

HARBOR WALK TOWNHOUSE ASSOCIATION 40th ANNUAL MEETING

Tuesday, December 7, 2021

Light supper at 6:30; Business Meeting at 7:15pm

Hybrid Meeting - In-person and Via Zoom

Greetings Neighbors -

We look forward to seeing you at the Annual Meeting on **Tuesday, December 7th**.

Please join us at 6:30pm for supper in-person at the Christ Lutheran Church -

701 S Charles Street (Enter from the parking lot.)

We expect those who attend in-person will have been vaccinated against Covid-19.

If you prefer, you may join the Business Meeting via Zoom.

- **Business Meeting starts at 7:15pm.** To join the Business Meeting via Zoom, click on this link: <https://us02web.zoom.us/j/87820485639>
Meeting ID: 878 2048 5639. You will be in the Waiting Room, and then allowed in.

Key points to know:

- You are needed 'at' the meeting in-person or via Zoom in order to achieve quorum.
- Your ballot to vote for/against the nominated Board members is needed by December 6th.
 - Ballots returned by December 1st will be eligible for local restaurant gift cards.

Below please find:

- Your ballot to vote on candidates for the Board. (Also sent separately to email back.)
- Agenda for the 2021 Annual Membership Meeting
- 2022 membership ~~dues~~ assessment notice
- 2022 Budget approved by the HWTA Board

We will email the following next week & put on website: www.theotterbein.org

- 2020 Annual Meeting Minutes - Vote to approve at the meeting
- Harbor Walk committee coordinators' reports for 2021

The current HWTA Board of Directors and the Treasurer:

Member	Term Expires
Anne Riley	12/22 - President
Jordan Cohen	12/22 - Vice President
Migena Dilolli	12/21 - Secretary; Agreed to serve again
Anwar Gorham	NA - Treasurer
Kelly Gleason	12/22 - At Large - Safety Liaison
Douglas Peth	12/23 - At Large; Stepping off Board
Annette Posner	12/23 - At Large - Facilities
Jen Causey	12/21 - At Large; Agreed to serve again

Harbor Walk Townhouse Association

2021 BALLOT to Elect Board Members (for reference only - use emailed version)

(Return emailed version by December 1, 2021 to win a local restaurant Gift Card)

The Nominating Committee, led by Jordan Cohen, VP, sought candidates and recommends Migena Dilolli and Jen Causey for re-election to another three-year term and recommends Nate Anderson to replace Doug Peth. Nate and his wife Gahan and baby recently moved to Harbor Walk. They love the neighborhood and Nate is eager to get involved in HWTA. He is a computer engineer.

Submit your ballot by:

- Emailing your completed ballot to: secretary-hwta@theotterbein.org by December 6, 2021. (Easiest is to use the separate emailed ballot you received with this Packet.)

OR

- Print and mail or hand deliver this ballot to the Secretary by December 6th Migena Dilolli, 701 S. Hanover Street, Baltimore, MD 21230.

Complete your ballot*:

- Please indicate whether you endorse or oppose each candidate.
 - **Print and sign your name and include your address, as indicated.**
- Ballots that are not signed or do not have an address cannot be counted.

***Ballots received by December 1st will be entered in a drawing for one of 4 Gift Cards to a local restaurant. Must be 'present' at drawing during Annual Meeting to win.**

Mark an X to show whether you endorse or oppose each of the nominated candidates:

<u>Candidate</u>	<u>Address</u>	<u>Nominated By</u>	<u>Place an X</u>
Migena Dilolli	701 S Hanover St	HWTA Nominating Committee	Yes ___ No ___
Jen Causey	629 S. Hanover St.	HWTA Nominating Committee	Yes ___ No ___
Nate Anderson	613 S. Hanover St.	HWTA Nominating Committee	Yes ___ No ___

Your Signature (Not needed on emailed ballot) _____

Your Name (printed) _____

Your Address _____

Harbor Walk Townhouse Association
40th Annual Business Meeting
Tuesday, December 7, 2021

Meeting held in-person at Christ Lutheran Church & via Zoom.

6:30pm Supper begins at Church meeting hall - 701 S. Charles St. (enter from parking lot)

7:15pm Business meeting at Church and via Zoom: <https://us02web.zoom.us/j/87820485639>

AGENDA

- | | |
|---|------------------------------|
| 1. Introduction | Anne Riley, President |
| 2. Guest: Eric Costello, Councilman District 11 | |
| 3. Introduction of Board members | |
| 4. Determination of Quorum | Migena Dilolli, Secretary |
| 5. Approval of minutes from 2020 Annual Meeting * | Anne Riley, President |
| 6. Treasurer's Report | Anwar Gorham, Treasurer |
| 7. <u>Coordinators' Reports</u> * | |
| a. Architectural Review Coordinator | Jerry Skene |
| b. Public Safety Coordinator | Kelly Gleason |
| c. Facilities Coordinator | Annette Posner |
| d. Landscape Coordinator | Rosemary Muir |
| e. Social and Welcoming Coordinators | Sherri, Levin, Rosemary Muir |
| f. Web Master | Jerry Skene |

* **2020 Minutes and 2021 Coordinator reports may be found at www.theotterbein.org - Harbor Walk**

8. Old Business
- HWTA Board Meetings will only be held seven times in 2022, on the 2nd Wednesday of **January, March, May, July, September, October, December.**
 - Thank yous to Kathy Bradley, editor of the *Happenings*; Laura Polacek and Doug Peth, Board members; and Landscaper *par excellence*, Sandy Peth!
 - Result of the Board of Directors election Migena Dilolli, Secretary
9. New Business
- Electronic HWTA archive to be developed and most paper materials destroyed
 - Should HWTA have a landlord-tenant agreement? If so, how formal?
 - 2022 Resident Directory to be distributed in paper format in February. Please check your information.
 - Drawing for Gift Cards to local restaurants for those whose ballots were returned by December 1st.
10. Other Discussions – Topics from the Harbor Walk community
11. Next Board of Directors meeting occurs immediately after this Annual Meeting to conduct business and elect the new officers. Then, January 12, 2022 at 7:15pm via Zoom.
12. Adjournment

**HARBOR WALK TOWNHOUSE ASSOCIATION (HWTA)
NOTICE OF ANNUAL ASSESSMENT**

Annual Assessment for 2022 - \$495.00

The annual assessment is due on January 1, 2022. If unpaid by January 31, interest at the rate authorized by our Bylaws will be calculated and added to any unpaid balance monthly.

HWTA accepts payment online by ACH bank transfer or by check. Payment cannot be made by credit card.

On December 1st, the Annual Assessment invoice will be e-mailed to the first-listed homeowner of each property.

This email (from HarborWalkTownhouseAssociation quickbooks@notification.intuit.com) will contain a link that will enable you to pay the amount owed by ACH bank transfer. HWTA has used this system for the last three years and homeowners have found it easy and convenient.

If you prefer, you can send HWTA a paper check through the U.S. mail to:

HWTA
PO Box 13262
Baltimore, MD 21203-3262

HWTA also asks you to review your contact information in the Resident Directory. If you do not have a current Directory, please email Anne Riley (president-hwta@theotterbein.org) and she will send the information we have on file for you and, if applicable, for your tenants.

We will be updating the Resident Directory, which is for HWTA member use only, and distributing it in paper form only in February 2022. We strongly believe in the importance of neighbors having contact information for one another as a way of promoting community and enhancing safety.

Please send any questions about the dues assessment payment process, to the HWTA Treasurer, Anwar Gorham, at treasurer-hwta@theotterbein.org.

**Harbor Walk Townhouse Association
2022 Budget**

				Budget	
	2019	2020	2021 Est.	2022	Per Home
HOA Assessments (Prior Year)	\$ 44,055	\$ 46,035	\$ 11,756	\$ 49,005	\$ 495
HOA Assessments (Current Year)	-	-	35,269	-	-
Interest Income	61	55	57	60	1
Other Income	36	28	1	-	-
Total Income	\$ 44,152	\$ 46,118	\$ 47,083	\$ 49,065	\$ 496
Operating Expenses					
Accounting Fees	\$ 706	\$ 600	\$ 1,875	\$ 3,300	\$ 33
Architectural Committee	-	-	-	-	-
Insurance	1,189	1,192	1,194	1,200	12
Legal Fees	3,635	8,322	4,532	2,000	20
Meetings & Social Events	866	400	155	1,075	11
Newsletter & Website	615	115	188	300	3
Office Supplies & Software	622	970	645	600	6
Postal Expense	170	216	293	300	3
Property Tax "Real Property Tax"	21	-	291	300	3
Stormwater Taxes	1,398	1,521	1,525	1,500	15
Administrative	\$ 9,222	\$ 13,336	\$ 10,698	\$ 10,575	\$ 107
Community Grounds	\$ 11,475	\$ 10,619	\$ 10,969	\$ 16,057	\$ 162
Flowers, Aeration & Overseeding	4,364	2,960	1,457	345	3
Irrigation System	1,375	845	1,529	950	10
Snow Removal	-	300	1,966	2,000	20
Tree Pruning, Removal & Planting	8,850	1,526	5,320	3,000	30
Watering & Mosquito Control	80	1,125	2,500	300	3
Landscaping	\$ 26,144	\$ 17,375	\$ 23,741	\$ 22,652	\$ 229
Storm Damage	\$ 679	\$ -	\$ 500	\$ 500	\$ 5
Other Repairs	642	100	3,037	600	6
Repairs & Maintenance	\$ 1,320	\$ 100	\$ 3,537	\$ 1,100	\$ 11
Gas & Electricity	\$ 1,763	\$ 1,633	\$ 1,590	\$ 1,600	\$ 16
Water	2,323	762	3,305	3,300	33
Utilities	\$ 4,086	\$ 2,395	\$ 4,895	\$ 4,900	\$ 49
Total Operating Expenses	\$ 40,772	\$ 33,206	\$ 42,871	\$ 39,227	\$ 396
Transfer To Long Term Fund	\$ 3,380	\$ 12,912	\$ 4,213	\$ 9,838	\$ 99
Alleys, Parking Lots, & Sidewalks	\$ -	\$ 4,436	\$ -	\$ 6,270	\$ 63
Fencing & Walls	3,180	2,905	-	-	-
Lighting	-	-	-	-	-
Tree Replacement / Garden Renovations	-	3,673	7,000	20,800	210
Hanover Square Walkway Repair	-	-	-	-	-
Other Contingencies	-	-	-	-	-
Long Term Project Expenses	\$ 3,180	\$ 11,014	\$ 7,000	\$ 27,070	\$ 273
Reserve Fund Surplus (Deficit)	\$ 200	\$ 1,898	\$ (2,787)	\$ (17,232)	\$ (174)

Key Budget Assumptions:

HWTA Homes Served	99
Assessment per home (\$475 in 2021)	\$ 495