

HARBOR WALK TOWNHOUSE ASSOCIATION 41th ANNUAL MEETING

Wednesday, December 13, 2023

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

Hybrid Meeting - In-person at Christ Lutheran Church and Via Zoom

We look forward to seeing you at the Annual Meeting on Wednesday, December 13th. Please join us at 6:30pm for dinner in-person at the Christ Lutheran Church (701 S Charles Street, enter from the parking lot.) The Business Meeting starts at 7:15pm.

To join the Business Meeting via Zoom, click on this link:

<https://jhuson.zoom.us/j/93332898610?pwd=aGxVdHgyYkE1RVFUUDV1WEpmdVpldz09>

Meeting ID: 933 3289 8610; Passcode: 304144.

Key points to know:

- You are needed at the meeting in-person or via Zoom in order to achieve quorum. Please participate!
- Your ballot to vote for/against the nominated Board members is needed by **December 13th**.

Below, you will find:

- Your ballot to vote on candidates for the Board. You have a separate attachment with a ballot to email back.
- Agenda for the 2023 Annual Membership Meeting
- 2024 membership assessment notice
- 2024 Budget approved by the HWTA Board
- 2022 Annual Meeting Minutes - Vote to approve at the meeting ○
Harbor Walk committee coordinators' reports for 2023

This Annual Meeting packet will also be on website: www.theotterbein.org – click on HWTA

Current HWTA Board of Directors		
Member	Role	Term expires
Jordan Cohen	President	12/25
Kelly Gleason	Vice Present	12/25
Migena Dilolli	At Large	12/24
Annete Posner	At Large	12/23
Nate Anderson	At Large	12/23
Anne Riley	Secretary	12/23

2023 Harbor Walk Townhouse Association Ballot to Elect Board Members

The Nominating Committee, led by Kelly Gleason, sought candidates and recommends Adrienne Scholz, Natalie Davis, and David Stone for election, and Nate Anderson for re-election to a three-year term. Please submit ballots electronically by December 8th using this link: <https://www.surveymonkey.com/r/7SNFRTF>

Complete your ballot:

- Please indicate whether you endorse or oppose each candidate using the survey link <https://www.surveymonkey.com/r/7SNFRTF>

Candidate	Address	Nominated By	Details
Adrienne Scholz	400 S. Hanover St.	HWTA Nominating Committee	Replacing Annette Posner's position
David Stone	611 S. Hanover St.	HWTA Nominating Committee	Replacing Jen Causey's position
Nate Anderson	613 S. Hanover St.	HWTA Nominating Committee	
Natalie Davis	101 W. Barre St.	HWTA Nominating Committee	Replacing Anne Riley's position

Harbor Walk Townhouse Association
42st Annual Business Meeting
Wednesday, December 13, 2023

AGENDA

1. Introductions - Jordan Cohen, President
2. Introduction of Board members
3. Determination of Quorum, Anne Riley, Secretary
4. Approval of minutes from 2022 Annual Meeting, Kelly Gleason, Vice President
5. Financial Report, Jordan Cohen
6. Coordinators' Reports
 - a. Architectural Review Coordinator, Jerry Skene
 - b. Facilities Coordinator, Nate Anderson
 - c. Landscape Coordinator, Nate Archer
 - d. Social and Welcoming Coordinators, Sherri Levin
 - e. Web Master, Jerry Skene
7. Old Business
 - a. Result of the Board of Directors election, Anne Riley
8. New Business
 - a. Electronic HWTA archive is slowly being developed
 - b. OSI contributions
 - c. Resale package and Landlord/Tenant Information Sheet developed and is on website
 - d. Volunteer opportunities – Treasurer, Social Events, Architecture, Landscape
 - e. 2023 Resident Directory to be distributed in paper format in February. Check your contact information on the copy at the meeting (or ask for your information to be emailed).
9. Other Discussions – Topics from the Harbor Walk community
10. Next Board of Directors meeting occurs immediately after this Annual Meeting to conduct business and elect the new officers.
11. Adjournment

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

Annual Assessment for 2023 - **\$540.00**

The annual assessment is due on January 31, 2024. 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. Payment cannot be made by credit card.

The Annual Assessment invoice will be e-mailed by January 1st to the first-listed homeowner of each property.

This email (from Harbor Walk Townhouse Association quickbooks@notification.intuit.com) will contain a link to enable you to pay the amount owed by ACH bank transfer. HWTA has used this system for a number of years and homeowners have found it easy, safe, and convenient.

Please send any questions about the dues assessment payment process, to the HWTA Treasurer treasurerhwta@theotterbein.org.

2024 Budget

Harbor Walk Townhouse Association 2024 Budget	2023 (estimated)	2024 Budget	
HOA Assessments	\$53,460.00	\$53,460.00	
Interest Income	\$2,500.00	\$4,700.00	
Other Income	\$0.00	\$0.00	
Total Income	\$55,960.00	\$58,160.00	
Operating Expenses:			
Accounting Fees	\$2650.00	\$3,000.00	
Insurance	\$2209.00	\$2,300.00	
Legal Fees	\$4000.00	\$1,000.00	
Meetings and Social Events	\$750.00	\$750.00	
Office Supplies/Software	\$600.00	\$600.00	
Postage	\$248.00	\$250.00	
Real Property Tax	\$50.00	\$50.00	
Merchant Service Fees	\$400.00	\$400.00	
Administrative Total	\$10907.00	\$8,350.00	
Community Grounds	\$24,000.00	\$30,000.00	
Irrigation System	\$1,500.00	\$1,000.00	
Snow Removal	\$0.00	\$1,000.00	
Landscaping Total	\$25,500.00	\$27,000.00	
Gas/Electric	\$1,700.00	\$1,800.00	
Water	\$2,500.00	\$2,600.00	
Utility Total	\$4,200.00	\$4,400.00	
Expenses Total	\$40,607.00	\$44,750.00	
Surplus	\$15,353.00	\$13,410.00	

Committee Coordinator Reports for 2023

Architectural Review Committee Report 2023 – Jerry Skene

Members: Steven Harper, Sandy Goodman, Dennis Woytowich, Jordan Cohen

The architectural review committee (ARC) continues to review applications from homeowners for the repair and replacement of anything external to their homes that requires board approval according to the current Architectural Guidelines. Note that when a homeowner sells their property, they need to disclose to the buyer whether it complies with these guidelines so it is important that they be followed where applicable.

A minor update to the Architectural Guidelines was completed in late December, 2022 and is available on the HWTA website [here](#). The main change is that vinyl windows are now permitted if they comply with section 1.7 of the guidelines.

Facilities Committee Report 2023 - Nate Anderson

This year we transitioned the role from Annette Posner to Nate Anderson. This year we received a bid to repair the brick wall at Hanover Square. The first bid believes the only path forward is to completely rebuild the wall(s) there so we will need to solicit more bids. This work would not occur before 2024. Many of the brick sidewalks were repaired by Baltimore City throughout the HWTA neighborhood.

Landscaping Committee Report 2023 - Nate Archer

The landscape committee is currently headed by Nathan Archer and includes Anne Riley. We want to give a special thanks to Russ Causey, who was a long-time member of the landscape committee and has recently moved from the neighborhood. We will miss you! We also thank all our neighbors who helped us water gardens and trees throughout the year. Thank you for keeping Harborwalk green!

The landscape committee had a busy year in 2023. We focused our efforts on replanting empty tree pits throughout the neighborhood. This included four new native Black gum trees around Wheel Park. In taking advantage of Blue Water Baltimore's Free Tree Giveaway, we acquired and planted a Sweet Bay Magnolia tree in the Hughes Street parking lot, a Pagoda Dogwood tree in the garden beds on Hill Street, and a Serviceberry tree in the alleyway behind Lee Street. Many thanks to Mow and Grow and its owner, neighbor Ashley Wolfe Isles and her wife, Elizabeth Wolf Isles and their team for tackling these projects.

We look forward to a green 2024, with a focus on maintaining our garden spaces and trees throughout the Harborwalk neighborhood. As always, we are looking for new landscape committee members. If interested or have an idea for greening the neighborhood, please contact Nathan Archer: sconnie.archer@gmail.com.

Social Committee Report 2023 - Sherri Levin

There was a wonderful annual pool party June 15th, 2023. We held this at the Otterbein Swim Club. There was a great turnout with lots of neighbors and a special thanks to everyone who contributed with food or helping to set up. Sherri welcomed many of the new neighbors to the community throughout the year. Unfortunately, the annual block party was canceled due to inclement weather but we look forward to it next year.

Web Master Report 2023– Jerry Skene

The HWTA website, available at theotterbein.org/HWTA, contains contact information for HWTA board members, the HWTA Essentials document with information for owners and residents, the current Architectural Design Guidelines, association documents and other useful information on our neighborhood. The site is backed up weekly and content and software supporting the website are updated each month as necessary.

A Gmail account has been put into service for sending HWTA notices to owners and residents. The sending address is hwta.email.list@gmail.com. Residents and owners are encouraged to add this email list to their contacts to minimize the chance of an email being considered spam.

If you are not receiving these emails and would like to be included please send a request with your name and email address to webmaster-hwta@theotterbein.org.

Minutes from 2022 Annual Meeting

Harbor Walk Townhouse Association

Minutes of Meeting of the Board of Directors

December 7, 2022

Meeting held in person at Christ Lutheran Church and virtually.

Board Members in Attendance:

- Anne Riley (President)
- Jordan Cohen (Vice-President)
- Jennifer Causey (Secretary)
- Annette Posner (At Large)
- Kelly Gleason (At-Large)
- Migena Dilolli At-Large)
- Nate Anderson (At-Large)
- Anwar Gorham (Treasurer)

Board Members Absent:

None

Call to Order

Anne Riley called the meeting to order at 8:45 pm in person and virtually.

Congratulations to Anne Riley, Jordan Cohen, and Kelly Gleason for their re-election.

Election of Officers

Motions were made and approved for Jordan Cohen to take the position of President, Kelly Gleason Vice President, Jennifer Causey Secretary. All agreed to serve in these positions for 2023.

Old Business

Discussion and vote on the change recommended by the ARC Committee to the Architectural Guidelines regarding the acceptability of vinyl replacement windows. The final draft was submitted to the Board on September 27, 2022, via email by Jerry Skene.

This change was approved, with one abstention.

This is the current approved text:

Cladding and Color: Many types of quality windows are available in addition to the original painted wood design. Use of many materials such as vinyl, fiberglass, wood, aluminum, composite, or clad are acceptable. If you would like to install a window material not listed above, please reach out to the ARC committee for clarification. The color selections for some types of windows may be limited by the manufacturer unless a custom color is used. It is not necessary to use a custom color that matches the trim colors referenced in paragraph 1.1.4 as long as the factory color chosen is close to one of these colors. In this case the window color must be approved by the Association and any wood trim must be painted the same color as the cladding.

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No other business was conducted.

Meeting adjourned at 9:00pm

Next meeting of the HWTA Board is January 11, 2023, at 7:15pm, via Zoom