

TOWNE HARBOUR ASSOCIATION, INC.
BOARD OF DIRECTORS
Meeting Minutes

MEETING DATE / TIME: Tue., September 19, 2023; 7pm

LOCATION: via Zoom

DIRECTORS PRESENT:

- | | | |
|-------------------|-----------------|----------------|
| • Marilyn Cushman | • Karen Serinis | • Diane Urlaub |
| • Mike Feldmeyer | • Bill Shaheen | • Donna Wenk |

DIRECTORS ABSENT:

- Chris Burgasser

HOMEOWNERS PRESENT:

- | | | |
|-------------------------|---------------------|------------------|
| • Lorraine Donaher (12) | • Mike Serinis (36) | • Sue Gresh (44) |
| • Julio Ferreira (14) | • Jeff Hare (33,35) | |

OTHERS PRESENT:

- Barry Smith, Portfolio Manager, Kenrick Corporation

AGENDA:

Call to Order

The meeting was called to order at 7:06 pm by President Karen Serinis

Homeowner Concerns

Homeowner at #14 expressed concern that a service request for a roof leak filed approximately 3 months ago has yet to be addressed. Homeowner at #12 expressed similar concern about a service request filed 2 weeks ago for a leaking patio door. Rich Wallace looked at both homes, but to date there has been no follow up from KMC. **The two homeowners were asked to forward the service request confirmation emails to Barry Smith who will follow up with Bobby Luu at KMC.**

Approval of the Meeting Minutes from August 15, 2023, Board Meeting

August 15, 2023, Board Meeting minutes were electronically approved by THI Board of Directors on August 17, 2023. The minutes are posted on the THI website.

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

Motion to accept: Marilyn Cushman; Second: Karen Serinis; Approval: Unanimous

See Attachment A for Treasurer's report. Bill Shaheen noted that accounts are anticipated to be closer to budget at year end. Quotes for dock removal/installation came in over budget due to materials cost and labor. Contracted amount is \$80K over budget but well below other bids. There may be a larger assessment next year to shore up reserves.

Committee Reports

- **Architecture:** Mike Serinis reported approved variances for #33 and #35 Front decks, rear patios, and landscaping.
- **Building:** See Attachment B.
- **Dock:** See Attachment C. Mike Feldmeyer reported that CMI Structural Solutions was selected to remove old docks and install new. CMI is also doing the work at Yacht Club Cove. THI's project could start as early as late this week. Boats on the East and North Channels will be moved to the West Channel; all boats must be out by October 1. Personal watercraft owners are asked ASAP to put their name on their platform, parts, and poles. Poles should be saved as they may be re-used. Decorative covers should be removed and stored. Anyone wishing to keep their bumpers or solar lights should pull them now. As of now, existing PWC platforms and poles will be stored by #36/38, new materials in parking lot by #19/20, and old docks in parking lot by #39/52.

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Handrails to help get in/out of boats are an optional add-on for homeowner purchase; they attach directly into the rail system and are movable/removable. It is unclear if handrails will be available for purchase in the future as they are being designed and manufactured by Structurmarine expressly for THI. Dock Committee is still looking into kayak/paddleboard storage options for homeowner purchase. PWC connectors for new docks are still being explored by the Committee.

Mike Feldmeyer will inventory with Bill Cooper stored old dock components that can be discarded.

Sincere thanks were expressed by all those in attendance to Mike Feldmeyer, Brian Miller, Karen Serinis, and Dock Committee members for their tireless efforts and hard work on the Dock Project.

- **Landscape:** See Attachment D. Sue Gresh reported receiving a quote of ~\$400 for an aluminum cover for the fire pit to replace the missing steel cover. Suggestions were offered as to how the cover could be secured to impede future loss.
- **Roadway:** No report. Sealing by NorthCoast will be completed in conjunction with Holiday Harbour in 2024.
- **Social:** See Attachment E. Donna Wenk thanked participants who attended the recent Cornhole Tournament and congratulated Karen Serinis and Bill Shaheen, the winning team. Homeowners are asked to RSVP to Donna Greene for the Football Brunch on October 22, 11am, at #40 Island Lane, and to reserve December 9, 6-9pm, for the Holiday Party at Carl Steinbrenner's (#32 Island Lane).

Management Report

Barry Smith reviewed the most recent Management Report. He thanked Doug Burgasser for his detailed building reports. Treasurer Shaheen indicated he would like to get invoices from KMC in a timelier fashion. Barry will pass the request along to Bobby Luu. Mike Feldmeyer asked who THI's administrative contact is currently at Kenrick; Barry indicated there is no dedicated person right now.

Old Business

- none

New Business

- **Dock Project**
 - On August 25, 2023, the Board of Directors unanimously approved adding \$550,000 materials coverage to the master insurance policy for storing of docks and associated parts when delivered by Structurmarine.

Next Meeting

Tue., Oct 17, 7pm via Zoom

Adjournment

Motion to adjourn: Donna Wenk; Second: Mike Feldmeyer; Approval: Unanimous
Meeting adjourned at 8:15 pm.

Respectfully submitted,
Marilyn Cushman
Secretary

Towne Harbour Association
August 31, 2023
Treasurer Report

The August financial report shows continued strength of the balance sheet along with an income statement that is better than budget by almost \$40,000 over seven months.

The Balance Sheet shows over \$600,000 in cash with a corresponding amount in Reserve liabilities. Keep in mind these balances will decline over the coming months as expenditure for the dock replacement continues. A contract has not been signed yet for the removal and installation of the docks. However, the manufacturing of the new docks is almost complete. That was virtually on budget.

The only bid received so far is significantly (\$100,000) over the original estimate. Unfortunately, inflation combined with a lack of workers could lead to budget overages with the project.

The income statement reflects income that is right on budget. But expenses through the end of August are underbudget by almost \$39,000 driven primarily by lower costs in Legal (\$3,000), Professional (\$22,900), Landscape (\$8,351), and Buildings (\$6,681) partially offset by higher than budgeted costs for Deck repair (\$4,020), and Insurance (\$1,584)/

The Deck repair overruns are due to the deck replacement policy which will save the Association money in the future and the Insurance overrun is a result of purchasing coverage for the new docks upon delivery until installation is complete.

The current positive variance in the bottom line is, unfortunately, a timing difference. The legal and professional fees are anticipated to be spent as budgeted during the remaining months, (\$25,900) and Building expense invoices totaling over \$43,000 are currently being processed. Therefore it is anticipated that by year end the current positive trend will reverse.

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

Bill Shaheen, CPA
THI-Treasurer

THI Building committee report, September 2023

- Window replacement and re-siding of the front of #34 is complete.
- A small repair job at the front dormer of #26 has been completed.
- Windows to be installed at front of #29. A small amount of re-siding will also be completed. Work is in progress.
- Walls surrounding front deck of #31 have been re-sided as a result of deck and front door replacement.
- 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 repainting of ceiling is complete. #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. This is pending his recovery from a recent auto accident.
- THI & KMC waiting for final direction from homeowner of #42 regarding completion of rear balcony area. Homeowner has submitted architectural plans for second floor addition. Contractor info to follow.
- 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.
- A variance is pending for units 33 & 35. Proposed work includes replacement of front decks, and front walkways. Rear patios will also be installed.
- 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.
- The building committee will be evaluating the buildings in THI to determine which buildings will be worked on in 2024.

Towne Harbor Island Dock Committee Report ~ September 19, 2023

If you have a personal watercraft platform/port, please take the time to mark it, and all of your parts, and poles with your name ASAP. If you have decorative covers, please remove & store.

Structuremarine has started, and is continuing to manufacture our docks. We have submitted our first deposit upon contract signing, and the second payment was paid in August. Third payment will be paid in September. Delivery is expected to start around October 1st, 2023.

The Dock Committee and the BOD, through LaBella Associates requested proposals/bids for the new dock system removal, installation, and site work. Bids are finally starting to come in!

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

Please note that depending on contractor and site work schedule, we will need to have all boats out earlier than the normal November 1st timeframe, we are requesting by October 1st.

The next Dock Committee meeting day and time is to be determined.

Second Dock Request List in order as of 09/14/2023:

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.
6. Kay Johnston ~ #29 ~ Added 09/04/2023 ~ For a personal watercraft platform, likely on the West Channel.

Dock Committee Members as of 09/14/2023

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 September 19,2023

1. Landscape Budget:

Lakeview did not do the second edging in August.

2. Reviewed Homeowner Requests:

Discussed installing a “Private No Outlet” sign at the front entrance to eliminate unwanted vehicle traffic in our neighborhood. A vote was taken and was not approved.

3. Variance Requests:

#33 Variance request for new landscaping approved as requested.

#35 Variance request for new landscaping approved as requested.

4. Reviewed Invoices prior to payment.

Lakeview Lawn & Landscape monthly invoice. Verify work completed.

5. Trees:

Bartlett Tree Co. treated the magnolia trees in late August.

A reminder rain is not always sufficient to keep these trees healthy. Trickle water for 8 hours works best.

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

Social Committee Report

Upcoming Events:

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.

Book Club – will continue through the winter months with volunteers to provide shelter. It will be held on the second Tuesday of every other month. Next meeting will be in November.

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