

Tower Harbor Condo Association - Board of Directors Meeting Minutes

Monday, October 7, 2024 at 4:00 PM via ZOOM

ALL HOMEOWNERS:

Board-Levied Assessment of \$900 is due in full

November 1st, 2024

(Late fee assessed on 11/15/24)

1. Call to Order: 4:03 PM EDT

- a. Present for THCA: K. Mueller – President, B. Fish – Treasurer, G. Freeman – Secretary, P. Murphy, J. Street, J. Whiteley
- b. Absent for THCA: A. Seuryneck
- c. Present for Cornerstone: T. Lohr

2. Financial Report as of June 30, 2024:

Checking – Huntington	17,646.02
Reserves – Huntington	159,416.32
TOTAL CURRENT ASSETS	177,062.34

a. Treasurer's Report:

- i. Treasurer Fish noted that the Checking (Operating) Account is a bit low and suggested that \$6,000.00 that was recently transferred to the Reserves be returned to the Reserve Account to accurately reflect the planned balance of \$153,000.00.
- ii. The next quarterly update to the Reserves will be in January, 2025, the third quarter of our fiscal year, and will add \$10,000.00 to the Reserves.
- iii. Board-Levied Assessments as of the end of September, 2024 total \$18,000. but most owners used e-pay or scheduled-pay features so Cornerstone expects that the full Board-Levied Assessment will be collected on time.

3. Cornerstone Update – Tim:

- a. **Dues Delinquencies:** None
- b. **Review of Open Tasks** (See Appendix A for complete list)
 - i. Building 1 new roof installation is complete.
 - ii. Work on unit 202 has started
 - iii. Work on unit 141 to start soon.
 - iv. Concrete work for Hamilton drive-ways and Harbor Court sidewalks is being scheduled. Tim is pressing our vendor to lock us in for April or May, 2025.

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- v. Mariners Cove holes/pits were recently inspected by Kathleen and a former Unema employee now working independently. Tim will contact Unema for further inspections and recommendations.
- vi. Sprinkler issues have been noted in all areas of the complex throughout the summer. Recurring electrical issues have caused repeated blown fuses, according to West Ottawa Sprinkler. Board requested that the system be made fully operational prior to shutting down for the winter. Tim to coordinate with Haveman Electrical and West Ottawa Sprinkler.
- vii. Unit 342D requested approval of a fire table on their patio. The Board will allow the fire table as the unit is not in a rental program. Owner is encouraged to use caution and to have a fire extinguisher close by.

4. Landscaping:

a. DJs General Landscaping:

- i. The Board discussed three bids for annual landscaping services – DJs, Kramers, and Hollandia, and two bids for snow plowing services – DJs. And Kramers.
- ii. The Board agreed to extend the DJs contract for one year as it remains the most reasonable cost-wise. We do have a new manager from DJs promising improved service.
- iii. Bob reminded us that we do need to have more discussion on landscaping and on putting a wholistic plan in place for the whole property, not just for landscaping but other issues such as sidewalks, refuse removal, consistent look and feel across the property.

b. Harbor Court Entrance:

- i. DJs has made note of dead/destroyed plants. Replanting will take place in fall
- ii. Board approved \$4,500.00 for general work including connecting and burying two drains on the garage side of 123 Harbor Ct.

5. Rules and Regulations:

- i. Newly certified rental unit: 348C – Barker, Maximum occupancy 6

6. THCA Units on the Market:

a. For Sale:

- i. 149 Harbor Court – Listed for \$480,000
- ii. 184 Hamilton – Listed for \$1,200,000

b. Sold:

- i. 342D Mariner's Cove one-bedroom - Listed for \$467,500
- ii. 348C Mariner's Cove two-bedroom –\$429,000
- iii. 354 Mariner's Cove two-bedroom - \$515,000

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7. Next Meeting Date and Time:

- a. Next Board meeting currently scheduled for: Monday, November 25, 2024 at 4:00 PM via Zoom.
- b. NOTE: this is two weeks later than our regular schedule. A December, 2024, meeting will not be scheduled.

8. Adjournment:

- a. The meeting adjourned at 5:01 PM.

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Appendix A: Open Tasks

Unit	Date	Description	Task Id
	10/13/2023	Meters might be leaning like others we have repaired in 2023. Please inspect and quote new board if needed. ****While on site, please look around the garages to see if anyone has an AC unit in their garage or if you see freezers/fridges Association	2429791
125 - B1	9/18/2024	<p>Good Morning: The roof is currently being replaced on Building #1, Harbor Court. The roofers had to remove our Direct TV satellite dish to work on the roof. When the dish was replaced, it was set so the receiver is pointing down at the roof and will not work. We tried to ask them to point the receiver towards the southern sky but they did not understand. (understandably so, they are not satellite installers)</p> <p>We have a couple of options here: can someone from Cornerstone do it or should we call Direct TV for a repairman and forward the repair bill (if any) to Cornerstone?</p> <p>Thank you</p>	2662291

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127 - B1	6/21/2024	One of the hemlock trees in front of our unit (127 Harbor Court) looks like it has lost foliage at its highest point. The other hemlocks next to it don't look so sparse at their tops. It is the tree closest to the street. I think I remember there is pest that attacks hemlocks. I've attached a photo of the top of the tree. Thanks	2600984
127 - B1	6/21/2024	I have not noticed that the sprinkler near our front door has been on lately, so I wonder if someone could check it out. I've attached a photo of the sprinkler head, which is raised above the front garden. Thanks!	2600990
137 - B2	9/20/2024	Once window flashing is repaired, paint bedroom ceiling where staining occurred. Ann Horton-239-261-5483 Association	2663511
137 - B2	9/4/2024	aluminum trim and under lying wood rotten	2653618

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141 - B3	8/29/2024	<p>During the last hard rains, we have developed a leak in the same area that was an issue a few years ago. There is discoloration where the ceiling meets the wall, and water has run along a joist as there is discoloration and bubbling of paint.</p> <p>Randy and Michael stopped in to check, and noted that it is likely a lack of flashing behind the upper decking. Michael saw discoloration along the entire interior wall adjacent to the deck.</p>	2648795
149 - B4	10/2/2024	<p>Report of two of the lights being dimmer. The light fixture across from our unit is now much dimmer than others on Harbor Ct.</p> <p>As you can see in the attached photo, the fourth fixture down from ours has the same issue.</p>	2671109
157 - B15	4/11/2024	<p>Mike Plunkett (Tower Harbor) has a big chunk of concrete in his driveway that cracked off. He would like for someone to come look at it.</p> <p>Please advise on a repair Association</p>	2553026

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190 - B12	6/18/2024	Please see the attached picture of a bush in front of our garage. It seems to have been "partially" trimmed-- not sure why. Anyway, it does seem to be overgrown and likely should be removed and replaced. The address is 190 Hamilton. Thank you.	2598380
190 - B12	9/27/2023	We noticed in the meeting minutes that porch posts on some of the units are being assessed. We would appreciate it if someone can look at our posts-- specifically the post closed to our steps. That one appears "bowed". Thank you. Please let me know if you have any questions. Brian and Terry Griffin. 190 Hamilton.	2416718
200 - B11	8/23/2024	Michele Cassiday noticed spots on her ceiling. Please investigate for leaking or roof vent boot issue/ This is a short-term rental unit, so need to check it out on a Tuesday, Wednesday, or Thursday. Please contact Michele for scheduling. 616-340-4262	2644786
342 B - B6	6/17/2024	Even though we've had a lot of rain, the grass around 342 Crabby Cove (as Kathleen calls us) is dying.	2597728

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		We have not had irrigation around our bldg for at least three YEARS! Why are we repairing/replacing driveways/sidewalks that work fine instead of repairing what is broken? Save the money and put it towards something that is actually not working. I'm tired of hearing the excuses. I am looking for equal treatment by the Board. Call me with any questions.	2664401
342 B - B6	9/22/2024		
342 B - B6	9/22/2024	Dead grass	2664442
342 C - B6	7/26/2024	Report of leaking in the garage on the rear wall. Not sure if it is garage GG or HH. Owner is Chuck Puent for access. 219-765-9398	2625279
346 C - B8	4/8/2024	Could someone please take a look at the bottom portion of the wooden posts on the patio (4), they are in need of some fixing up/repair. Thank you for your time with this.	2550249

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Unit	Date	Description	Task Id	Date Closed
	9/14/2023	Inspect front deck post on Mariners Cove Buildings	2408350	3/11/2024 14:24
	5/14/2024	Dumpster doors	2574704	5/15/2024 13:56
	7/23/2024	Install sign	2623302	8/2/2024 16:03
	11/27/2023	Pond Fountain	2457349	3/11/2024 14:32
	6/28/2024	Ongoing Plumbing Issues for Karen Zibell	2605853	7/15/2024 15:12
	2/21/2024	Habor Ct lights	2516716	3/1/2024 15:40
123 - B1	10/5/2023	Roof Leak - New Problem on 10/05/23	2423701	3/11/2024 14:11
123 - B1	2/15/2024	Adjust slider wheels	2513421	3/4/2024 18:59
123 - B1	8/12/2024	Fascia repair, gutters cleaned	2636851	8/15/2024 17:09
127 - B1	8/14/2023	Algae (?) on siding	2384508	6/17/2024 20:28
129 - B1	7/3/2023	Slider door	2352348	7/26/2024 14:10
131 - B2	8/25/2023	Window repair	2392938	3/11/2024 14:07
131 - B2	8/31/2023	Casement window repair	2397244	3/11/2024 14:34
131 - B2	9/11/2023	water leak onto living room floor	2405614	3/11/2024 14:08
131 - B2	10/12/2023	water leak into living room	2428432	3/11/2024 14:14
135 - B2	6/11/2024	Upper level gutters are overflowing	2594065	8/2/2024 15:54
137 - B2	5/29/2024	Shingle slid down	2584728	6/12/2024 18:30
137 - B2	5/13/2024	Call back on painting job	2573850	5/22/2024 13:59
137 - B2	5/23/2024	Misc Items	2581164	7/12/2024 18:10
137 - B2	7/31/2024	Rear patio light	2628170	9/4/2024 20:13
137 - B2	8/5/2024	Water spots on ceiling	2632370	8/14/2024 17:35

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141 - B3	5/10/2023	Roof leak	2314218	3/11/2024 14:00
143 - B3	7/30/2024	Loose heat tape wire	2627427	9/18/2024 18:28
143 - B3	6/25/2024	Upper gutters are clogged	2603337	8/2/2024 15:53
143 - B3	2/26/2024	Give deck a once over	2520153	6/25/2024 12:53
147 - B4	10/3/2023	Window seal	2421420	2/27/2024 15:39
147 - B4	8/18/2023	Living room sliders	2387793	6/17/2024 20:29
147 - B4	5/17/2023	Living room sliders.	2319499	3/11/2024 14:01
149 - B4	7/18/2024	Clean gutters and downspouts	2620047	9/18/2024 17:27
149 - B4	7/15/2024	Water spigot	2617407	9/18/2024 18:28
149 - B4	8/28/2024	Lower level issue	2648020	9/18/2024 17:29
153 - B4	10/16/2023	removal of ornamental grasses	2430978	4/8/2024 17:07
153 - B4	3/2/2024	downspout	2524188	3/5/2024 14:00
153 - B4	3/4/2024	Replace downspout	2525090	3/13/2024 18:39
157 - B15	2/23/2022	Raccoon damage	1992949	7/23/2024 20:18
157 - B15	4/22/2024	Siding off building	2559610	4/29/2024 15:35
157 - B15	7/23/2024	Racoon damage - replace trim	2623355	8/2/2024 15:45
186 - B13	6/12/2024	Heat tape wires hanging	2595090	8/2/2024 16:01
192 - B12	8/17/2024	Leaking above sliders	2640839	8/27/2024 14:09
192 - B12	8/7/2023	Potential leak & dryer vent	2379313	8/14/2024 17:48
192 - B12	7/12/2024	Vent	2616316	8/2/2024 15:58
192 - B12	8/7/2023	Leak	2379346	6/6/2024 13:14
194 - B12	5/29/2024	Water Incursion via Downstairs Window - East Wall of 194 Hamilton	2584902	9/9/2024 13:13
196 - B11	4/3/2023	Screen Door	2287422	3/11/2024 14:07

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196 - B11	7/14/2023	Leak is Back	2361452	7/15/2024 15:12
200 - B11	6/7/2024	Exterior light bulbs out	2591591	7/12/2024 16:14
202 - B11	8/5/2024	Dead Shrubs on Hamilton Street traffic island - Shrubs should be removed	2632473	8/8/2024 12:26
202 - B11	6/21/2024	Casement window leaking	2600985	7/25/2024 19:46
202 - B11	7/22/2024	Roof leak and ceiling stain	2622535	7/25/2024 19:50
340 A - B5	6/17/2024	Siding Repair	2598145	8/2/2024 15:46
340 A - B5	6/17/2024	Entry Railing paint	2598149	7/15/2024 15:10
342 A - B6	11/17/2023	Quote to replace front door & kick plate	2452664	7/23/2024 20:27
342 B - B6	8/30/2023	342 A door	2396408	3/11/2024 14:08
342 B - B6	8/1/2024	Owners getting shocked 342 Building	2629752	8/12/2024 18:54
342 B - B6	5/25/2024	Ants	2582361	8/14/2024 19:53
342 C - B6	7/17/2023	Railing Painting 342 C	2363078	3/11/2024 14:17
342 D - B6	7/3/2024	Caulk back slider	2610492	7/16/2024 15:29
344 C - B7	8/16/2023	Check deck posts	2386267	9/6/2024 17:10
346 A - B8	7/9/2024	hot water tank, slider door lock	2613775	9/4/2024 13:37
346 A - B8	7/24/2024	Window trim repair	2624058	7/26/2024 16:53
346 B - B8	6/3/2024	Front deck stair railing	2588570	9/18/2024 17:39
346 C - B8	9/26/2023	2 x 4 wood plank and mulch	2415836	1/5/2024 9:51
346 D - B8	2/16/2024	STR	2514038	3/11/2024 14:33
346 D - B8	1/2/2024	Water leaking into the electrical panel	2479053	9/10/2024 15:07
346 D - B8	8/13/2024	slider door wont open, on the left. Right slider door handle is about to break off.	2638092	8/19/2024 15:18

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346 D - B8	6/26/2024	slider door	2604641	8/15/2024 17:40
348 A - B9	5/23/2024	Gap in door and missing screen	2581319	6/25/2024 22:39
348 A - B9	10/9/2023	Railing on front entrance deck/screen door	2425836	5/30/2024 12:58
348 A - B9	3/21/2024	Front door, front railings	2538472	6/25/2024 22:40
348 D - B9	5/22/2024	Siding repair	2580211	6/25/2024 22:40
348 D - B9	6/3/2024	Front door rust	2588577	9/18/2024 18:28
348 D - B9	6/3/2024	Side deck wing wall siding	2588574	8/2/2024 15:45
356 - B10	5/22/2024	Front door paint	2579890	8/15/2024 17:15
356 - B10	7/9/2024	Lamp is out	2613507	7/16/2024 15:31
358 - B10	9/18/2023	paint	2410960	5/22/2024 13:47
366 - B10	6/7/2024	Siding on deck and deck door trim	2591692	8/2/2024 15:45
368 - B10	12/27/2023	Lamp light out in front of 368 Mariner Cove	2475248	1/31/2024 13:04
372 - B10	4/23/2024	Potential photo eye problem	2560605	4/29/2024 15:38