

**Tower Harbor Condo Association - Board of Directors Meeting Agenda
Monday January 8, 2024 at 4:00 PM via ZOOM**

1. Call to Order: 4:00 PM EST

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

2. Financial Report as of December 31, 2023:

Checking – Huntington	99,098.41
Reserves – Huntington	59,368.70
TOTAL CURRENT ASSETS	158,467.11

3. Cornerstone Update – T. Lohr:

- a. **Delinquencies:**
 - i. Board Approved Assessments – there are two that have not been paid. One is related to a co-owner who is recently deceased. Tim will follow-up on the other one
- b. **Review of Completed Tasks:** See Attachment A
- c. **Review of Open Tasks:** See Attachment B
 - i. Unit 131 floor repair – Owner accepted Board approved offer to repair the floor. This issue is closed.
 - ii. Unit 346D reported water in the electrical panel. Cornerstone determined this was related to an incorrect plumbing repair in the unit. Owner to fix this issue.
 - iii. Tim is getting estimates to paint the posts at the entrances to Mariners Cove (Buildings 5, 6, 7, 8, and 9). Tim will gather bids for all white rear decks, as courtesy to owners, should they wish to have their rear decks painted at their expense. Painting to be scheduled in early spring, as weather allows.

4. On-going Business:

- a. **Mariners Cove Building 10 Seawall Update:**
 - i. Our attorney has located an insurance attorney to assess our next steps. Waiting for an update from the attorney.
- b. **THCA Insurance Inspection:**
 - i. Koop and Burr (our insurance agents) have notified THCA that the five-year inspection was completed in October.
- c. **THCA Rules and Regulations:**

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- i. Unit 370 – At the owner’s request, the Board agreed to temporarily replace the Association-owned front porch light fixture with one that satisfies the owner’s special needs, once the following are met:
 - 1. The original Association-owned fixture (now removed and missing) is either reinstalled or a new unit is delivered to Cornerstone.
 - 2. Owner has signed the agreement drawn up by the Association’s attorney agreeing to replace the “special” fixture with the matching Association-owned fixture once the unit is sold or the current resident moves away.
- ii. Until these steps are taken, the fines currently levied for non-compliance will stand.

d. Landscaping:

- i. The wind-damaged Silver Maple on Harbor Court will be removed as soon as possible depending on weather. Cost is \$1,200 to remove the tree and \$200 to grind out the stump in spring.
- ii. The remaining tree, closest to Westshore, will be left standing.
- iii. DJ’s bid for additional landscaping for 2024 not been approved, as THCA will need a full landscaping plan for the Harbor Court entrance due to removal of multiple trees.
- iv. THCA may investigate additional landscaping companies for this work

5. Rules and Regulations:

a. Rental Units:

- i. Rental notification letters sent to all owners whose units were offered as rentals last year stating requirements and responsibilities for those wishing to offer their units as short-term rentals in 2024.
- ii. An additional reminder notice will be sent.

6. Units for Sale:

- a. Unit 362 Mariners Cove was sold in a private sale. Closing is on January 25, 2024.

7. Next Meeting Date and Time:

- a. The next meeting of the THCA Board will be on Monday, February 12, 2024, at 4:00 PM EST, via Zoom

8. Adjournment:

- a. The meeting adjourned at 4:40 PM EST

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As winter is upon us, and many of our residents retreat to warmer climates, THCA reminds owners that it is a very good idea to have a friend, relative or realtor check on your THCA unit at least once a month.

These checks can alert you and THCA to potential problems before they get out of hand.

Co-owners may always speak to the THCA Board before the monthly meetings.

Meetings are generally held on the 2nd Monday of each month, at 4:00 PM, via Zoom.

To request an opportunity to speak at a meeting, please contact Tim Lohr at Cornerstone.

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Attachment A: Open Projects as of 01/08/2024

Open Tasks			
Unit #	Date Created	Description	Task Id
192 - B12	8/7/2023	Potential leak & dryer vent	2379313
346 D - B8	1/2/2024	Water leaking into the electrical panel	2479053

Attachment B: Completed Projects Year-to Date:

Completed Tasks				
Unit #	Date Created	Description	Task Id	Date Closed
346 C - B8	9/26/2023	2 x 4 wood plank and mulch	2415836	9/26/2023 13:15