be to come up with a web address for the site. He offered three different options to the Board. The Board chose two of those options which were www.harbour-towne.com and www.harbour-towne-condos.com they felt like having these two options would make it easier for people trying to find a condo in the area using a search engine. The websites would be registered in the Association's name and the Association would own the websites. Discussion followed regarding emails from the website. It was decided that all emails will be forwarded to Nichols Management first then forwarded to Board Members if need be. Treasurer Darrell Barber moves to accept Mike Legay as webmaster. President Steve Bradbury seconded the motion. The motion was passed.
- Architectural Review-President Steve Bradbury stated that this item was already discussed under the Property Manager's report with the bids from Savala and Harms regarding floor strength.
- Docks-MS Docks submitted bids for F and D docks. For F dock the bid is regarding underwater bracing which would have a labor and parts warranty for two years. President Steve Bradbury motioned to approve the bid. Treasurer Darrell Barber seconded the motion. The motion was passed. The next bid MS Docks submitted was for D dock for moving the dock out further from the shore because of low water issues during the off season. Steve Bradbury moved to approve the bid. Darrell Barber seconded the motion. The motion was passed.
- Landscape-Darrell Barber presented a diagram of plants that would be added to the new flower bed near W200-300. There would be Annuals, Dwarf Boxwood, Hostas, and a Dogwood. Steve Bradbury made a motion to approve the proposal.

Dan Galvin seconded the motion. The motion was passed. The other item that was brought up for discussion was from homeowner John Boehm regarding the condition of some of the railroad ties around the complex. The Board stated that Nichols Management should look at all of the railroad ties. Diane Roush stated that she would like to see the railroad ties removed and replaced with landscaping stone. This issue will be looked into further.

- Long Range Planning-President Steve Bradbury presented the Long Range Planning report. Steve stated the report from Harms Engineering said that the complex was in very good shape. The LRP Committee is working to develop a ten year plan based on the Harms report. The plan will allow us to determine what's coming up, in what order, and how much it will cost. It's the first step to significantly reducing special assessments. One of the first items Harms brought to the Boards attention was the need for handrails along the seawall, watching the trees for impact on concrete walls, crawl space issues. Diane Roush asked the Board where residents are supposed to go in case of severe weather. They offered two suggestions one was the fitness room and the other was the crawl spaces.

OLD BUSINESS

President Steve Bradbury stated that once we receive new bids for the next five stair towers that are to be rehabbed Savala will look at those and approve them from an engineer's standpoint. The Board stated that they would like to put ads in newspapers for the surrounding areas to see if we can get bids to come in for this project.

NEW BUSINESS

Snow removal procedure was discussed. Treasurer Darrell Barber stated his concern over Nate's Snow Removal. Lisa Hesprich stated that previous ownership was through Scriv's and was sold to Nate who changed the name to Nate's Snow Removal. Nate was working for Scriv's and he was also the person who ran the snow removal side of the business. Darrell also stated he did not feel that Nate had access to the pool of manpower that was used when the company was still under Scriv's. Lisa Hesprich with Nichols Management agreed that Nate was supposed to have access to all the manpower through Scriv's still but that is was not happening. President Steve Bradbury and Treasurer Darrell Barber agreed that Nichols Management should get new bids for snow removal for next year. President Steve Bradbury stated that he wants all full time residents' stairs maintained through any winter storm. It was also stated that Harbour Towne is required to keep one drive open for emergency vehicles.

No Wake buoys were the next items up for discussion. President Steve Bradbury stated that we did not need these buoys anymore and that they could be pulled. We would then have signs placed on the end of the docks stating that it was a No Wake area within 100 feet. It was also brought to everyone's attention that No Swimming signs should be placed on the Breakwater. Those signs should read Danger Keep Off No Swimming.

ADJOURNMENT

Secretary Diane Roush made a motion to adjourn the meeting. President Steve Bradbury seconded the motion. The motion was passed and the meeting was adjourned at 1:05 pm.