

**Tower Harbor Condo Association - Board of Directors Meeting Minutes**

**Monday, September 9, 2024 at 4:00 PM via ZOOM**

**ALL HOMEOWNERS:**

**Board-Levied Assessment of \$900 is due**

**November 1<sup>st</sup>, 2024**

**(Late fee assessed on 11/15/24)**

**If you wish to pay in installments, please begin in September,  
so that Board can access funds for immediate projects**

**1. Call to Order: 4:05 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. Seurnyck
- c. Present for Cornerstone: T. Lohr

**2. Financial Report as of June 30, 2024:**

Checking – Huntington	39,706.24
Reserves – Huntington	154,409.94
<b>TOTAL CURRENT ASSETS</b>	<b>194,116.18</b>

**a. Treasurer's Report:** Update on meeting with Cornerstone accounting – Bob and Kathleen

- a. To address some of the accounting concerns that Treasurer Bob Fish mentioned at the Annual Meeting, Fish and Mueller met with the Cornerstone accountant via Zoom.
- b. These issues include:
  - i. Allowing owners the ability to allocate how payments are applied (monthly or board-levied).
  - ii. Payment of capital expenses from the Checking account rather than the Reserve fund, allowing the revenue to build up.
  - iii. Creation of a capital improvements expense account for non-budgeted capital expenditures.

**3. Cornerstone Update – Tim:**

- a. **Dues Delinquencies:** None
- b. **Review of Open Tasks** (See Appendix A for complete list)

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- i. Posts on Mariners Cove have been replaced. Cannot be painted for a year.
- ii. Drains in front of Building 10 have been cleaned out.
- iii. Building 1 roof replacement is week of September 16. Materials and dumpster delivered Friday, September 13.
- iv. Holes/divots near seawall have been flagged for safety. Please avoid these areas.
- v. Hamilton driveways and sidewalks – need a “hard” number. Looking at April, 2025 for completion. Pat advised get this locked in now.
- vi. Also need a “hard” number for Harbor Court sidewalks
- vii. Board agreed to a 2X per week trash pick-up on Mariners Cove – Memorial Day – Labor Day
- viii. Unit 141 – Board approves \$900 to investigate on-going leak
- ix. Unit 137 – Windows near roof leaking/rotting. Board approves \$1,250 to repair
- x. Unit 202 Hamilton needs major repairs to deck (owner responsibility), replacement of rim joist, windows, interior drywall, etc. Current bid is \$9,375.00. Tim to get breakdown on the bid, particularly what is owner’s responsibility and THCA responsibility. Board authorizes up to \$9,000.00 after breakdown is received.

### **4. Landscaping:**

- a. Harbor Court Entrance - DJs has made note of dead/destroyed plants. Replanting will take place in fall
- b. Martins (147 Harbor Court) have requested to install a tree at their expense. Tree options have been reviewed, and preference noted.
- c. Whitely/Pighini – (units 366 & 368) presented a landscaping plan (at their expense) to install plantings between their two units. The Board elected to table this request as adding planting out to the sidewalk would be inconsistent with the common look desired for building 10.
- d. In order to enhance the consistency of the landscaping, Bob Fish suggested creation of a master plan for all of THCA grounds. The board will review this approach next spring.
- e.
- f. DJ’s General Landscaping – All previously omitted work has been completed to satisfaction
  - i. New DJs bid based on walk around with new rep (KaDee Duguid)

### **5. Rules and Regulations:**

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

### **6. THCA Units on the Market:**

- a. **For Sale:**

## **Tower Harbor Condo Association - Board of Directors Meeting Minutes**

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- i. 149 Harbor Court – Listed for \$490,000
- ii. 184 Hamilton – Listed for \$1,200,000
- iii. 218 West Shore - unfinished shell – Listed for \$649,000

**b. Contingent Sale**

- i. 342D Mariner's Cove one-bedroom - Listed for \$474,900

**c. Sold:**

- i. 348C Mariner's Cove two-bedroom –\$429,000
- ii. 354 Mariner's Cove two-bedroom - \$515,000
- iii. 370 Mariner's Cove two-bedroom & 2 garages - \$490,000

**7. On-going Business: Mariners Cove Seawall**

- a. Meeting on September 17, with THCMA to learn of their plans to repair their seawall.

**8. Next Meeting Date and Time:**

- a. Next Board meeting currently scheduled for: Monday, October 7, 2024 at 4:00 PM via Zoom.
- b. NOTE: this is one week earlier than our regular schedule.

**9. Adjournment:**

- a. The meeting adjourned at 5:31 PM

## Tower Harbor Condo Association - Board of Directors Meeting Minutes

Monday, September 9, 2024 at 4:00 PM via ZOOM

### Appendix A: Open Tasks

Unit	Date Created	Description	Task ID
	10/13/2023	Mariners Cove garage electric panel--Quote	2429791
127 - B1	6/21/2024	Irrigation near front door of 127 Harbor Court	2600990
127 - B1	6/21/2024	Hmelock Tree	2600984
137 - B2	9/4/2024	Upper front window	2653618
141 - B3	8/29/2024	141 Harbor Court - Leaking ceiling	2648795
143 - B3	7/30/2024	Loose heat tape wire	2627427
149 - B4	7/15/2024	Water spigot	2617407
149 - B4	7/18/2024	Clean gutters and downspouts	2620047
149 - B4	8/28/2024	Lower level issue	2648020
157 - B15	4/11/2024	Chunk of concrete	2553026
190 - B12	6/18/2024	Overgrown bush	2598380
190 - B12	9/27/2023	Posts for Patios	2416718
200 - B11	8/23/2024	Spots on ceiling	2644786
202 - B11	8/11/2024	Casement Window still leaking: flashing problem - continuation of Request # 02600985	2636422
342 B - B6	6/17/2024	Dying grass	2597728
342 C - B6	7/26/2024	Garage leaking	2625279
346 B - B8	6/3/2024	Front deck stair railing	2588570
346 C - B8	4/8/2024	Porch posts	2550249
348 D - B9	6/3/2024	Front door rust	2588577

## Tower Harbor Condo Association - Board of Directors Meeting Minutes

Monday, September 9, 2024 at 4:00 PM via ZOOM

### Appendix B: Closed Tasks

Unit	Date Created	Description	Task ID	Closed Date
	5/14/2024	Dumpster doors	2574704	5/15/2024 13:56
	7/23/2024	Install sign	2623302	8/2/2024 16:03
	9/14/2023	Inspect front deck post on Mariners Cove Buildings	2408350	3/11/2024 14:24
	6/28/2024	Ongoing Plumbing Issues for Karen Zibell	2605853	7/15/2024 15:12
	11/27/2023	Pond Fountain	2457349	3/11/2024 14:32
	2/21/2024	Habor Ct lights	2516716	3/1/2024 15:40
123 - B1	8/12/2024	Fascia repair, gutters cleaned	2636851	8/15/2024 17:09
123 - B1	2/15/2024	Adjust slider wheels	2513421	3/4/2024 18:59
123 - B1	10/5/2023	Roof Leak - New Problem on 10/05/23	2423701	3/11/2024 14:11
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	10/12/2023	water leak into living room	2428432	3/11/2024 14:14
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
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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**Monday, September 9, 2024 at 4:00 PM via ZOOM**

141 - B3	5/10/2023	Roof leak	2314218	3/11/2024 14:00
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	8/18/2023	Living room sliders	2387793	6/17/2024 20:29
147 - B4	10/3/2023	Window seal	2421420	2/27/2024 15:39
147 - B4	5/17/2023	Living room sliders.	2319499	3/11/2024 14:01
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	7/23/2024	Racoon damage - replace trim	2623355	8/2/2024 15:45
157 - B15	2/23/2022	Raccoon damge	1992949	7/23/2024 20:18
157 - B15	4/22/2024	Siding off building	2559610	4/29/2024 15:35
186 - B13	6/12/2024	Heat tape wires hanging	2595090	8/2/2024 16:01
192 - B12	8/7/2023	Potential leak & dryer vent	2379313	8/14/2024 17:48
192 - B12	8/17/2024	Leaking above sliders	2640839	8/27/2024 14:09
192 - B12	8/7/2023	Leak	2379346	6/6/2024 13:14
192 - B12	7/12/2024	Vent	2616316	8/2/2024 15:58
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
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

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202 - B11	7/22/2024	Roof leak and ceiling stain	2622535	7/25/2024 19:50
202 - B11	6/21/2024	Casement window leaking	2600985	7/25/2024 19:46
340 A - B5	6/17/2024	Entry Railing paint	2598149	7/15/2024 15:10
340 A - B5	6/17/2024	Siding Repair	2598145	8/2/2024 15:46
342 A - B6	11/17/2023	Quote to replace front door & kick plate	2452664	7/23/2024 20:27
342 B - B6	8/1/2024	Owners getting shocked 342 Building	2629752	8/12/2024 18:54
342 B - B6	8/30/2023	342 A door	2396408	3/11/2024 14:08
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 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
346 D - B8	6/26/2024	slider door	2604641	8/15/2024 17:40
348 A - B9	10/9/2023	Railing on front entrance deck/screen door	2425836	5/30/2024 12:58
348 A - B9	5/23/2024	Gap in door and missing screen	2581319	6/25/2024 22:39
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

**Tower Harbor Condo Association - Board of Directors Meeting Minutes**

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348 D - B9	6/3/2024	Side deck wing wall siding	2588574	8/2/2024 15:45
348 D - B9	6/3/2024	Side deck wing wall siding	2588574	8/2/2024 15:45
356 - B10	7/9/2024	Lamp is out	2613507	7/16/2024 15:31
356 - B10	5/22/2024	Front door paint	2579890	8/15/2024 17:15
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