

MINUTES
ROCK HARBOR PROPERTY OWNERS ASSOCIATION
ANNUAL MEETING
First Avenue Hall Community Center
August 7, 2019

The Rock Harbor Property Owners Association met at 1:00 pm on Saturday, August 7, 2021 at First Avenue Hall, New Tazewell, Tennessee.

Directors Attending: Patty Parson (Secretary)

Owners Attending: Henry "Chip" Burwinkel, Sandy Martin, Daniel Martin, Raymond Bergeron, Kimberly Bergeron, Mark Cade, Susan Cade, Bill Wiissell, Debbie Wissell, Greg Sparks, Jenny Sparks, Brenda Stedman, Glen Stedman, Kris Gregg, Jim Gregg, Tammy Hill, Michael Hill, Archie Wilson, Jr., Allen Henegar, Dave Tomljanovich, Carol Tomljanovich, Joey Ledford, Beki Ledford, Henry Burwinkel, Kathy Goebel, Ken Goebel, Marie Singer, Mike Singer, Ron Zmuda, Pat Zmuda, Chris Schlachter, Sylvia Schlachter, Meg Tramel, Steve DeNeale, Cindy DeNeale, Steve Kramer, Mary Jane Kramer, Bruce Cox, Carolyn Cox, Jason Lunsford, Eric Garland, Christy Garland, David Veith, Donna Sanger, Jason Laws, Nathan Gilliam, Melody Gilliam, Shelly Redmond, Mark Redmond, Loren Cook, Renee Cook, Laura Scott, Randy Scott, Lutz Weber, Barbara Weber, Robert Brown, Janice Brown, David Howard, Trish Howard, Cherry Veith, Mark Martin, Douglas Lawson, Paul Berryman, Ben Parson, Patty Parson, Donna Bryant

Guests Attending: Shannon Pearson, Teresa Malone, Anabel Gamino, Lisa Foster, Michelle Fuller all from the Spectrum Management Group, LLC. Others attending included Jessie Smith, Rock Harbor Maintenance, Lauren Carroll, Attorney and Frances Hensley, Minutes
Unable to attend due to illness: Will Morrison, Property Manager, Spectrum Management Group.

I. Call to Order and Welcome

Secretary Parson called the meeting to order. Parson welcomed the homeowners and guests. Parson reported that a QUORUM was established with 103 represented either in person or by proxy.

II. Introductions of Board of Directors, Property Managers and Special Guests

Parson introduced the current board members and special guests to the group.

Board of Directors

Patty Parson, Secretary

Special Guests

Lauren Carroll, Attorney

Jesse Smith, Maintenance

Frances Hensley, Minutes

Property Management Company

Shannon Pearson, Office Manager, Spectrum Management Group, LLC.

Anabel Gamino, Administrative Assistant

Teresa Malone, Senior Accountant

Michelle Fuller, Bookkeeper

Lisa Foster, Receptionist

Absent Due to Illness: Will Morrison, Property Manager, Spectrum Management Group, LLC

III. 2021 Summary

Common Areas

1. Repaired canopy at the park which was damaged during a storm.
2. Repaired pot holes

Marina

1. Marina – Installed a rack for kayaks, canoes, and wave runners. This freed up boat slips.
2. Installed LED lights at the marina for longer life and efficiency.

Contract Services Administration

1. Property Management Company (Spectrum) – Very satisfied with their performance and expertise. Spectrum's General Role – communications and coordination of information, legal advice, grounds and maintenance, and problem/issue resolutions, coordinate ACC approvals.
2. Landscape/Area Management (Jesse Smith) – Very satisfied with his performance and expertise.

V. Finance Update/Review

At this time, Teresa Malone, Spectrum Management Group, LLC. reviewed the financial highlights as of July 30, 2021:

- Total Bank Accounts \$243,701.92
- Total Fixed Assets \$2,105,943.47
- Total Assets \$2,350,370.39
- Net Income \$85,391.27
- Total Equity \$2,350,370.39

VII. Questions, Concerns, Topics of Interest

Topics for member discussion:

1. There was discussion regarding changing the date and time of the annual meeting – Secretary Parson stated that it would have to be addressed by the new POA Board.
2. There was discussion related to the land slide at the marina from several years back. Secretary Parson stated that there has been no issues. Claiborne county Highway department checks the cul de sac regularly to make sure no erosion.

3. There was discussion about contractors working early morning and late nights. Parson stated that based on New Tazewell City rules contractors can work no earlier than 7 am and no later in 11 pm. Anything other than these times should be reported to the City of New Tazewell authorities
4. There was discussion of vacation rentals in the subdivision. It was asked if speed bumps as the people renting do not care about their speed and the rules. Parson noted that this can be discussed with the Claiborne County Department Highway Department as well as the New Tazewell/Claiborne County Sherriff's Department.
5. There was discussion about the electricity being used for the boat lifts. A property owner asked should those slips be charged more. Also asked was do the lights have to be on all the time via TVA and the answer is no per Parson.
6. There was question about the line item of Unrestricted Net Assets on the Balance Sheet. Shannon Pearson responded that there is an Operating Account and a Money Market Account. Teresa Malone responded that she was not 100% sure, but would find out. – Statement from the CPA, Jeff Byrd - retained earnings and unrestricted net assets are the same thing. For any for-profit entity (corporations, partnerships) it should be labeled retained earnings. If it is a non-profit entity, it should be labeled unrestricted net assets. Since rock harbor is technically a corporation, you are correct, it should be retained earnings. At some point this was changed for Rock Harbor from Retained Earnings to Unrestricted Net Assets.
7. There was a question about delinquent association dues. Shannon responded that there is a lien placed on the property. These liens sits on the account and the title company has to collect before the property is sold. After one year of being delinquent, a civil suit is filed with the Claiborne County Register of Deed's office, and then property owner is survived papers for a Court Hearing. Once judgment is granted, a garnishment can be issued. These are difficult due to not knowing employment information. Likley there are other judgements against the person in question so you have to get in line.
8. A homeowner asked about mailings to property owners. Pearson responded usually 4 a year plus the association fee billing. Pearson noted contact information with Spectrum needs to be updated on a regular basis.
9. There was a question about what the categories on the Financial Statement under marina fees. Pearson responded:
Category A – primary residence
Category B – Not primary residence
Category C – no structure built
10. There was a question about the Main/Rear Entrances expense on the Profit ad Loss statement. Shannon responded it was for the updating of the main sign.

11. A property owner asked about lot markers being damaged from mowing. Jessie Smith responded that some of the signs are old and damaged and hard to see when the grass is high. If property owner would call and let him know where you have the markers before the season opens then they will be watching for them.
12. There was a question related to the mowing expense. Pearson stated that it comes from the dues and is part of maintenance contract.
13. There was discussion about the marina unauthorized and renters swimming at the marina. Jessie Smith responded that there are signs posted that says you can not swim unless you are a home owner which means you swim at your own risk. In regards to renters the owner of the rental is responsible. Smith stated that TVA conducts inspections of the electricity at the marina each year. There is also a leakage meter to test it. Shannon noted that there was leakage found by TVA this year but bottom line it is still nothing to do with the electricity but more to do with the pedestal lighting, etc.
14. There was a question about the four digit key code and asking to not make it too complicated. Smith noted that is not the intention and that there are cameras and you can see the make and model along with the license number. There was an issue noted about not being able to access if the electricity is out. Pearson noted that there is an **after hours emergency maintenance phone number** which is 423.277.0718 and the main number during normal business hours is 423.212.7444. The numbers are also on the sign at the marina and on the Rock Harbor website. It was further noted that it would be a good idea to change the code at the beginning of the year due to renters giving the code out. Smith notes that he is on the marina all the time and he is always checking to make sure that the people using the marina are authorized to do so and are permitted to be there. There was an incident where a renter was using a slip that they were not authorized to do so. Shannon handled the issue. Renters can use the uncovered slips but they must register their boat before entering their marina.
15. A owner asked a question about the breaker panel at the marina not being locked. Smith responded it was locked and the state recommended that it be unlocked in case there is a fire on the dock. Smith doesn't necessarily like it but that is what the state requires at the last inspection.
16. A owner asked about who to contract regarding the cleaning of the front of his lot. Smith said that his group mow as much as they can. The owner asked if he was permitted to clear it himself. Pearson responded that he needed to check the building standards and building covenants. Owners have to get board approval to clear their lots from Spectrum Management. Another owner asked about a fox on the properties and on the road. Parson noted that the owner would need to call TWRA. The Claiborne County Health Department can be advised as well.
17. There was discussion about the annual and special assessment fees. Pearson noted that the special assessment fee was for improvement projects. It was an additional fee for five years only and will end this year. This can be found on the rock harbor website, www.rock-harbor.com, Community Improvement Plan.

18. A owner asked about why they cannot stream the camera's at the marina. Another noted that there is a new camera system but due to the quality of the internet company that it is difficult to do a live stream. It will be reactivated when there is a better internet option.
19. A owner asked about unused boats being stored at the marina. Parson stated that there are no current rules about this but can be considered by the new board.
20. A owner asked is there a Rock Harbor Association Facebook page. Yes and there is and also the website www.rock-harbor.com.
21. There was question about if the marina will ever be expanded. Parson responded that it will be up to the new board and a permit from TVA would have to be obtained. Of course, it will be costly and there will need to be an increase in the ROA fee but that there must be a 75% agreement to increase
22. There was a question about the number of lots. Pearson responded a total of 508 lots.
23. There was a question about the new board members up for election and their views and vision for the community. Parson mentioned that there were Bios in the package. A owner indicated that they wanted more information on specific issues such are the members up for election views on the current maintenance and property management companies, etc. David Howard responded that he is very pleased with the services provided by the current companies. Laura Scott addressed the views on the vision for the community. She stated that until the financials are reviewed it would be hard to address this question at this time. A homeowner noted that her concern is more related to communication. She feels that there is not enough communication to the property owners. Another owner agreed that there needs to be more transparency and that communication is key. There was general discussion related to current issues and ways to address going forward. There was mention as to whether the financials should be audited but not decision was made at this time.

At this time, Henry "Chip" Burwinkel made a motion to end the discussions and move forward with the election of the new Board Members. Glen Stedman seconded the vote. A vote was taken and the motion carried unanimously.

X. Elect two (2) Directors

Secretary Parson reported that there are three Board Members needing to be replaced. That being President, Treasurer and Secretary.

Process

1. Members in Good Standing May Vote (in person or by proxy)
2. One Vote per Lot Permitted

3. Candidate Statements (as necessary)
4. Ballot Explanation
5. Voting
6. Break (while counting votes)
7. Results

The floor was opened up for candidate nominations. Nominations were made, a vote was taken and David Howard, Daniel Martin and Laura Scott were voted by majority vote as Board members.

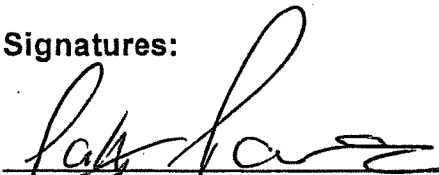
XI. Closing and Adjournment

With there being no additional business brought forth, Parson thanked all for attending and the meeting was adjourned.

IV. Minutes Review and Approval

Minutes reviewed and SIGNED by the Directors below.

Signatures:



Patty Parson, Secretary