

TOWNE HARBOUR ASSOCIATION, INC.  
BOARD OF DIRECTORS  
Meeting Minutes

**MEETING DATE / TIME:** Tue., February 20, 2024; 7pm

**LOCATION:** via Zoom

**DIRECTORS PRESENT:**

- Chris Burgasser
- Marilyn Cushman
- Bill Shaheen
- Diane Urlaub
- Donna Wenk

**DIRECTORS ABSENT:**

- Mike Feldmeyer
- Karen Serinis

**HOMEOWNERS PRESENT:**

- Doug Burgasser (10)
- Anne Hermann (22)
- Jack Dailey (28)
- Sue Gresh (44)

**OTHERS PRESENT:**

- Barry Smith, Portfolio Manager, Kenrick Corporation

**AGENDA:**

**Call to Order**

The meeting was called to order at 7:01pm by Vice President Chris Burgasser.

**Homeowner Concerns**

A homeowner asked if residents would have access to the common area to watch the April 8 eclipse. Chris Burgasser indicated that the central common area and beach will be open for viewers; the Point, however, may be under repair and not accessible. Additional information about the eclipse will be forthcoming from the Social Committee.

It was reported that the mailbox at #9/11 is in need of repair. **Barry Smith will ask Bill Cooper to fix the mailboxes.**

A homeowner asked if residents could put something around their air conditioner units after the surrounds are removed and was reminded that, per THI's *Air Conditioner Surround Design Guidelines*, once a wooden surround is removed, the homeowner can either put nothing around the unit or put plants/shrubs around the unit (Landscape Committee variance required).

**Approval of the Meeting Minutes from January 16, 2024, Board Meeting**

January 16, 2024, Board Meeting minutes were electronically approved by THI Board of Directors on January 19, 2024. The minutes are posted on the THI website.

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

Motion to accept: Marilyn Cushman ; Second: Donna Wenk; Approval: Unanimous

See Attachment A. Treasurer Shaheen indicated January financials will be available soon; THI's fiscal year closes at the end of January and reporting for that month takes longer.

**Management Report**

- Barry Smith reviewed the most recent Management Report.

**Committee Reports**

- **Architecture:** See Attachment B.
- **Building:** See Attachment C. Committee Chair Doug Burgasser indicated 2024 is the final year homeowners are eligible for partial reimbursement of composite decking. **Doug will forward Barry the list of homeowners who are eligible but have not yet taken advantage of the program, and Barry will send them a reminder.**

- **Dock:** Doug Burgasser reported that lights are being installed on the docks; locations on the Sucker Brook and fingers are being determined. Slip numbers will be ordered and placed to allow visibility from the water; numbers will also be placed at the ends of the fingers. PWC platforms will be installed using poles.

*On Feb 22, 2024, Mike Feldmeyer, Dock Committee Chair, asked that the following be added to the Feb 20 minutes:* Along with the poles being used for PWC Platform installation, a PWC Platform "connector" will need to be purchased by each platform owner, to connect to the platforms on either/both sides of each other. This "connector" is universal for all of the PWC platforms that are currently owned by THI residents, the same manufacturer as the PWC platforms, and can be purchased at any of the local marinas. We did eliminate the actual dock manufacturer additional connector, which will help with time, installation, and cost.

We hope to have the final slip assignments and numbers completed by April 1st. And we hope to have the docks completed and usable by May 1st (this will be weather, contractor, and landscaping dependent, especially as we near the final odds and ends).

- **Landscape:** Chair Sue Gresh reported that a contractor has been identified for new sidewalks. Three-foot wide brushed concrete walks will replace existing asphalt walks at #7/9, #15/17, #36/38, and #44/46. Rip rap will be enhanced at each concrete pad, and areas at the Point and THI perimeter that require it will be graded and seeded.
- **Roadway:** No report
- **Social:** The next Any Book Book Club is Tue., Mar 12, 7pm, 34 Island Lane.

#### **Old Business**

- Electrician's estimate for solar street lights. **Barry will forward to Board of Directors the estimate from Zeno Controls to replace THI's eight streetlights with solar street lights.**

#### **New Business**

- **Variances**
  - The following was approved via e-vote by THI Board of Directors on January 27, 2024: #13 Franz, New boat. Exceptions: With the condition that the boat, when docked, stays within the slip assignment space.
  - The following was approved via e-vote by THI Board of Directors on February 3, 2024: #8 Young, Hardie siding. Exceptions: Per pg 1, #5, homeowner will assume all liability and will be responsible for all damage and/or injury which may result from performance of this work.
- **Dock Project**
  - The following was approved for payment by THI Board of Directors on January 17, 2024: CMI Structural Solutions invoice #2274.
  - The following was approved for payment by THI Board of Directors on February 5, 2024: Structurmarine Parts Order #100678-0.1.

#### **Next Meeting**

Tue., Mar 19, 2024, 7pm via Zoom

#### **Adjournment**

Motion to adjourn: Marilyn Cushman; Second: Bill Shaheen; Approval: Unanimous  
Meeting adjourned at 7:42pm.

Respectfully submitted,  
Marilyn Cushman  
Secretary

Towne Harbour Association

Treasurer's Report

December 31, 2023

As we discussed in the November report, we expected the underrun in expenses through November to be offset in December with higher than budgeted Building Repair costs. This is exactly what happened.

Although income for the month was right on budget, expenses for December were higher than anticipated due to Building Repair expenses being almost \$26,000 more than expected. This was partially offset by lower than budgeted snow removal (\$2,850) and less Landscape Maintenance (\$4,475). The snow removal under run is unfortunately just a timing difference as we are under contract for that expense each year. But the Landscape Committee made some tough decisions so they could run under budget for the year. We do expect that the need for some landscape repairs to be necessary in the coming year because of the Dock Replacement Project. Those have yet to be quantified.

Heading into the final month of the fiscal year we expect ongoing expenses for Building Repair that will drive down the results for January. We anticipate that the year-end Net Income results will be less than budgeted, causing us to use a portion of the Building Reserves to balance the year-end results. This was anticipated as we drove through the year with the Dock Replacement Project costs.

As you have seen the Dock Replacement Project is virtually complete. What a GREAT job by the Dock Committee led by Mike Feldmeyer and Brian Miller!

If you have any questions, please let me know.

Bill Shaheen, CPA

Treasurer THI

wshaheen@whitneycompany.net

THI FEB 20 HOA mtg Architecture Committee Report

Unit #	Name	Description	AC Approval Date	Board Approval Date	Remarks
8	Russ & Mo Young	New Siding on addition	2/1/2024	2/3/2024	

## **THI Building committee report, February 2024**

- Our painter will be on-site in the Spring to paint various areas around THI.
- Variance approved for #42 regarding completion of rear balcony area and construction of addition. This work is now in progress.
- THI waiting for variance to be submitted for window replacement and re-siding of portions of #27.
- A variance had been approved for #5 to replace the two windows at the side wall (west facing) of their garage. This window replacement was requested by the building committee in anticipation for re-siding of the west wall of the garages at 5/7. KMC has completed this work. Painting is scheduled for the Spring.
- Siding replacement is in progress at the North wall of #9. Rot was found. The decision was made to re-side the entire wall. Siding has been ordered, and it will be installed upon arrival.
- 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 has received quotes from KMC for buildings that will be worked on in 2024. We have been informed by Kenrick that the cost of building repair by KMC has increased significantly, in some cases by as much as 100%. Kenrick has told us that we have been receiving a significant break on costs over the years, but that is now ending. As a result, we are now in the process of securing quotes from various contractors as a financial option.