

Harbour Towne Owners Association, Inc.  
Executive Board of Directors Quarterly Meeting  
June 5, 2010

**Introduction and Ground Rules:**

Steve Bradbury called the meeting to order at 10:10 a.m. Attendees were:

- Executive Board: Steve Bradbury, President  
Darrell Barber, Treasurer  
Dan Galvin, Director  
Spencer Thomas, Director  
Ron Pressley, Association Manager
- Owners: None present

**Approval of March 6, 2010 Meeting Minutes:**

The draft of the March 6, 2010 minutes was never approved via e-mail as it the typical process. (This draft was distributed to all Executive Board members on June 8 via e-mail and was subsequently approved by consensus of the Board on June 9, 2010.)

**Vote Confirmation:**

The following issues were voted and approved via e-mail by the Executive Board in the interim between the March 6, 2010 meeting and the June 5, 2010 meeting:

- Refused a basketball hoop/goal request
- Approved a balcony/deck ceiling request
- Approved Vizier Construction bid for the repair of the east wall of the Clubhouse
- Approved Sheppard's Company revised power washing bid for 2010
- Approved renewal of the Associations American Family insurance policies for 2010/2011
- Approved E 100 repair
- Approved E305's request to tile kitchen and deck
- Approved erosion control planting per the Landscape Committee
- Approved Colt Tree Trimming bid for 2010 tree trimming per the Landscape Committee recommendations
- Approved Bryant Pool bid for purchase and installation of 2 pool heater replacements
- Approved renewal of the American Family fidelity insurance policy
- Approved a late fee waiver
- Approved Lange and Associates contract for 2010 security service
- Approved window repair in one unit E104 and one garage GW2-1

- Approved a late fee waiver
- Approved a past due payment plan for one unit

### **Property Managers Report;**

Dan Galvin made the motion that the property managers report detailed below be approved. Steve Bradbury seconded the motion and it passed unanimously via a subsequent yeh/na vote.

- **LOMA Applications:** FEMA approval of the LOMA applications was received on May 11, 2010 and posted on the website. With this approval the Federal mandatory flood insurance requirement does not apply. However the individual lender utilized by owners has the option to continue the flood insurance requirement to protect it financial interests in specific condo units.
- **Building Re-siding:** A & E Siding & Construction was not successful in completing siding of E100, W100, and the Clubhouse by the Memorial Day Holiday as originally targeted. Unfortunately what should have been a straightforward project was fraught with delays, complaints, and lack of responsiveness and inaccurate status information from A & E. I received numerous complaints about 1) the mess ( soda bottles, cups, cigarette butts, nails, and siding bits and pieces) left strewn about the work area after a work day, 2) decks left covered with nails siding bits and pieces, 3) work which was started on a unit then stopped and not completed in a timely manner, and 4) inconsistent work schedules which exacerbated the time it took to get units completed. These complaints were discussed with A & E on numerous occasions through out the project with minimal results. Additionally some of the new siding got dirty during storage and/or installation, therefore Pressley Property will go back through and power wash both E100 and W100 as soon as the work can be scheduled.
- **East Clubhouse Wall Repair:** Repair of the deteriorated sill plate and jack studs found in the east wall of the Clubhouse during the residing has been complete by Vizier Construction.
- **Buildings E100 and W100 Parking Lot Horizontal Beams:** A & E reported that one of the parking lot side horizontal beams on building W100 and one on E100 showed deterioration when the metal overlap was removed during the siding. This was caused by the metal over warp being seamed on the top of the beam thus facilitating moisture permeation. Vizier Construction inspected the beam on the W100 building indicated it was cedar in composition and while being damp was not deteriorated. It is expected that the E100 beam is the same.
- **Chimney Repair:** Dr. Soot (Mike Matthews) completed the installation of the 11 damper clips in the chimneys requiring the clips and the replacement /repair of 53 storm collars and issued the attached report on April 1, 2010. The cost for these repairs (\$15.00 per damper clip installed and \$18.00 per storm collar repaired) will be invoiced to the respective owners along with the 3rd quarter 2010 invoices.
- **Power washing:** Shepard's Company completed power washing of the buildings, with the exception of W100, E100, and the Clubhouse, early the week

of May 3, 2010. Some of the siding installed on W100, E100, and Clubhouse was dirty therefore Pressley Property Management will power wash these buildings the week of 6-7-10

- **Landscaping;**
  1. Hydro seeding of the Crown Vetch on the hillside between upper and lower west side was completed on May 21 and May 24, 2010
  2. Planting of the ivy in front of W100, W200 and to the east of the lower pool was completed on May 24, 2010. Nelson Land inadvertently removed the vegetation from the lower west side on the pool, therefore this area was also planted with ivy.
  3. Mulching: Mulching of the area in front of the E100- E600 was completed on June 2, 2010. LoganBill was scheduled to complete the mulching of the lower east area the week of May 24, 2010. However due to the weather and man power shortages they did not get to the complex until mid Thursday May 27. Rather than have them commence mulching at this late date with the influx of holiday visitors anticipated on Friday, it was decided to postpone mulching until the week of May 31, 2010. LoganBill ran out of the 68 yd<sup>3</sup> initially estimated for the job mid way through E700. They estimate that it will take ~ another 20 yd<sup>3</sup> which they will hopefully be able to complete the week of June 7, 2010.
  4. Tree removal/trimming of those trees previously identified by the landscape committee by Colt Tree Service is scheduled to commence the week of June 7, 2010, provided that their barge is operational.
- **Water Meters:** Jim Chipley completed installation of the 2 “deduct” water meters for the upper and lower pool on Wednesday May 26<sup>th</sup>. Installation of the 2 “deduct” meters for the irrigation systems is scheduled for completion the week of May 31 weather permitting. Since the upper and lower pools were filled prior to the installation of the “deduct” meters a request has been made to the City of Lake Ozark to allow a credit for this on the next sewer bill.
- **Asphalt Replacement:** Jimmie Chipley is still waiting for the local asphalt plants to start running top coat material. All they have run so far this year is a coarser base coat material not considered suitable for a finished surface. Jim indicated that they are supposed to notify him as soon as they switch over to the finish coat. Procurement from a more distant plant is not possible as Chipley has no means to keep the material hot during transport. One less desirable option Jim mentioned would be to use the base coat then apply a slurry coat, similar to asphalt sealer, to try and smooth it out. The Executive Board desires to have the asphalt work completed by the 4<sup>th</sup> of July holiday regardless of which alternative is used.
- **Dock F Railing Painting:** Sanding, priming, and finish painting of the railings on Dock F are in process with completion expected early the week of 6-7 weather permitting
- **March, April, and May 2010 Work Orders;** Attached is a list of the work orders issued in March, April, and May their current status.

- **Slip and Fall Incident:** The owner of E802, George Osman, reported a slip and fall incident which occurred on April 24, 2010. The owner was traversing the steps between E800 and E900 when a stair tread approximately 10 steps from the bottom broke when he stepped on it. This caused the owner to slide/fall down the next 5 steps on his back/buttocks. The owner did not seek medical attention indicating that he was "bruised but OK". A subsequent May 6 2010, follow up with the owner on the status of his injuries indicated no long term ramifications of the fall. The area was cordoned off with caution tape immediately after the incident was reports and the step was replaced on April 25.
- **Swimming Pools;**
  1. Lower pool: The new propane heater was installed on the lower pool and the pool was opened for use the on May 15, 2010 with a water temperature of 80°. Based on the gauge on the propane tank, approximately 300 gallons of propane was use to bring the pool to temperature and maintain for 1 week. With a cost of \$1.57/gallon this equates to ~ \$471. Given the environmental parameters of pool painting, i.e. dry weather for a minimum of 5 days after painting and temperatures in excess of 65°, it is recommended that the lower pool be painted this fall after closing rather than the spring of 2011. Additionally as with the upper pool we are recommending the installation of a "roof " under the deck over the pool equipment to limit such exposure.
  2. Upper Pool: Painting of the pool was completed on Saturday May 22, 2010 and the pool opened on Friday May 28, 2010. The new propane heater was installed concurrent with the one installed in the lower pool. When we attempted to start up the filter system on Wednesday May 26, we found that the pump motor was seized. The motor was pulled out and taken to Bolling Electric for repair. We received the repaired motor on Friday May 28 and expedited it's installation to facilitate opening of the pool. It is our opinion that the failure of the motor was minimally hastened by if not caused by the motors exposure to moisture dripping trough the deck. We are recommending the installation of a "roof " under the deck over the pool equipment to limit such exposure
- **Main Entrance Railing:** The green railing in the medium of the center entrance was struck by a vehicle leaving the complex. This severely bent both of the vertical posts which supports the railing. Atlas Dock replaced posts of the railing using a heavier gauge steel and re-installed it in the medium.
- **Parking Violations:** A situation occurred during the holiday where in an owner arrived at the complex on Sunday to find that someone was parked in their reserve space. Efforts to locate the owner of the vehicle were not successful. Even though the Rules and Regulations allow towing, the Association currently does not have the appropriate signage under Missouri law to tow cars. Towing of cars without this signage could result in the Association being held responsible for the towing and storage costs and the cost of any damage done to the vehicle while towing. If the Association desires the ability to tow cars, it would be necessary to post this signage at each of the 6 entrances to the complex. The Executive Board decided to proceed with procurement and installation of the necessary signage.

## Treasurers Report:

Dan Galvin made the motion that the treasurer's report detailed below be approved. Steve Bradbury seconded the motion and it passed unanimously via a subsequent yeh/na vote.

- **Balance Sheet (As of June 1, 2010):**

Checking (Bank Star One)	\$ 12,336.95
Golden Passbook (Bank Star One)	\$ 63,373.74
Money Market @ CBOLO (Breakwater)	\$ 10,795.28
CDARS (#3484) (Great Southern)	\$ 46,021.70
CDARS Invest. Acct. (Great Southern)	<u>\$ 46,110.97</u>
Total Funds	<b>\$ 178,638.64</b>

- **Accounts Receivable:**

As of June 1, 2010, our Accounts Receivable total is \$59,483.58. This represents an increase of approximately \$19,000.00 compared to last quarter. However, \$17,462.85 of this increase in Accounts Receivable is related to five (5) owners who failed to pay their quarterly breakwater assessment and were recently billed for the full pay-off amount of their breakwater assessment (per Board policy).

- **Profit & Loss Budget vs. Actual (As of June 1, 2010):**

Condo Dues Insurance (Acct. #611): The YTD "% of Budget" is 49.4%, but should be 50.0%. Need to double check memorized transactions for error(s) on this line item. Pressley Property Management to investigate and advise.

Garage Dues (Acct. #621): The YTD "% of Budget" is 49.2%, but should be 50.0%. Need to double check memorized transactions for error(s) on this line item. Lower percentage may be attributable to garage lease(s) forfeited by delinquent owners, which aren't being assessed to anyone. Pressley Property Management to investigate and advise.

Boat Slip Dues (Acct. #631) and PWC Slip Dues (Acct. #633): The YTD "% of Budget" are 49.9% and 48.5%, respectively, but they should be 50.0%. Need to double check memorized transactions for error(s) on these line items. Lower percentage may be attributable to boat and/or PWC slip lease(s) forfeited by delinquent owners, which aren't being assessed to anyone. Pressley Property Management to investigate and advise.

Grounds Labor (Acct. #8141): The YTD amount of \$5,222.00 does not include any grounds labor costs for the month of May. Pressley Property Management bills for labor costs and reimburseables on a monthly basis, rather than weekly like Nichols Management did.

Chimney Inspection (Acct. #81428): The YTD amount of -\$1,086.00 represents costs for chimney repairs, cleaning, etc. that have been billed out to individual unit owners.

Pool Supplies (Acct. #81431): The YTD amount of \$5,822.52 includes the cost of the two (2) new pool heaters.

Net Income: The YTD Net Income of \$137,196.06 includes \$58,114.27 in income from the Breakwater Special Assessment.

- **Open Invoices (Accounts Receivable) Report (As of June 1, 2010):**

As of June 1, 2010, there are fourteen (14) units that are one or more quarters in arrears on their assessments. This is down from 16 units last quarter. They breakout as follows:

- 1-Quarter: 6 Units
- 2-Quarters: 4 Units
- 3-Quarters: 1 Unit
- 4-Quarters: 1 Unit (Garage & PWC Slip Leases Forfeited)
- 6-Quarters: 1 Unit (Garage & Boat Slip Leases Forfeited)
- 7-Quarters: 1 Unit (Unit involved in bankruptcy & foreclosure)

Ron Pressley of Pressley Property Management has prepared a detailed summary, of the units with outstanding invoices, that describes the nature of the unpaid invoices and lists the status of liens, legal proceedings and other collection activities to date, which he will discuss with the Board during Executive session.

### **Committee Reports:**

- Landscape: Subsequent to the approval of the initial bid from Colt Tree Service for the 2010 tree removal/trimming, the Landscape Committee has added the removal of 2 cedar trees in front of E900 and in front of W900 and W1000.
- Dock: No report
- Long Range Planning: No report

### **Old Business:**

- Stair Towers: The special homeowners meeting to approve the re-allocation of the remaining \$142,000 from the wave break loan to refurbishment of the deteriorated stair towers was held immediately prior to the Board meeting. 68 of the unit owners were represented at the meeting by attendance to the meeting or by proxy. Of the 73 votes cast at the meeting, 70 were in favor of the re-allocation with 3 against the re-allocation. For capital expenditures not requiring collateralization by the bank, approval of 50% of the owners or 96 owners in good standing with the Association is required. Since the needed 50% of the owners were not present at the meeting or represented by proxy to cast a vote, a mail in ballot will be sent to those unit owners who did not cast a vote. The special homeowners will be re-convened on Friday July 2 at 3:00 p.m. in the Clubhouse to confirm the final vote tally.
- Water Meter Change/Lake Ozark: Jim Chipley completed installation of the 2 "deduct" water meters for the upper and lower pool on Wednesday May 26<sup>th</sup>. Installation of the 2 "deduct" meters for the irrigation systems is scheduled for completion the week of May 31 weather permitting. Since the upper and lower pools were filled prior to the installation of the "deduct" meters a request has been made to the City of Lake Ozark to allow a credit for this on the next sewer bill.

### **New Business:**

- Fire Suppression Modification: Jim Chipley has previously provided a bid for the installation of back flow valves of the fire suppression supply lines in units not so

equipped. This will be scheduled for the fall of 2010. Pressley Property Management will follow up with Chipley to ensure this gets scheduled.

- Swimming Pool Heating: To limit the usage of propane and the wear and tear on the heaters it was decided that the pool heaters would be shut off June 15 and re-started on September 15. If by chance a cold spell is encountered within this time frame necessitating the heating of the pool, it is a simple process to re-start the heaters if necessary. The heaters will be isolated from the water flow using the by-pass plumbing installed earlier in the spring.
- Memorial Day Security: Pressley Property Management advised that it had been a quiet Memorial Day holiday with very few issues arising.
- Property Management: Steve Bradbury and Darrell Barber expressed their appreciation for the competent property management afforded by Pressley Property Management to date indicating that it made their positions easier than in the past.

**Adjournment:**

With no further business to discuss, Spencer Thomas made a motion that the regular session of the Executive Board meeting be adjourned. Steve Bradbury seconded the motion which subsequently passed with a unanimous yeh/na vote. The meeting adjourned at 10:55 a.m.