

**Tower Harbor Condo Association - Board of Directors Meeting Minutes  
Monday March 11, 2024 at 4:00 PM via ZOOM**

**1. Call to Order: 4:02 PM EDT**

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

**2. Financial Report as of February 29, 2024:**

<b>Checking – Huntington</b>	<b>130,378.01</b>
<b>Reserves – Huntington</b>	<b>59,373.57</b>
<b>TOTAL CURRENT ASSETS</b>	<b>189,751.58</b>

The Board agreed to move \$80,000.00 to the Reserves account.  
No other financial report was given.

**3. Cornerstone Update – T. Lohr:**

- a. **Delinquencies:**
  - i. Two delinquencies re the 2023 Board Levied Assessment will be followed-up with letters by Tim.
  - ii. A single co-owner has multiple delinquent items. Tim will follow-up with a single letter reminding the co-owner of the situation and restating the current penalties for late payment. (Note: Subsequently resolved.)
- b. **Review of Completed Tasks:** See Attachment A
- c. **Review of Open Tasks:** See Attachment B
  - i. Tim shared 3 estimates for painting the front entry railings on Buildings 5, 6, 7, 8, and 9. Unfortunately these bids are all quite different in price, ranging from \$2,325 to \$11,000.
    - 1. One includes priming, two do not. (Pat Murphy stated the priming is very important and should be required.)
    - 2. One includes pressure washing, two do not.
    - 3. Tim will revisit each estimate to get them to list comparable services and prices.
    - 4. Tim will notify co-owners of these units of the vendor selected and they may choose to arrange for painting services at their own expense.
  - ii. Landscaping bid for the Harbor Court entrance received from DJs Landscaping in the amount of \$4,984.00. This landscaping is needed due to the removal of two large trees which were damaged by wind and disease. See Diagram of proposed landscaping in Attachment C. Bid from West Ottawa for irrigation (sprinklers) for that area not yet received. Approval tabled pending receipt of bid from West Ottawa. (Note: it is

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imperative that irrigation be provided for this area or the new plants will die off.)

- iii. The Board approved \$843.00 to repair a slider in unit 129 Harbor Court.
- iv. The Board approve \$1,281.00 to remove two overgrown and unattractive evergreens at unit 196 Hamilton. These plants have overgrown onto utility boxes and therefore require careful removal and treatment of remaining stumps. Evergreens will be replaced with three Junipers to hide the utility boxes.

**4. New Business:**

**a. Building 10 Deck Replacement – Owner Responsibility**

- i. One owner in Building 10 has requested upgrading their rear deck to use Trex (or similar).
- ii. As this is basically one long deck that fronts all 12 units in the Building, the Board is recommending that the owners jointly consider replacing the entire deck (porch) at one time to maintain consistency in appearance, color, etc.
- iii. Co-owner Jere Whitely, also a THCA Board member and Building 10 owner, will co-ordinate this discussion with the unit owners in Building 10.

**5. On-going Business:**

**a. Mariners Cove Building 10 Seawall Update:**

- i. Kathleen has been in communication with the Auto Owners claims adjuster. Final report is pending, was not received as of this meeting.

**6. Rules and Regulations:**

**a. 2024 Short-Term Rental Units**

- i. At present, five units have registered as THCA rentals for 2024:
  - 1. 184 Hamilton – Bouquette
  - 2. 200 Hamilton - Cassidy
  - 3. 340B Mariner's – Kok
  - 4. 372 Mariner's – Purcell
  - 5. 342D Mariner's – Zibell (This unit will have a 3-month summer rental)
- ii. One unit (368 – Pighini) has plans to rent, but is not yet registered.
- iii. One unit (342A – Bose) has not registered and will be reminded that no rentals can occur without registration
- iv. Online check of current THCA rental listings (Air B&B and VRBO) shows 4 rental units are not stipulating 3-night minimum stay between Memorial Day and Labor Day, either in verbiage or in the reservation process of selecting dates of stay. These units will be notified that – per our THCA Bylaw passed in 2023 – these units will be in violation and subject to

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finest. Specifically, the Bylaw wording states: "All rental advertising and listings must include this length-of-stay notification." In addition, any unit renting for less than 3-days in that time period will be subject for additional violations and fines.

**b. Dark Sky Lighting Discussion:**

- i. In 2020, THCA board made the conscious decision to install Dark Sky lighting on all posts and front-door fixtures.
- ii. It has been noted that some units have installed landscaping "up lights" or accent lights. The Board is not inclined at this time to change our Rules and Regulations to eliminate accent lighting but does remind co-owner to be "neighbor friendly" and have these, and similar lights, be moderated when on, and that they do not stay on past 11:00PM.

**7. Units for Sale:**

- a. No units currently for sale.
- b. Unit 362 Mariners Cove sold on January 29, 2024 for \$562,600.00

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

- a. The next meeting of the THCA Board will be on Monday, April 8, 2024, at 4:00 PM EDT, via Zoom.

**9. Adjournment:**

- a. The meeting adjourned at 4:59 PM EDT

**As winter is still 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 2<sup>nd</sup> 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 March 11, 2024**

<b>Unit #</b>	<b>Date Created</b>	<b>Description</b>	<b>Task ID</b>
	10/13/2023	Mariners Cove garage electric panel--Quote	2429791
129 - B1	7/3/2023	Slider door	2352348
143 - B3	2/26/2024	Give deck a once over	2520153
190 - B12	9/27/2023	Posts for Patios	2416718
192 - B12	8/7/2023	Potential leak & dryer vent	2379313
344 C - B7	8/16/2023	Check deck posts	2386267
346 D - B8	1/2/2024	Water leaking into the electrical panel	2479053
348 A - B9	10/9/2023	Railing on front entrance deck/screen door	2425836

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**Attachment B: Completed Projects Year-to Date:**

Unit #	Date Created	Description	Date Closed	Task ID
	2/21/2024	Habor Ct lights	3/1/2024 15:40	2516716
	11/27/2023	Pond Fountain	3/11/2024 14:32	2457349
	9/14/2023	Inspect front deck post on Mariners Cove Buildings	3/11/2024 14:24	2408350
123 - B1	2/15/2024	Adjust slider wheels	3/4/2024 18:59	2513421
123 - B1	10/5/2023	Roof Leak - New Problem on 10/05/23	3/11/2024 14:11	2423701
127 - B1	8/14/2023	Algae (?) on siding	3/11/2024 14:25	2384508
131 - B2	8/31/2023	Casement window repair	3/11/2024 14:34	2397244
131 - B2	8/25/2023	Window repair	3/11/2024 14:07	2392938
131 - B2	9/11/2023	water leak onto living room floor	3/11/2024 14:08	2405614
131 - B2	10/12/2023	water leak into living room	3/11/2024 14:14	2428432
141 - B3	5/10/2023	Roof leak	3/11/2024 14:00	2314218
147 - B4	10/3/2023	Window seal	2/27/2024 15:39	2421420
147 - B4	5/17/2023	Living room sliders.	3/11/2024 14:01	2319499
153 - B4	3/2/2024	downspout	3/5/2024 14:00	2524188
196 - B11	4/3/2023	Screen Door	3/11/2024 14:07	2287422
342 B - B6	8/30/2023	342 A door	3/11/2024 14:08	2396408
342 C - B6	7/17/2023	Railing Painting 342 C	3/11/2024 14:17	2363078
346 C - B8	9/26/2023	2 x 4 wood plank and mulch	1/5/2024 9:51	2415836
346 D - B8	2/16/2024	STR	3/11/2024 14:33	2514038
368 - B10	12/27/2023	Lamp light out in front of 368 Mariner Cove	1/31/2024 13:04	2475248

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Attachment C: Harbor Court Entrance Landscaping Plan from DJ's Landscaping

