

HARBOR WALK TOWNHOUSE ASSOCIATION 44th ANNUAL MEETING

Tuesday, December 9, 2025

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 **Tuesday, December 9th**. 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/98161281481?pwd=zVifs3oQTUYk6Cm4iaBXzS1bL9bQAH.1>

Password: 537943

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 9th**.

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 2025 Annual Membership Meeting
- 2026 membership assessment notice
- 2026 Budget approved by the HWTA Board
- 2024 Annual Meeting Minutes - Vote to approve at the meeting
- Harbor Walk committee coordinators' reports for 2025

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
Sherri Levin	At Large	12/25

2025 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 9th using this link: <https://docs.google.com/forms/d/e/1FAIpQLSe5hRj40fa2cLFRR1zZCEqRXa4noQsF5NpeNqyoIK70XyXzWw/viewform?usp=sharing&oid=110035731584898979432>

Complete your ballot:

- Please indicate whether you endorse or oppose each candidate using the survey link <https://docs.google.com/forms/d/e/1FAIpQLSe5hRj40fa2cLFRR1zZCEqRXa4noQsF5NpeNqyoIK70XyXzWw/viewform?usp=sharing&oid=110035731584898979432>

Candidate	Address	Nominated By	Details
Alex Levin	502 S. Hanover St.	HWTA Nominating Committee	Replacing Jordan Cohen's President
Jordan Cohen	102 W. Barre St	HWTA Nominating Committee	Transitioned to board position
Kelly Gleason	627 S. Hanover St.	HWTA Nominating Committee	Re-election for Vice President

**Harbor Walk Townhouse
Association 44th Annual Business
Meeting Tuesday, December 9, 2025**

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/Kelly Gleason(Interim)
 - 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. Parking line markers added throughout HWTA boundaries
 - b. Maryland Commission on Civil Rights complaint against HWTA dismissed with finding of no probable cause
 - c. Package delivery boxes approved with by board with guidelines on dimensions and appearance
7. New Business
 - a. Electronic HWTA archive is in process with 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. 2025 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 2026 - **\$535.00**

The annual assessment is due on January 31, 2025 with a \$5 decrease. 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.

Our HWTA PO Box is at the Fayette St. postoffice and checked biweekly to monthly, in the past we have had lost checks and the online payment greatly facilitates our volunteer Board's ability to track dues.

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.

2026 Budget		
HWTA 2026 Budget	2025 (estimated)	2026 Budget
HOA Assessments	\$53,460.00	\$52,965.00
Interest Income	\$6,300.00	\$6,400.00
Other Income	\$0.00	\$0.00
Total Income	\$58,460.00	\$52,965.00
Operating Expenses		
Accounting Fees	\$3,000.00	\$3,000.00
Insurance	\$2,300.00	\$2,300.00
Legal Fees/Miscellaneous	\$9,153.85	\$0
Meetings and Social Events	\$1,582.00	\$1,550.00
Office Supplies/Software	\$1,400.00	\$1,400.00
Real Property Tax	\$50.00	\$50.00
Merchant Service Fees	\$500.00	\$700.00
Operating Total	\$17,985.85	\$9,000.00
Landscape		
Community Grounds	\$29,000.00	\$29,000.00
Snow Removal	\$1,352.90	\$1,400.00
Landscaping Total	\$30,352.90	\$30,400.00
Utilities		
Gas/Electric	\$1,900.00	\$1,900.00
Water	\$3,300.00	\$3,300.00
Utility Total	\$5,200	\$5,200.00
Expenses Total	\$53,538.75	\$44,600.00
Income Total	\$58,460.00	\$52,965.00
Surplus	\$4,921.25	\$8,365.00

Current HOA assets as of 12/2025

Checking – \$6,359.25

CD - \$160,099.25

Committee Coordinator Reports for 2025

Architectural Review Committee Report 2025 – Jerry Skene/Kelly Gleason

Members: Steven Harper, Jordan Cohen, Adrienne Scholz

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. Note that Jerry Skene has stepped down as ARC Coordinator after serving in this role for the last 6 years and Kelly Gleason is acting as interim Coordinator until a replacement is found.

Facilities Committee Report 2025 - Nate Anderson

We were notified that the walkway lights leading from Hanover square to the Conway lot were no longer functioning and had an electrician out to look at them as well as a parking lot light that was out. The electrician replaced the two walkway light fixtures and the solar cells that control their on/off cycles and installed a new bulb in the parking lot light. We are in the midst of having someone repair the brick wall along the Hill st alley (the one that connects Hanover St to Charles St) as it is showing some damage.

–Outstanding efforts include:

–Looking into getting the various bollards around the neighborhood re-painted

–Brick wall repair

–Monitor for re-paving the Conway St lot in future

Landscaping Committee Report 2025 - 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 continues to fill empty tree pits throughout the neighborhood. This year included five new native trees planted throughout the 400, 600, and 700 block of Hanover Street. We also updated the garden beds between 613-615 with native plants. Our upcoming plans are to complete tree trimmings throughout the neighborhood and a native plant installation in the garden bed on Charles and Hill.

We look forward to a green 2026, 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 2025 - Sherri Levin

Annual Pool Party was held this past June. Nice turn out. A fair amount of new people attended. The Otterbein / Harborwalk Neighborhood Block Party was held in October was very well attended. There was entertainment Band, Magician, Face painting, Musical instruments for the kids as well as the Taco Truck. We also had nice raffle prizes this year. Part of the block party this year was a table with History Celebrating Otterbein's 50 Anniversary. Halloween in The Park, Amazing how many kids there are. Such a nice way to bring people together. A good time was had by all.

Web Master Report 2025– Jerry Skene

The HWTA website, available at theotterbein.org/HWTA, contains contact information for the HWTA president and vice president, the HWTA Essentials document with information for owners and residents, the current Architectural Design Guidelines, Board meeting minutes 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 with the email address hwta.email.list@gmail.com is used for sending HWTA notices to owners and residents. Please add this email list to your email 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.