

**Tower Harbor Condo Association - Board of Directors Meeting Minutes**  
**Wednesday April 10, 2024 at 4:00 PM via ZOOM**

**1. Call to Order: 4:00 PM EDT**

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

**2. Financial Report as of March 31, 2024:**

<b>Checking – Huntington</b>	<b>50,757.67</b>
<b>Reserves – Huntington</b>	<b>144,378.32</b>
<b>TOTAL CURRENT ASSETS</b>	<b>195,135.99</b>

The Board agreed to move an additional \$5,000.00 to the Reserves account. Treasurer Bob Fish noted that the coming months are “high spend” months. Expenses will be monitored and a full report prepared for delivery at the Annual Meeting. (See below for Annual Meeting date.)

**3. Cornerstone Update – T. Lohr:**

- a. **Delinquencies:**
  - i. Two delinquencies are being follow-up by Tim.
- b. **Review of Completed Tasks:** See Attachment A
- c. **Review of Open Tasks:** See Attachment B
  - i. Tim shared three estimates for pressure washing and painting the Mariner’s Cove front entry railings (Buildings 5, 6, 7, 8 & 9). The Board approved the bid from Schurman and Shine for a total of \$13,000.00 (Schurman will do painting, Shine will provide pressure washing.)
    - 1. Tim will schedule the work to begin as soon as weather permits. Pressure washing will occur several weeks before the painting begins to allow wood to dry completely.
  - ii. Landscaping bid for the Harbor Court Entrance – See Attachment C
    - 1. The Board approved the bid of \$4984.00 from DJs Landscaping to provide landscaping at the Harbor Court entrance.
    - 2. The Board also approved the bid of \$1517.00 from West Ottawa Sprinkling to install an irrigation system in this area.
    - 3. The Board instructed Tim to investigate how to provide water for the newly planted trees on a continuous basis without the need for “tree bags” that have to be filled on an almost daily basis by residents.
    - 4. The Board approved a bid of \$300.00 by Haveman Electric to install LED lights for the Harbor Court entry sign. Reconfiguring

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the lighting to be Dark Sky compliant was considered, however,  
Haveman did not recommend this with our current sign.

- iii. The Board tabled a bid of \$4,733.00 to repair a leak and ceiling damage in unit #192 Hamilton to get more information on the location of the leak.
- iv.

**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, is continuing to investigate the cost to do this.
- iv. As this would be a project paid for by the co-owners, no Board action was taken. The Board would set the standards for the repairs if they happen and would require licensed contractor(s) and appropriate building permits be submitted.

**b. Garbage Collection on Harbor Court:**

- i. Board has been notified that Republic will switch to using smaller trucks when picking up garbage on Harbor Court as the large trucks have continuously damaged the lawn bordering Harbor Court.

**5. Rules and Regulations:**

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

- i. Five units are 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, plans to rent but is not yet registered – Tim to follow-up
- iii. One unit, is chronically late in registering, has been reminded that no rentals can occur until registration is complete.
- iv. Online check of current THCA rental listings (Air B&B and VRBO) shows 3 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 are violation and subject to fines.

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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.

**6. Units For Sale:**

- a. **218 West Shore is listed at \$699,000 as a shell**

**7. THCA Annual Meeting**

- a. Tentatively scheduled for Saturday, August 10. Details to follow.

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

- a. The next meeting of the THCA Board will be on Monday, May 13, 2024, at 4:00 PM EDT, via Zoom.

**9. Adjournment:**

- a. The meeting adjourned at 5:11 PM EDT.

**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 April 10, 2024**

<b>Unit Number</b>	<b>Date Created</b>	<b>Summary</b>	<b>TaskId</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
342 A - B6	11/17/2023	Quote to replace front door & kick plate	2452664
344 C - B7	8/16/2023	Check deck posts	2386267
346 C - B8	4/8/2024	Porch posts	2550249
346 D - B8	1/2/2024	Water leaking into the electrical panel	2479053
348 A - B9	3/21/2024	Front door, front railings	2538472
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 Number	Date Created	Summary	TaskId	Date Closed
	2/21/2024	Habor Ct lights	2516716	3/1/2024 15:40
	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	3/11/2024 14:25
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
141 - B3	5/10/2023	Roof leak	2314218	3/11/2024 14:00
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	3/4/2024	Replace downspout	2525090	3/13/2024 18:39
153 - B4	3/2/2024	downspout	2524188	3/5/2024 14:00
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

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346 D - B8	2/16/2024	STR	2514038	3/11/2024 14:33
368 - B10	12/27/2023	Lamp light out in front of 368 Mariner Cove	2475248	1/31/2024 13:04

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

