

**HARBOUR SHORES AT HIGH FALLS HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
JUNE 24, 2017**

Board of Directors

Larry Alewine, Director absent  
Bobby Holton, Director  
Walt Brenner, Director absent  
Bob Kaylor, Director  
Brenda Phillips, Director  
William Steinka, Director  
Tom Wilson, Chairman

Officers

Jim Smith, President  
Walt Brenner, Vice President  
Peggy Ruffin, Treasurer  
Peggy Wilson, Secretary

President Jim Smith opened the meeting with introduction of the board and officers. Jim Smith then called the annual meeting to order at 10:10 am.

Peggy Ruffin, Treasurer, certified the proxies received at registration. Secretary Peggy Wilson, confirmed a quorum present. There was a motion to approve the agenda as distributed at registration. The motion was seconded and approved. There was a motion to approve the minutes of the 2016 annual meeting that are posted on the website. The motion was seconded and approved.

**Officers Reports**

**President** – Jim Smith stated that when you moved in here that there are rules and regulations. He asked Bob Kaylor to discuss ideas about how can we deal with approaching homeowners to solve problems on their property. Bob Kaylor has been asked by the Harbour Shores Board to prepare a proposal for enhancing the Board's ability to enforce the homeowner's covenants. On numerous occasions Bob has explained at our annual meetings that our board has limited options in enforcing our covenants. Our current process is as follows: Contact a property owner and request that he/she resolve the issue in question. This can be in the form of voice, and/or written communications. In some cases multiple contacts are made attempting to resolve issues. In appropriate situations the board can commission work to be done on a property in question and render a bill to the property owner. If payment is not forthcoming the board can then place a lien on the property or go to court. As for property owners who refuse to act to resolve covenant issues the board can file suit in superior court and pursue a legal remedy. This would most likely involve both parties hiring attorneys and eventually going to trial. We would seek a "Specific Performance" Order which would require the homeowner to bring his/her property into covenant compliance. If the order is granted and the homeowner still refuses to make corrections our only option then would be to return to court. It's impossible to guess how much all this would cost, or high long it would take. We can request reimbursement for legal fees, but there is no guarantee that we will recover. Reimbursement is left up to the judge.

**HARBOUR SHORES AT HIGH FALLS HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
JUNE 24, 2017**

Several years ago our board attempted to improve our ability to enforce our covenants. The board submitted a covenant amendment to add fines/ penalties at one of our annual meetings. This did not pass.

Bob's proposal sets a logical process to help in covenant enforcement. All contacts regarding covenant enforcement will site covenant page and paragraph.

Step One: Our ACC would contact the owner and request correction and establish an agreed completion date. This may be verbal, Email, or letter. Contact will be documented.

Step Two: If the issue is not resolved as earlier agreed upon, a formal letter will be issued outlining the original request and setting a final deadline for resolution. This communication shall be written, and delivered with return receipt for documentation.

Step Three: If this second deadline is not met then the following penalty/fine schedule shall be applied:

A fee of X amount of dollars per month will be assessed for each full month that the problem is not resolved, compounded annually at 10 % interest. Monthly statements will not be issued. A lien will be placed on the property after the first full year, and updated annually as necessary. A statement and demand letter will be sent annually along with the dues notice. The possibility could still be to resolve issues in court which will remain an option.

If the homeowner feels he/she is being treated unfairly or disputes the violation he/she may request in writing a hearing by the board.

Because this above effort will take additional time and resources, it may become necessary to hire someone to handle this. Preferably, we can find someone in our neighborhood to voluntarily handle this additional administrative work without additional cost to us.

**Vice-President** – no report

**Secretary** – Please give Peggy Wilson written information if you make a report today. She has paper available if you need to write down your information.

**Treasurer** – Peggy Ruffin distributed the income and expenses report for the July 1, 2016 through June 24, 2017 and entertained questions. Total income was \$16,362.98. Total expenses were \$ 9,461.84. Expenses over income equaled \$ 6,901.14. The checkbook balance was \$32,356.36. Peggy stated that only one homeowner has not paid dues for 2017. A motion was made to accept the Treasurer's report as distributed. The motion was seconded and approved.

### **Committee Reports**

**Architectural Control Committee (ACC)** – Chairman Bill Steinka reported the Architectural Control Committee completed several projects during the period of July 1, 2016 through June 30, 2017. They issued two building permits for two new homes to be built in Harbour Shores. One home is in the process of being built. No additional activity has taken place on the other permit. One permit was issued for a shed to be located in the rear of a property but has not been completed yet. Several complaints were dealt with during the year such as open burning, chickens in the neighborhood, dog shed with metal roof, removing of Leyland Cypress trees, and yards that were not being maintained. All items were addressed and taken care of by the

**HARBOUR SHORES AT HIGH FALLS HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
JUNE 24, 2017**

committee. The Wayne Roberts property complaints have been taken care of and meet Harbour Shores Homeowners Association standards. The complaint has been withdrawn.

**Maintenance Committee** - Bill Steinka reported flags have been purchased and posts have been installed to display flags during special holidays such as: Memorial Day, Veterans Day, Fourth of July, etc. Last year Sandra Williams proposed adding a bench for walkers at the entrance to the property (18 acres). After checking into the price of installing a bench, it was discovered that it would cost approximately \$2000.00 which was more than the previous amount of \$500.00; therefore, Sandra withdrew her recommendation of installing a bench. The Maintenance Committee recommended replacing/repairing the fences on the corners of Point View and Lee Maddox/Harbour Shores Drive, as well as the boat ramp. The cost would be approximately \$4,500.00. A motion was made to replace/repair the fences as needed. The motion was passed.

**Social Committee** –No Report

**Shorelines Committee**- Peggy Wilson reported that she and Sharon Theriault would be getting together soon to start plans for the Shorelines newsletter.

**Welcome Committee** – Karol Kaylor asked new members to stand up and be introduced. She explained that we have lost two neighbors Phyllis and Karen. Please let Karol or Moe Chilson know if someone has been in the hospital and let them know when someone is in the hospital or if someone new has moved into the neighborhood. Welcome baskets were taken to the following families: Hawkins, Chappinas, Caspers, Millers, Moores, Roberts, Newmans, and Foster. Seven members of our neighborhood were given gift cards for hospital stays due to illnesses. Monetary donations or flowers were sent in memory of Tom Reiner, John Varner, Pat Zimmerman, Wayne Roberts, Phyllis King, and Karen Chappell.

**Lake Committee** – Lee Theriault stated that the Lake Committee tested the water on June 10<sup>th</sup>. The water was tested in 5 different locations, and the e-coli were zero at that time. Each year his committee has to be recertified to be able to continue their work on keeping us informed about the water quality in our lake. He urged members to support the High Falls Lake Association because the membership money is how they are able to purchase the strips used in testing the water.

**Covenant Review Committee** – No Report

**Old Business**

At the 2016 Harbour Shores Homeowners Association meeting, a motion was made to invest in podium and PA system, up to \$500.00, for use at the annual meetings. There will be further investigation into buying a system before next year's annual meeting.

**HARBOUR SHORES AT HIGH FALLS HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
JUNE 24, 2017**

**New Business**

**Approval of Budget.** – Peggy Ruffin presented the budget for the 2017-2018 budget distributed in the call to the meeting as well as copies were distributed at registration. There was a motion to accept the 2017-2018 budget as distributed. The motion was seconded and approved.

**By-Law Changes**

Bill Steinka proposed two changes in the by-laws. The first proposal was to change the meeting date of the Homeowners Association meeting from June to May. The second proposal was to add a new paragraph under Article V, Directors, Section 3, Powers and Duties, sub-paragraph (k) The Board of Directors, thru its partner Architectural Control Committee (ACC), shall issue building permits at no cost to the homeowner(s) for improvements, renovations, maintenance of property, or modifications. The permits shall be issued after notification to abutting property owners of the change. The abutting property owners shall be notified by any means possible, such as any electronic media possible. Examples such as phone, email, text, face book. The permit will be issued or denied within thirty (30) days of receipt. If the abutting property owner files a verbal or written complaint a special board meeting shall be held with the Board of Directors, ACC and the property owners. The meeting shall be held to remedy the issue(s) to either approve the permit or continue the denial. A discussion was held, a call for a vote was asked for, and the two amendments were defeated.

Afterwards, the two amendments were broken down into two different proposals. The first proposed amendment was to Article IV: Annual Meeting of Homeowners. The current reading was during the month of June of each succeeding year but shall be held no earlier than sixty (60) days prior to the incorporation of the association. The new amendment would read: During the month of May of each succeeding year but shall be held no earlier than sixty (60) days prior to the incorporation of the association as amended. There was a call for the vote, and the motion was passed.

The second amendment was as follows: The Board of Directors, thru its partner Architectural Control Committee (ACC), shall issue building permits at no cost to the homeowner(s) for improvements, renovations, maintenance of property, or modifications. The permits shall be issued after notification to abutting property owners of the change. The abutting property owners shall be notified by any means possible, such as any electronic media possible. Examples such as phone, email, text, face book. The permit will be issued or denied within thirty (30) days of receipt. If the abutting property owner files a verbal or written complaint a special board meeting shall be held with the Board of Directors, ACC and the property owners. The meeting shall be held to remedy the issue(s) to either approve the permit or continue the denial. There was a call for the vote, and the motion was denied.

**Election of ACC Members**

The following homeowners were nominated for the Architectural Control Committee: Lee Hicks, Steve Westfall, and Bill Steinka. Lee Hicks was nominated to serve as chair of the committee. There was a call for a vote. A motion was made to accept the nomination of Lee

**HARBOUR SHORES AT HIGH FALLS HOMEOWNERS ASSOCIATION  
ANNUAL MEETING  
JUNE 24, 2017**

Hicks as Chairman of the ACC with Steve Westfall and Bill Steinka as members of the committee. The motion was seconded and approved.

**Election of Directors**

Tom Wilson nominated Bobby Holton, Brenda Phillips, and Bill Steinka to be appointed to the Board of Directors of Harbour Shores Homeowners Association. They all agreed to serve another term. A motion and a second were made to accept the nominations. A call for the vote was requested. The motion was passed.

There was a motion to adjourn the meeting. The motion was seconded and approved.

Respectfully Submitted,

*Peggy Wilson*  
Secretary  
June 24, 2017