

TOWNE HARBOUR ASSOCIATION, INC.
BOARD OF DIRECTORS
Meeting Minutes

MEETING DATE / TIME: Tue., August 15, 2023; 7pm

LOCATION: via Zoom

DIRECTORS PRESENT:

- | | | |
|-------------------|------------------|----------------|
| • Chris Burgasser | • Mike Feldmeyer | • Diane Urlaub |
| • Marilyn Cushman | • Bill Shaheen | • Donna Wenk |

DIRECTORS ABSENT:

- Karen Serinis

HOMEOWNERS PRESENT:

- | | |
|------------------|-----------------------|
| • Anne Gorst (3) | • Doug Burgasser (10) |
|------------------|-----------------------|

OTHERS PRESENT:

- None

AGENDA:

Call to Order

The meeting was called to order at 7:02 pm by Vice President Chris Burgasser.

Homeowner Concerns

None

Approval of the Meeting Minutes from June 19, 2023, Annual Meeting

June 19, 2023, Annual Meeting minutes were electronically approved by THI Board of Directors on July 13, 2023. The minutes are posted on the THI website.

Approval of the Meeting Minutes from July 18, 2023, Board Meeting

July 18, 2023, Board Meeting minutes were electronically approved by THI Board of Directors on July 24, 2023. The minutes are posted on the THI website.

Treasurer's Report - Review & Acceptance of Financial Reports for July 2023

July Financial report not yet available for review and acceptance.

See Attachment A for Treasurer's report.

Committee Reports

- **Architecture:** No report.
- **Building:** See Attachment B. Doug Burgasser also noted that the Building Committee will review townhomes this Fall for a 2024 work schedule.
- **Dock:** See Attachment C. Mike Feldmeyer noted that there is no update on bids for removal of old docks/installation of new; boats may need to come out Oct 1; and Jack Dailey (lead) and Marcus Franz are on a Sucker Brook ad-hoc committee, investigating where various entities stand on dredging the outlet and/or where is such a project on their radar.
- **Landscape:** See Attachment D.
- **Roadway:** Vice President Chris Burgasser reported that road sealing will be done in 2024 to coincide with Holiday Harbour's schedule.

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- **Social:** See Attachment E. Anne Gorst thanked Donna Wenk for the ease of transitioning the Committee chairmanship to her. Besides events outlined in the report, Anne noted the Social Committee is looking to have a card club/game night in the Fall, an event in April tied to the eclipse, and a performance by *Big Blue House* at THI in June.

Management Report

Barry Smith was not in attendance but emailed the most recent Management Report to the Board.

Old Business

- None

New Business

- **Variances**
 - The following was approved via e-vote by THI Board of Directors on July 18, 2023: #3 Gorst, Rear deck replacement. Exception: Building permit to be obtained and Doug Burgasser contacted to inspect townhome before construction of new deck begins.
 - The following was approved via e-vote by THI Board of Directors on July 24, 2023: #17 Hookway, Deck replacement. Exceptions: Architecture Committee chair received variance from Kenrick 7/24/23—after deck completed. Homeowner reminded that authorized approvals should be confirmed before work begins.

Next Meeting

Tue., Sep 19, 7pm via Zoom

Adjournment

Motion to adjourn: Mike Feldmeyer; Second: Diane Urlaub; Approval: Unanimous
Meeting adjourned at 7:15 pm.

Respectfully submitted,
Marilyn Cushman
Secretary

Towne Harbour Association

August 15, 2023 minutes
Attachment A

July 31, 2023

The July financial report shows continued strength of the balance sheet along with an income statement that is back on budget.

As noted in prior months the expenses for Building Repair, Painting/Staining and Landscape Maintenance were all significantly over budget. However, it was not clear whether these were due to timing differences, i.e., expenses being incurred earlier in the year than budgeted or permanent overruns. Based on the July results it appears these overruns were timing differences as these expenses are virtually back on budget year to date.

The year-to-date bottom line is better than budget by almost \$26,000. But Professional expenses from the dock project show a budgeted amount of \$22,700 along with Legal fees of \$3,000 neither of which have been incurred yet. Therefore, after adjusting for these the THI bottom line is essentially on budget.

The Dock Project is moving along. Structurmarine was originally paid the deposit of about \$209,000 on March 1. The manufacturing process is going well (according to the Dock Committee) so the next progress payment of approximately \$108,000 has just been paid.

The cash balance is over \$409,000 after this payment. The dock project assessment of \$12,000 has been paid by all but one resident. Kenrick has sent that resident a reminder.

The Board continues to monitor expenses. The sealing of the roadway has been delayed until next year as Holiday Harbor postponed till 2024 as well. But the Board is committed to taking care of all resident building repair needs, irrespective of budget concerns.

If you have any questions or concerns, please email me at wshaheen@whitneycompany.net.

Bill Shaheen, CPA
THI-Treasurer

THI Building committee report, August 2023

- Window replacement and re-siding of the front of #34 is complete.
- A small repair job at the front dormer of #26 will be completed week of 8/14
- Windows to be installed at front of #29. A small amount of re-siding will also be completed. Work to begin shortly.
- Walls surrounding front deck of #31 will be re-sided as a result of deck and front door replacement. Work to begin shortly.
- Garage window to be replaced at #18, and east garage wall resided at 18/20. This work is scheduled after 29/31.
- Roof leaks were found recently at #15, #34 and #38. #15 has been repaired and the homeowner is scheduling repainting of ceiling. #34 & #38 have been temporarily repaired by KMC.
- Front deck and privacy walls to be rebuilt at #39 (fall '23?)
- Our painter will be onsite once above siding jobs are complete.
- THI & KMC waiting for direction from homeowner of #42 regarding completion of rear balcony area.
- THI & KMC waiting for variance to be submitted for window replacement and re-siding of portions of #27.
- A program whereby the Association has been reimbursing homeowners a stipend to put towards replacement of original existing wood decking with composite decking continues. To date, of the 30 front decks on the high-rise units, only #s 9,19,21,33,35,39 & 42 have not been replaced. Numerous rear decks on the low-rises have also been replaced. This has noticeably improved the appearance of our community and reduced maintenance costs.
- Many of our air conditioning enclosures have been removed due to their poor condition. Others will be removed in the relative near term at the discretion of the building committee.

Towne Harbor Island Dock Committee Report ~ August 15, 2023

Billy will be repairing and replacing dock boards, etc as needed. As the water levels fluctuate, the docks can become tilted and/or “hung up”. If you see something that needs immediate attention, please let us know ASAP.

2023 boat slip letters, applications, assignments and maps were mailed out in April & May. Please complete & return to Kenrick with **ALL** documentation prior to mooring any watercraft.

Structuremarine has started manufacturing our docks. We have submitted our first deposit, with second deposit due in August. We do have bye-weekly meetings with our project manager.

The Dock Committee, through LaBella Associates requested proposals/bids for the new dock system removal, installation, and site work. We are looking forward to receiving and reviewing.

We still have lots of planning & work to do, but goal is to have a site contractor identified as soon as possible, and dock removal, and site work starting in the fall/winter of 2023, and new dock installation starting in the spring of 2024, and completion by summer of 2024.

Please note that depending on contractor and site work schedule, we may need to have boats out earlier than the normal November 1st timeframe, but no date had been identified yet.

The next Dock Committee meeting will be scheduled when we have site works bids to review.

Second Dock Request List in order as of 08/09/2023:

1. Burgasser ~ #10 ~ Added 05/15/2021.
2. Franz ~ #13 ~ Added 06/07/2021.
3. Serinis ~ #36 ~ Added 08/12/2021.
4. Dailey ~ #28 ~ Added 12/08/2021 ~ Primary finger slip relocation from the East Channel priority.
5. Hookway ~ #17 ~ Added 07/05/2023 ~ For a personal watercraft platform, likely on the East Channel.

Dock Committee Members as of 08/09/2023

Mike Feldmeyer ~ Chairperson and Board Liaison

Doug Burgasser

Doug Merrill

Marcus Franz

Russ Young

Brian Miller

Peter Green

Bill Gauthier

Jack Dailey

Landscape Committee Report August 15,2023

1. Landscape Budget:

Reviewed landscape budget for the remainder of 2023. Submitted to Treasurer, Bill Shaheen.

2. Reviewed Homeowner Requests:

#15 Reviewed and approved variance request to remove & replace (7) bushes, by the garage and the sunroom.

#32 Marilyn spoke to homeowner regarding replacing a bush that died years ago next to the sunroom. THI will not replace; homeowner will have to submit a variance to go forward with planting a replacement.

#19 Homeowner requested that THI remove juniper bushes on the side of the residence facing the point. After much research and discussion, the committee decided that this is the homeowner's responsibility. The homeowner will have to submit a variance request for removal.

#33 Coordinated with Billy Cooper to cut and move the fallen tree limb.

3. Reviewed Invoices prior to payment.

Lakeview Lawn & Landscape monthly invoice. Verify work completed.

Submitted water bill from Pinky Tiebout (#1) for \$106.51 for reimbursement for allowing THI to use water from her residence to water the new trees at the front entrance.

Maggie & Paul Bringewatt generously asked not to be reimbursed.

4. Trees:

Mike met with the representative from Bartlett Tree Co. for a walk around. The committee contracted with Bartlett Tree to treat the magnolia trees in either September/October.

Prepared letter sent by Kenrick to all magnolia tree homeowners requesting residents be diligent in watering their tree(s) – rain is not sufficient to keep these trees healthy. Trickling water for 8 hours works best.

5. Towne Harbour Plaque:

The landscape committee voted to attach the Towne Harbour Island bronze plaque to the stonewall at the beach. It will face outward towards the lake. This plaque was previously located on the front entrance stone pedestal.

Committee Members:

Marilyn Cushman
Donna Schnapp
Deb Martin
Mike Serinis
Kevin Wenke

Sue Gresh - Chairperson
Donna Greene - Co-Chairperson
Anne Gorst
Chris Burgasser – board liaison

Upcoming Events:

Ring of Fire – flares will be place along the shore line to celebrate on September 2nd the Saturday before Labor Day.

Corn Hole Tournament -To be held on September 16th at 4PM at the point. RSVP by September 9th.

Drinks and snacks to be provided by participants.

Football Brunch – Donna Green #40 will host Brunch on October 22nd at 11am prior to the Bills v Patriots game. People to bring brunch item to share and beverages.

Holiday Party – will be at Carl Steinbrener's home # 32 on December 9th at 6PM.

Book Club – will continue through the winter months with volunteers to provide shelter. It will be held on the second Tuesday of the month.