

HARBOR WALK TOWNHOUSE ASSOCIATION 43rd ANNUAL MEETING

Monday, December 16, 2024

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 Monday, December 16th. 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 7:00pm.

To join the Business Meeting via Zoom, click on this link: <https://jhuson.zoom.us/j/96160307573?pwd=pb573Rg7AWQWObTUIMBdHDaTWWYVDz.1>

Password: 376312

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 12th**.

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 2024 Annual Membership Meeting
- 2024 membership assessment notice
- 2025 Budget approved by the HWTA Board
- 2023 Annual Meeting Minutes - Vote to approve at the meeting
- Harbor Walk committee coordinators' reports for 2024

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 President | 12/25 |
| David Stone | Treasurer | 12/26 |
| Natalie Davis | Secretary | 12/26 |
| Adrienne Scholz | At Large | 12/26 |
| Nate Anderson | At Large | 12/26 |
| Migena Dilolli | At Large | 12/24 |

2024 Harbor Walk Townhouse Association Ballot to Elect Board Members

The Nominating Committee, led by Kelly Gleason, sought candidates and recommends Sherri Levin for election to a three-year term. Please submit ballots electronically by December 12th using this link: <https://docs.google.com/forms/d/e/1FAIpQLSdxPVnEux-Lqft8szhk9nFJOUksBXOz7U7ZgMfldJ53qC126A/viewform>

Complete your ballot:

- Please indicate whether you endorse or oppose each candidate using the survey link <https://docs.google.com/forms/d/e/1FAIpQLSdxPVnEux-Lqft8szhk9nFJOUksBXOz7U7ZgMfldJ53qC126A/viewform>

| Candidate | Address | Nominated By | Details |
|--------------|--------------------|---------------------------|-------------------------------------|
| Sherri Levin | 502 S. Hanover St. | HWTA Nominating Committee | Replacing Migena Dilolli's position |

Harbor Walk Townhouse Association
43rd Annual Business Meeting
Monday, December 16, 2024

AGENDA

1. Introductions - Jordan Cohen, President
2. Introduction of Board members
3. Determination of Quorum, Kelly Gleason, Vice President
4. Financial Report, David Stone
5. 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
6. Old Business
 - a. Result of the Board of Directors election, Natalie Davis
7. New Business
 - a. Electronic HWTA archive is being developed - Iron Mountain
 - b. HOA has digitized many important operating documents so the board can easily share files and streamline operations for future board members
 - c. Volunteer opportunities –Social Events, Architecture, Landscape
 - d. 2024 Resident Directory can be requested. Please email vp-hwta(at)theotterbein.org to request a copy. Check your contact information on the copy at the meeting (or ask for your information to be emailed).
8. Other Discussions – Topics from the Harbor Walk community
9. Next Board of Directors meeting occurs immediately after this Annual Meeting to conduct business and elect the new officers.
10. Adjournment

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

Annual Assessment for 2024 - **\$540.00**

The annual assessment is due on January 31, 2025. 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 or check.

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.

2025 Budget

| Harbor Walk Townhouse Association 2025 Budget | 2024 (estimated) | 2025 Budget | |
|--|------------------|-------------|--|
| | | | |
| HOA Assessments | \$53,460.00 | \$53,460.00 | |
| Interest Income | \$5,300 | \$5,000 | |
| Other Income | \$102.60 | \$0.00 | |
| Total Income | \$8,862.60 | \$58,460 | |
| | | | |
| Operating Expenses: | | | |
| Accounting Fees | \$3,000.00 | \$3,000.00 | |
| Insurance | \$2,136.00 | \$2,300.00 | |
| Legal Fees | \$272.00 | \$500.00 | |
| Meetings and Social Events | \$900.00 | \$1,550.00 | |
| Office Supplies/Software | \$877.00 | \$600.00 | |
| Real Property Tax | \$50.00 | \$50.00 | |
| Merchant Service Fees | \$700 | \$700 | |
| Administrative Total | \$7,935.00 | \$8,700.00 | |
| | | | |
| Community Grounds | \$29,000.00 | \$37,572.00 | |
| Snow Removal | \$935.00 | \$2,000.00 | |
| Landscaping Total | \$29,935.00 | \$39,572.00 | |
| | | | |
| Gas/Electric | \$1,800.00 | \$1,800.00 | |
| Water | \$2,000.00 | \$2,000.00 | |
| Utility Total | \$3,800.00 | \$3,800.00 | |
| | | | |
| Expenses Total | \$41,670.00 | \$52,072.00 | |
| Surplus | \$15,353.00 | \$6,388.00 | |

Current HOA Assets as of 11/2024:
 Checking - \$7,942.81
 CD - \$153,960.31

Committee Coordinator Reports for 2024

Architectural Review Committee Report 2024 – 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 previous member of the committee, Sandy Goodman, has moved out of the community. Adrienne Sholz has generously volunteered to join the committee going forward.

Facilities Committee Report 2024 - Nate Anderson

This year we received a bid to re-do the asphalt/parking lots, all 3 was \$34,105.00 from O'Leary Asphalt. It is not an urgent issue (yet), recommend planning to do this work in 2026 or 2027 and plan the budget accordingly. We were notified that the brick wall in the Conway Street lot (lining Conway Street) had some mortar damage and had a mason repair the wall.

Outstanding efforts include:

- Figuring out standing water in the drain in Wheel Park
- Looking into getting the various bollards around the neighborhood re-painted

Landscaping Committee Report 2024 - Nate Archer

The landscape committee is currently headed by Nathan Archer and includes Anne Riley as well as new members: Charles Stallings and Alex Levin. 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 2024, as we filled empty tree pits throughout the neighborhood. This included two new native trees: a Sugar Maple in front of 510 S Hanover as well as a Princeton Elm in front of 629 S Hanover. In taking advantage of Blue Water Baltimore's Free Tree Giveaway, we also planted multiple Sweet Bay Magnolia and cherry trees in the Conway Street parking lot, as well as a Hickory tree in the Hughes street parking lot.

We also began a renovation of the large garden on Charles and Hill, which had the ivy bed removed in the fall and will be transformed into a native plant garden in early 2025. Additionally, new native plants have been interspersed throughout the neighborhood gardens to fill in empty areas. A big thank you to Ashley and Elizabeth Wolf Isles of Mow and Grow (and our Otterbein neighbors!) for their excellent work on these projects.

We look forward to a green 2025, 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 2024 - Sherri Levin

Annual Pool Party held at the Otterbein Swim Club this past June. It was a well-attended by old and new neighbors . Thanks to all that help with the evening. The Otterbein & Harborwalk Neighborhood Block Party was a huge success. Held on September 13, 2024 Very well attended. The band, magician , kids activities, beer and food were a big hit. A lot of new neighbors attended. A huge thank you to everyone who help make this a success.

Web Master Report 2024– 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.