

Tower Harbor Condo Association - Board of Directors Meeting Minutes

Monday, July 8, 2024 at 4:00 PM via ZOOM

Save the Date for the THCA Annual Meeting

Saturday, August 10th from 10:30 to Noon

Saugatuck-Douglas Library Meeting Room

(Refreshments Provided)

1. Call to Order: 4:00 PM EDT

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

2. Financial Report as of June 30, 2024:

Checking – Huntington	50,207.63
Reserves – Huntington	154,396.87
TOTAL CURRENT ASSETS	204,604.50

- a. The Board discussed the current financial condition of THCA and noted that we are in good shape, from both a completed projects perspective, as well as upcoming projects and with a reserve fund that is nearing our goal of being equal to the annual budget. The board expects to reach the goal in the next fiscal year. Accordingly, the Board voted to NOT increase annual dues for the 2024/25 fiscal year.
 - i. The Board discussed tying future dues increases, starting in FY 2025/26 to the Bureau of Labor Statistics annual cost of living increase as a way of keeping pace with cost increases but hopefully avoiding large dues increases going forward. Of course, major, unplanned expenses may arise, but will be dealt with at those time.
- b. The Board approved a Board-Levied Assessment for the next fiscal year of \$900.00 per unit to fund two major projects: replacing the driveways and sidewalks on Hamilton, replacing the roof on Building 1. The Board will continue to monitor the health of the Reserves and address the need for future Board-Levied Assessments in coming years.

3. Cornerstone Update – Tim:

- a. **Dues Delinquencies:** There is one delinquency due to an auto-pay against an expired credit card. Tim will follow-up.

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- b. **Review of Open Tasks** (See Appendix A for complete list)
 - i. Hamilton driveways and sidewalks – no update but Tim to follow-up as this is a priority
 - 1. Need complete bid for sidewalks and adding a turn-out at 186 Hamilton. Tim to follow-up.
 - ii. Harbor Court sidewalks – Board approved \$5911.00 for a short-term solution to have irregular spots ground down to address immediate safety concerns. Replacement to be addressed in 2025/26 fiscal year.
 - iii. Replacement of roof on Building 1 approved for \$35500.00 by Sharp roofing. To be done before the next winter, sooner is better.
 - iv. Painting of Mariners Cove front entry railings on (Buildings 5, 6, 7, 8 & 9) to begin the week of July 15. Power wash and prep was completed week of June 17.
 - v. Sucking out four drains in front of Building 10. Approved at \$600 - \$700 per drain.
 - vi. Power washing of buildings on Mariner Cove and Harbor Court is complete. Hamilton buildings to be done the week of July 8, or the week of July 15.
 - vii. Unit 342D needs a door replaced. Approved for \$568.00
 - viii. 192 Hamilton had plugged roof vents in garage area. This has been fixed.
 - ix. 194 Hamilton has a foundation crack. Need estimate to fix. Expect to be within the Board President's approval level so fast tracked to fixed.
 - x. Board approved 135 Harbor Court's request to replace their patio Installed at owner's expense and owner also agrees to remediate any impact on sprinklers or landscaping.
 - xi. 196 has broken springs in the garage door lift system. Owner's responsibility, not THCA.
 - xii. 196 has an outdoor shower on the patio and wants to remove it. Patios are owner's responsibility.
 - xiii. "Soft" posts on Mariners Cove front entry decks are scheduled for replacement the first week of August. Posts cannot be painted for a year to allow for curing.

4. Landscaping:

- a. **Harbor Court Entrance:**
 - i. Solar-powered, ultrasonic deer repellants installed
 - ii. Scent canister deer repellants installed
 - iii. DJ's taking note of dead/destroyed plants. Replanting will take place in the fall
- b. **Building 10 – Landscaping around four trees:**

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- i. Update on DJ's timing: Four trees in front of Building 10 are planted too close to drains, allowing mulch to fall directly into storm drains. DJ's has been asked to:
 - 1. Remove dirt and decayed mulch to flatten the area around each tree
 - 2. Enlarge the mulched bed to include the drain, which will have blocking stone installed around the drain circle
 - 3. Date needed from DJ's
- c. **Missing landscaping previously approved – K Mueller and Tim following up with DJ's**
 - i. 196 Hamilton – Remove 2 overgrown evergreens and replace with 3 Blue Arrow Juniper: (Bid \$1281)
 - ii. 123 Harbor Court – Vegetation reduction (\$419)
 - iii. 129 Harbor Court – Install Korean Spice Viburnum (3 gal) across from unit door
 - iv. 133 & 135 Harbor Court: Bid included removal of 3 trees, but work was cancelled. Please check that we were not charged for removals (Bid was \$1348)
 - v. 149 Harbor Court – Tree was removed, but new Quickfire Hydrangea was not installed. Please have a more deer-repellent plant installed (Total bid \$641)
 - vi. Mariner's Cove Vine Removal & West Entrance Vegetation cutback – Unsure if this work was done. Please check (\$272 and \$190)
 - vii. 376 & 374 Mariner's Cove – These are incorrect numbers; should be 372 & 370 where ground vegetation was to be removed. (\$312)
 - viii. 368 Mariner's Cove – Remove ground vegetation. Not done. (\$302)
 - ix. 364 Mariner's Cove – Plant material installation, including Viburnum, 3 pink Evergreen Azaleas, 9 Daylilies, 7 Purple Coral Bells. (\$887)
 - x. 342 Mariner's Cove – Grasses reduction. Presently the area is very overgrown. Was this work completed? (Bid \$677)
 - xi. 192 Hamilton – Installation of 3 Pink Evergreen Azaleas. Do not see. (\$254)

5. Rules and Regulations:

- a. **218 and 220 Westshore – No railing around open window wells**
 - i. Open windows wells over deep concrete window wells represent a personal hazard and therefore an insurance liability to the Association, as THCA is responsible for the exterior of all units.
 - ii. Kathleen will reach out to owners regarding this. Temporary solution to be in place by July 12, 2024.
 - iii. Permanent solution to be in place by end of July, 2024.
- b. **Door color question:**

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- i. Exterior door painting is Association responsibility.
- ii. Discuss adding this issue to R & R: If doors are painted by owners, they should be in a trim color
 - 1. Gray buildings: white or grey
 - 2. Brown buildings: white or brown

6. THCA Units on the Market:

- a. **For Sale:**
 - i. 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. 370 Mariner's Cove two-bedroom & 2 garages - \$490,000

7. Annual Meeting:

- a. Saturday, August 10th from 10:30 to noon.
- b. Owner Packets for the 2024 Annual Meeting will be sent out by 07/10/24. If owners have not received their packet by 07/15, please call Tim Lohr for another mailing.

8. Next Meeting Date and Time:

- a. Next Board meeting currently scheduled for: Monday, August 12th at 4:00 PM via Zoom. This is immediately after the Annual. May want to have a meeting prior to the Annual Meeting for planning purposes.

9. Adjournment:

- a. The meeting adjourned at 6:07 PM

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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	Hemlock Tree	2600984
127 - B1	6/21/2024	Irrigation near front door of 127 Harbor Court	2600990
129 - B1	7/3/2023	Slider door	2352348
157 - B15	2/23/2022	Raccoon damaged	1992949
157 - B15	4/11/2024	Chunk of concrete	2553026
186 - B13	6/12/2024	Heat tape wires hanging	2595090
190 - B12	6/18/2024	Overgrown bush	2598380
190 - B12	9/27/2023	Posts for Patios	2416718
192 - B12	8/7/2023	Potential leak & dryer vent	2379313
194 - B12	5/29/2024	Water Incursion via Downstairs Window - East Wall of 194 Hamilton	2584902
202 - B11	6/21/2024	Casement window leaking	2600985
340 A - B5	6/17/2024	Siding Repair	2598145
342 A - B6	11/17/2023	Quote to replace front door & kick plate	2452664
342 B - B6	6/17/2024	Dying grass	2597728
342 B - B6	5/25/2024	Ants	2582361
344 C - B7	8/16/2023	Check deck posts	2386267
346 B - B8	6/3/2024	Front deck stair railing	2588570
346 C - B8	4/8/2024	Porch posts	2550249
346 D - B8	1/2/2024	Water leaking into the electrical panel	2479053
348 D - B9	6/3/2024	Front door rust	2588577
348 D - B9	6/3/2024	Side deck wing wall siding	2588574
356 - B10	5/22/2024	Front door paint	2579890
366 - B10	6/7/2024	Siding on deck and deck door trim	2591692

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Appendix B: Closed Tasks

Unit #	Dated Created	Description	Task Id	Date Completed
	2/21/2024	Habor Ct lights	2516716	3/1/2024 15:40
	5/14/2024	Dumpster doors	2574704	5/15/2024 13:56
	11/27/2023	Pond Fountain	2457349	3/11/2024 14:32
	9/14/2023	Inspect front deck post on Mariners Cove Buildings	2408350	3/11/2024 14:24
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
131 - B2	8/31/2023	Casement window repair	2397244	3/11/2024 14:34
131 - B2	8/25/2023	Window repair	2392938	3/11/2024 14:07
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
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
141 - B3	5/10/2023	Roof leak	2314218	3/11/2024 14:00
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	3/4/2024	Replace downspout	2525090	3/13/2024 18:39
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

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157 - B15	4/22/2024	Siding off building	2559610	4/29/2024 15:35
192 - B12	8/7/2023	Leak	2379346	6/6/2024 13:14
196 - B11	4/3/2023	Screen Door	2287422	3/11/2024 14:07
342 B - B6	8/30/2023	342 A door	2396408	3/11/2024 14:08
342 C - B6	7/17/2023	Railing Painting 342 C	2363078	3/11/2024 14:17
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
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
358 - B10	9/18/2023	paint	2410960	5/22/2024 13:47
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