

**MINUTES**  
**ROCK HARBOR PROPERTY OWNERS**  
**ASSOCIATION ANNUAL MEETING**  
**COMMUNITY CENTER**  
**August 10th, 2013**

The Rock Harbor Property Owners Association met on Saturday, August 10th, 2013 from 3:00 pm-5:30pm at the Community Center in New Tazewell, Tennessee.

Members Present: Seaborn Chavers (President), Donna Sanger (Vice President), Larry Lamb (Treasurer), Mark Cade, and Karma Serena

Also Present: Sarah Ringley (guest visitor), Paul Berryman, Luis Pavon, Jim and Kris Gregg, Luke and Barbara Welch, Mark and Jamie Welch, Joyce Lamb, Beverly Slayton, Steve and Cindy DeNeale, Stan and Robin Lieb, Steve and Jane Kramer, Dan Serena, June and Mel Freeman, Robert Augente, Henry (Chip) Burwinkel, and John Forbes.

**I. Call to Order and Welcome**

President Chavers called the meeting to order. Chavers welcomed everyone and declared that a quorum was established.

**II. Introductions of Current Board, Committee Members, and Special Guests**

President Chavers introduced the current board members to the group.

**III. Presidents Report**

Chavers stated that a significant achievement this year is the hiring of a property management company to take on the work formally done by volunteers. Chavers added that the company will start on October 1, 2013.

**IV. Treasurer's Report**

Lamb discussed the report with the group. Lamb stated that it has been a good year for collections - \$109,000 collected this year. Lamb continued that the Association has collected 94% of the dues for 2013 to date. Lamb discussed that 29 lots that have not paid and why the delinquency. Lamb continued that the Association closed with \$36,000 in accounts receivable for last year and \$108,000 is POA dues. Lamb stated that last year was budgeted to end with \$58,000, but actually ended with \$57,000. Lamb stated that the Association hopes to end this year with \$87,000 in the bank. A question was asked from the audience, "How many of the Accounts Receivable have liens filed against them?" Lamb answered that the property management company will file liens for the Association, if needed, for 2013 accounts. The Association files liens on August 1st and only has filed liens from last year's delinquencies. Another question from the audience was about the total of outstanding liens. Lamb answered that over \$10,000 are in liens. An audience member asked about the due date for dues. Lamb answered that dues invoice notices are sent out in January, are due upon receipt, but are not considered late until end of April. A member from the audience asked about the contract with the property management company. Lamb answered that the contract is for \$24,000 per year and the Association must give a 60-day notice to terminate the contract. Lamb added that the company will take care of everything that the volunteers currently do; including financial management, legal assistance, website maintenance, newsletter publication and much more. Another question from the audience was asked regarding other bids from property management companies prior to entering into

contract with the current company. Chavers answered that due to the location of the community, the complexity of the association and no other management companies were available with the required qualifications, this company had the only bid. Another audience member questioned a potential increase in dues to pay. Lamb answered that he did not see an increase because the increase from adding the management company cost is a small increase compared to current expenses for same or similar services, and provides more benefits. An audience member questioned the increase in expenses for the month of February and the reasoning for it. Chavers answered that the increase was due to the purchase of the security van.

## **V. Committee Reports**

### **Architectural Control Committee (ACC)**

Mark Cade reported on the ACC. Cade reported that the committee has approved five (5) houses in the last 36 months. Cade continued that the development has over 500 lots with 3 currently under construction. Cade explained that there have been several potential submissions for approval, but no formal submissions for new construction recently. Cade added that another benefit of the management company is they will provide inspections and will contact anyone if something is out of compliance with the restrictive covenants. Cade explained the ACC process and invited everyone to contact the committee with a plan when ready to improve their lot. An audience member commented on the lack of submissions and questioned if other neighboring communities were dealing with the same issue. Chavers answered that he spoke to an appraiser and the appraiser stated home prices are slowly rising, but land prices are remaining stable. Chavers added that the property management company will inspect existing homes monthly with regards to the covenants and the ACC will continue periodic verification inspections on new construction.

### **Common Areas**

Chavers discussed the recent work and upgrades to the common areas. Chavers stated that the landscaping and the second area mowing were recently finished. Chavers added that an addition to this year's agreement was spraying around the rip-rap for weed control and has proved successful. Chavers stated that some of the improvements in the common areas were: the water fountain was repaired, the picnic tables were repaired and painted, the entry gates were re-set, the canvas top on the picnic area was torn in a storm and repaired, the guard house eave vents were modified to prevent birds from nesting in the roof, a few dead trees were removed, rain sensors were installed on the sprinkler system, lights were installed by the marina gate, additional lights were added on the recreation light poles and some plants were replaced by the pond near the entrance.

### **Security and Enforcement**

Chavers stated the security van patrols the community twice daily which provides a visible presence throughout the community and decreases the vulnerability of the community to the actions of dishonest people. An audience member questioned who drives the security van. Chavers answered the part-time employees drive the van. Chavers also added that four street signs were stolen. The association purchased the sign frames and the county road department provided new signs and tamper-proof nuts for all community signs. The part-time employees installed the new signs and replaced the nuts on the back of all street signs with tamper-proof ones.

### **Social**

The social committee chair, Patty Crandall, discussed the social committee news. Crandall stated that the property owners get together often for events, social nights, and have monthly birthday celebrations. She stated that the committee is going to try something new this year and are going to have a community yard sale at the entrance this Fall. She added that the association also has a private Facebook web page where additional event information can be found. An audience member asked how people can join the Facebook

page. The social committee chair stated that Donna Sanger can help with that. The social committee is always open to new ideas and welcomes everyone.

### **Communications**

Chavers discussed that the website and newsletter responsibilities will be handed off to the property management company when they start 1 October.

### **Marina**

Chavers stated that the Association is pretty much where it needs to be with regards to the marina. Some anchors were replaced and the association was fortunate to not have the damage many other area marinas in the area suffered over the last year. Chavers added that the money spent up front on the wave attenuator system prevented the marina from suffering storm damage. Chavers commented that the marina does not have a lien against it. Chavers discussed general marina maintenance and stated that there were some dock walkway improvements and there is now a temporary wood ramp that can be configured for dock access when the water level is up. Chavers added that the Association needs to look at a more permanent walkway solution for next year. The parking lot retaining wall was finished this year so the Association can build up the wall if needed in the future. Donna Sanger stated the Association wants to say thank you to Mike Sanger and Chip Burwinkel for the installation of the new main walkway handrail. Donna added that a lot of elderly people have had trouble walking down the walkway. Chip came up with a wonderful design and he volunteered his time to install the railing. Chip added that if the Association has funds for five (5) more pieces, he will finish it off and add one at the ramp by the stairs. Donna added that anyone that has a boat at the marina needs to do a yearly check on their boat's dock lines. Two or three boats broke loose this year. Donna asked that everyone please check the dock lines and ensure they are sized correctly. Donna added that electrical cords can't be laid on the dock walkway; they must be off the dock so it doesn't cause an electrical or tripping hazard. The marina agreement says that any child under the age of 12 must have a life vest on and there are no exceptions to this. She asked marina users to please take their garbage with them and do not leave it resting on the dock. The Association tries to keep a garbage bag by the entrance of the dock, so people can dispose of garbage there. An audience member asked what the current occupancy rate of the marina is. Donna answered that she believes the marina is about 50% occupied with full and part time vessels. Donna added that she thinks the marina has registered 4 or 5 boats in the past 6 months. She added that the number of registered boats should be about 60-62 boats. Chavers stated that the Association is going to transfer the boat registration process to the property manager company. Donna stated that a problem in the registration procedure is the Association can't obtain boat information if the boat is not registered in the state of Tennessee. Donna added that the marina has some boats that are registered in other states. Chip added that the state of Tennessee requires that if your boat is on the water in Tennessee for more than 60 days, it must have a TN registration. The registration does not correspond to what state you live in. Chip added that this applies even if you don't own a property in TN. Donna stated that the Association requires boats have a current registration in a state and doesn't want to get into the business of policing owner's registrations and compliance with state laws – that responsibility lies with the owner.

*Chavers called for the meeting to recess for ten (10) minutes while Steve Walker from Citizens Bank gave a short presentation about financing and new home construction.*

## **VI. General Q &A; Issues requiring membership vote**

An audience member questioned the possibility of an absentee ballot for those property owners that live out of state. Chavers replied that the goal is to reach out to every property owner using the proxy system which is a tried-and-true method well accepted by countless organization; however the association can look into the idea as a possibility.

**VII. Director candidate nominations from the floor**

Chavers opened the floor up for candidate nominations. There were not any additional nominations brought forth, so the candidate list remained unchanged.

**VIII. Statements from candidates**

There were not any statements from candidates.

**IX. Explanation of ballots, voting and submission of ballots, closing of polls**

Chavers stated that each lot owned will get one (1) ballot for each lot owned and for each proxy submitted. The proxy allows another lot owner to vote on behalf of someone absent from the meeting. Chavers stated that the four members up for re-election are:

- Larry Lamb, Treasurer
- Donna Sanger, Vice President
- Mark Cade, Member-at-large
- Karma Serena, Member-at-large

**X. Break for Counting of Ballots**

Chavers called for the meeting to recess for twenty (20) minutes for counting of the ballots.

**XI. Election Results**

Chavers announced the results of the election, stated that the votes were unanimous and that Larry Lamb, Donna Sanger, Mark Cade, and Karma Serena were all re-elected.

**XII. Closing Arguments and Adjournment**

With there being no additional business brought forth, President Chavers adjourned the meeting.