

Tower Harbor Condominium Association
Annual Meeting Minutes – July 22, 2023

- 1) Call to Order: THCA President Kathleen Mueller called the meeting to order at 10:30 AM EDT. The meeting took place at the Saugatuck/Douglas Library in Douglas, MI.
 - a. Kathleen previewed the meeting agenda – See Exhibit 1 for a copy of the agenda.
- 2) Roll Call: All seven THCA Board Members attended the meeting and were asked to introduce themselves:
 - a. Kathleen Mueller – President, Bob Fish – Treasurer, Greg Freeman – Secretary
 - b. Members at Large – Pat Murphy, Anne Seurynck, John Street and Jere Whiteley
 - c. Representing CornerStone Property Management: Keith Oosting
 - d. Twenty-two co-owners were present, representing 37% of the unit owner and constituting a quorum.
- 3) Approval of the Minutes of the 2022 THCA Annual Meeting
 - a. The minutes were approved unanimously with no changes.
- 4) Welcome New Owners since last Annual Meeting
 - a. Mariner's Cove:
 - i. 356 Brad & Bradi Kreider
 - ii. 358 Robert & Gina Plummer
 - iii. 368 Steven Pighini & Audrey Johnson
 - b. Harbor Court:
 - i. 133 Nicholas Borneman
 - ii. 135 Bruce Johnson & Robert Thurston
- 5) Open Board Positions
 - a. Two Board Members terms are expiring:
 - i. Pat Murphy – completing Carl Gustafson's term
 - ii. Jere Whiteley
 - b. Both Pat and Jere have agreed to stand for re-election, and there being no other candidates, no vote is required and they are re-elected by affirmation.
- 6) Treasurer's Report
 - a. The Treasurer's Report started with a statement of goals/drivers for the budget process:
 - i. Increase/maintain financial stability
 - ii. Maintain/increase property value
 - iii. Maintain/increase the safety/security of our community
 - b. Assumptions for the budgeting process
 - i. Operating Expenses for the coming year will be comparatively the same as the current year, adjusted for inflation – assumed to be 3%
 - ii. Prioritized capital projects based on various inspections and HOA member requests
 - c. 2022/23 Budget to Actuals (see Exhibit 2 for full report)
 - i. Revenue: \$349,645
 - ii. Operating Expenses: \$249,069

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- iii. Capital Expenses: \$ 90,241
- d. 2023/24 Budget and Planned Expenses (See Exhibit 3 for full report)
 - i. Total Revenue, projected: \$388,075
 - ii. Total Operating Expenses, projected: \$279,270
 - iii. Total Capital Expenses, projected; \$ 77,000
 - iv. Contribution to Reserves \$ 25,000
 - v. Total Capital Expenses and Reserve Allocation: \$102,000
- e. The Reserve Fund (see Exhibit 4 for Reserve growth 2018 through 2027)
 - i. Current Reserve Balance \$118,000
 - ii. \$5,000 added to the reserves each quarter
- f. Dues Increase (Monthly Assessments) Discussion
 - i. Following 10 years (2011-2021) with no increases to monthly assessments, homeowners at 2021 annual meeting were extremely supportive of staggered increases.
 - ii. In July 2021, Board voted to institute a phased increase to bring THCA to meet our increasing maintenance needs:
 - iii. 9/1/21 – Monthly increased by \$100 to \$375
 - iv. 9/1/22 – Monthly increased by \$50 to \$425
 - v. 9/1/23 – Monthly will increase by \$50 to \$475
 - vi. The Board believes that THCA is now at a stable assessment level for the foreseeable future, but reserves the right to revisit this topic from time to time as warranted.
- g. Board Levied Assessment Discussion
 - i. THCA ran for 10 years without any monthly increase, so many projects were done only partially or postponed endlessly
 - ii. Garages roofs have been in the planning for at least 5 or 6 years, but other projects took priority
 - iii. In that time, the Board-Levied Assessment was often used to pay operating expenses rather than important capital projects
 - iv. THCA had maintained only the minimum reserves required by Michigan law until the past (3) years.
 - v. We have gone from \$25,000 to over \$115,000.
 - vi. Reserves should cover at least one year's Operating Expenses - ~\$250,000
 - vii. Expect a \$1,000 Board-Levied Assessment every year until two criteria are met:
 - 1. Reserves equal one year of Operating Expenses
 - 2. No major Capital Improvement projects are planned
 - viii. Note – current projection is that the Reserves will reach the one year's Operating Expenses level in fiscal year 2026-2027
- h. Board-Levied Assessment
 - i. Board has approved a \$1,000 Board-Levied Assessment to fund ongoing structural upgrades and improvements complex-wide.
 - ii. Due in full 11/1/23. Late fee of \$25 on 11/15/23.
 - iii. You may pay in three monthly installments:
 - iv. September 1

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- v. October 1
- vi. November 1
- i. Completed 2023 Capital Projects
 - i. Upgrade Exterior House Numbers \$ 3,000
 - ii. Upgrade Rear Exterior Light Fixtures \$ 4,900
 - iii. Harbor Court Driveways \$45,465
 - iv. Harbor Court Asphalt \$32,325
 - 1. Total \$85,680
- j. Completed Major Repairs and Improvements – Slider Replacements
 - i. 127 Harbor Court \$ 4,795
 - ii. 149 Harbor Court \$ 4,795
 - iii. 344A Mariners Cove \$ 2,495
 - iv. 354 Mariners Cove \$ 2,450
- k. Completed Major Repairs and Improvements – Window Replacements
 - i. 133 Harbor Court (2) \$ 1,850
 - 1. Total \$16,385
- l. Planned 2024 Capital Investment
 - i. Harbor Court Sidewalks (lift/caulk) \$17,000 (Budgeted)
 - ii. Mariners Cove Garage Roofs \$50,000 (Budgeted)
 - iii. Hamilton Driveway Replacement \$65,000 (Not Budgeted)
 - iv. Mariners Cove Drainage Improvements \$40,000 (Not Budgeted)
- m. Vote to Conduct Audit:
 - i. Full audit of THCA financials costs between \$2,500 and \$4,000.
 - ii. Best accounting practice for condo associations includes commissioning a full audit every 2 to 3 years.
 - iii. THCA had a full audit of our accounting in 2020, so the Board of Directors recommends a vote of 'YES' for a full audit
 - iv. Co-owners approve conducting a full audit.

7) Cornerstone Update

- a. Completed Projects
 - i. Harbor Court Driveways and Asphalt
 - ii. Rear Exterior Light Fixtures
 - iii. Uniform House numbers
- b. Buildium Usage via Cornerstone website
 - i. Currently 46 co-owners are using the Buildium system on the Cornerstone website
 - ii. Buildium can be used to:
 - 1. Pay monthly assessments
 - 2. Enter work orders for repairs to the co-owner's unit
 - 3. Track the status of work orders
 - iii. All co-owners are encouraged to use Buildium. If you're not signed-up, please contact Tim Lohr for assistance
- c. Landscaping Update

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- i. Harbor Court – stones were added to the west side of the Harbor Court entrance to improve drainage, eliminate standing water, and keep traffic, especially heavy trucks, from damaging the landscaping.
- ii. Chameleon weed is currently being treated, but continue to be a problem around association. See Exhibit 5 for a picture of Chameleon weed.
 - 1. Please notify Tim immediately when you see chameleon weed.
 - 2. It is an expensive, multi-year process to eliminate it completely.
- iii. Building 14 Progress
 - 1. Board approved construction to be as close as possible to existing Building 13
 - 2. Certificate of Occupancy for west unit is scheduled for September 2023
 - 3. East unit will be sold unfinished

8) General Updates

- a. Mariners Cove Parking
 - i. Safe Harbor parking restrictions added stress to already tight parking during summer season.
 - ii. THMCA slip owners and guests must park at Safe Harbor.
 - iii. Last year's Mariner's Cove parking rules have been followed and the parking situation has improved.
 - 1. Unit owners are reminded to place their parking sticker on the back of their rearview mirror so that it is visible from the front of the car
 - iv. Per Mariner's Cove unit: 2 parking permits and 5 guest hang tags
 - v. Signage installed warning of towing for those without permits
 - vi. Rental owners are responsible for getting guest hang tags to all rental guests to avoid towing
 - vii. Only 7 violations were issued in the past year and no cars were towed
- b. Hamilton Road Easement Agreement
 - i. THCA has an easement on Hamilton, however, there is no maintenance agreement in place.
 - ii. Safe Harbor attorneys are reviewing a possible maintenance agreement with THCA which will include a fair financial responsibility for both parties
 - iii. An agreement between Safe Harbor and THCA will assure that the road is properly maintained in the future
- c. Seawall Update
 - i. Since 2014, THCA Board has been concerned about seawall movement behind Building 10 on Mariner's Cove
 - ii. THCA has completed multiple surveys and engineering reports confirming continued movement
 - iii. Most recent survey in January 2023, noted that movement of the seawall is putting Building 10 at risk of serious damage: cracking windows/sliders, drywall fissures, etc.
 - iv. After no response from the Tower Harbor Marina Condo over the years, board opted to confer with legal counsel.

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- v. Our initial legal contact with THMCA (marina condo) opened discussions between THCA and THMCA boards with the goal of avoiding expensive litigation.
- vi. Marina Condo has accepted legal responsibility for the seawall, and has made a claim against THCA's liability insurance for damage to their seawall by THCA
- vii. Current status: As both THCA and THMCA are insured by the same company, their claim is currently under review.
- d. Oversight Of Short-Term Rentals: Recap of History
 - i. Original Bylaws and Master Deed drafted in 1985
 - 1. Contain no language regarding any type of short-term rentals.
 - ii. Many previous Boards wanted to get oversight on STRs, however NO wording in Bylaws to give 'teeth' to rules, limits, or fines.
 - 1. 'One rental per week' with a '\$50 per rental fee' put in place by earlier board was fought and won by a rental unit, as there is nothing in our Bylaws allowing this.
 - iii. Following pandemic most THCA unit sales were for STRs.
 - 1. At one point 12-15 unregulated rentals in THCA. No fire inspections. No limits on number or age of occupants. No fines for bad behavior by renters.
 - 2. Neighbors asked the Board to get legal oversight
 - iv. Wording in our Bylaws 'single family residence only' was one option, as Michigan courts were deciding if this wording limited STRs.
 - 1. Michigan Supreme Court struck down that suit in early 2021.
 - v. Attorney said only a Bylaw amendment could ban STRs.
 - 1. Survey of THCA owners in 2021 showed that we could not achieve a 2/3 majority to pass new 'No STRs' Bylaw
 - a. 26 units voted 'YES' to banning rentals less than 31 days.
 - b. 22 voted 'NO' - saying rentals less than 31 days should be allowed
 - 2. Many non-rentals wanted to retain the option to become a rental in the future
 - vi. Attorney said the 'next best thing' would be to draft THCA Rules & Regulations stipulating oversight of rental units.
 - vii. THCA Rules & Regulations – including oversight of short-term rentals and fines for violations was put in place 1/1/22.
 - viii.
- e. Oversight Of Short-Term Rentals Per THCA Rules & Regulations
 - i. Certification from City of Douglas (requires a fire department inspection)
 - ii. Copy of the standard lease supplied at least 21 days prior to the first rental each year – per Bylaws
 - iii. Submit THCA Registration form and pay \$100/year
 - iv. Adherence to all THCA rental rules
 - v. Ongoing guest information including dates of rental/car info
- f. Short-Term Rentals Oversight Outcomes
 - i. Currently 7 THCA registered rental units

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- ii. 100% registered with Cornerstone as a THCA rental unit
- iii. 100% inspected by Saugatuck Township Fire Department and certified by City of Douglas
- iv. Guest cars on site are shared with all owners on Fridays via email
- v. ZERO fines have been levied, as all rental units are working to be in compliance
- vi. With the rental oversight provided by the THCA Rules & Regulations, our complex is safer and more neighborly.
- vii. We appreciate the cooperation of the rental owners.
- g. Proposed Bylaw Amendment Regarding Short-term Rentals
 - i. Last fall's complex-wide survey indicated that over 70.2% of unit owners wanted enhanced oversight on 'length of stay' for rental units.
 - 1. 80+% of owners participated in last fall's survey, so there was fair representation
 - 2. Per our Bylaws, if 2/3 vote 'YES' (39 units/58 total), Proposed Bylaw will be in effect for Summer 2024
- h. Proposed By-law Amendment Ballot/Vote
 - i. You should have received a Ballot for Bylaw Amendment explaining the changes up for vote:
 - 1. 3-night minimum rental in season
 - a. Friday before Memorial Day through Labor Day
 - 2. 2-night minimum other times of the year
 - 3. Minimum age to rent is 25 years old
 - 4. Number of tenants and guests may not exceed occupancy limit as determined by City of Douglas
 - ii. Please make sure you vote.
- i. THCA Rules Summary
 - i. Created to organize and clarify our unwieldy Bylaws
 - ii. Useful for general homeowner questions:
 - 1. Part 1 for all owners
 - 2. Part 2 for Leasing/Rental units
 - 3. Part 3 Assessment of fines for all owners
 - iii. THCA Rules & Regulations is a 'living' document, so there will be updates from time to time.
 - iv. Please recommend any changes you feel would improve clarity for new or current owners
 - v. If you do not have a copy, you can download from our website – or contact Tim.

9) Homeowner Questions

- a. Safe Harbor Pool Usage
 - i. A question about using the pool at Safe Harbor/Tower Marine was submitted. Owners, guests, and renters may not use the pool at Safe Harbor/Tower Marine.
 - ii. There is an ongoing misconception that THCA has any 'right' to use of the Safe Harbor pool through an 'amenities easement' or bylaw wording.

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- iii. Our attorney has reviewed the only easement we have with Safe Harbor is the Hamilton Road easement, and there is no language within that or any other THCA document, including our bylaws, regarding THCA's use of any recreational facilities on the neighboring property.
- iv. THCA had a 'handshake agreement' with Tower Marine, however, Safe Harbor is not obligated to honor it and has chosen not to do so. Safe Harbor has also chosen not to enter into any type of "pay for use" agreement with THCA.
- v. Only Safe Harbor members may use the pool. We hope you will honor the rules of our neighbor.
- b. When will drainage issues on Mariner's Cove be addressed?
 - i. The seawall negotiation with Tower Harbor Marine Condo Assn involving our common insurance company must be completed before we can move ahead.
 - ii. Once the repair of the seawall is planned, THCA can assess the drainage situation, and plan improvements in conjunction with any seawall work.
- c. Fire issue regarding grills near decks
 - i. Always use care and caution
 - ii. Always have a functional ABC-rated fire extinguisher nearby at all times
 - iii. Always be respectful of neighbors
 - iv. Never leave grill unattended
- d. Landscaping
 - i. "For winter, can leaves be left on grass– with some leaves blown into beds? Many experts believe leaves left down in winter make good natural mulch, are beneficial to insects, increase soil health, reduce waste."
 - ii. Brian Brookens of DJ's Landscaping responded:
 - 1. "In most cases we do mulch the leaves up into the lawn which leaves a lot of the nutrients behind, but at the same time does not cause issues with mold or damage the lawn. Best practice is to either remove all leaves from the property or mulch them into the lawn. We do a combination of both to be the most cost effective.
 - 2. It would cost more in the long run to leave the leaves over the winter, as well as making the entire property's appearance 'unkept' with leaves blowing all over the place."
- e. There were several General Maintenance questions, including:
 - i. Power washing of buildings
 - ii. Gutter Cleaning
 - iii. Mariner's Cove front deck posts – check for rot
 - iv. Each of these issues have been communicated to Cornerstone, and the board will oversee that these issues are addressed.

NOTE: As owners, we are all responsible for reporting issues we see on our property. Please do not wait until the annual meeting to notify Cornerstone if you have a concern. You can report issues using Buildium or by calling Tim Lohr at Cornerstone.

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10) The THCA Annual Meeting adjourned at 12:05 PM.

Where to find the latest THCA news?

THCA Board Meeting Minutes can always be found on our website:

towerharborcondo.com

PASSWORD: tower@harbor

Please visit the site and send your input/suggestions to:

Greg Freeman, THCA Board Secretary

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Exhibit 1 – Meeting Agenda

Call to Order

Roll Call – Board

Meet our New Neighbors

Approval of 2022 Annual Meeting Minutes

Introduction of Board candidates:

- Pat Murphy
- Jere Whiteley

Treasurer Report - Bob Fish

- Review of FY 2022-2023 Actuals
- Review of FY 2023-2024 Budget and Proposed Capital Projects
- Monthly Assessment status/Board-Levied Assessment

Cornerstone Update

- Completed Projects:
- Buildium usage via Cornerstone website
- Landscaping Update
- Building 14

General Board Updates

- | | |
|---------------------------------|----------|
| • Mariner's Cove Parking Plan | Jere |
| • Safe Harbor Hamilton Easement | Anne |
| • Seawall | Anne |
| • THCA Rules & Regulations | Kathleen |
| • Short-Term Rentals Status | Kathleen |
| • Ballot for Bylaw Amendment | Kathleen |

Discussion/Vote Outcomes/Adjourn

Q&A/Discussion

Vote Outcome: Proxy and Board Members (if needed)

Close/Adjourn

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Exhibit 2 - 2023 Budget to Actual:

Tower Harbor Condominiums (Budget to Actual)
2022 -2023

Operating Budget	Budget	Actual	Variance
Revenue			
Dues	\$ 285,000	\$ 288,772	\$ 3,772
Late Fees	\$ -	\$ 550	\$ 550
Special Assesment	\$ 57,000	\$ 54,675	\$ (2,325)
Other Income	\$ -	\$ 2,469	\$ 2,469
Buy in Fees	\$ -	\$ 3,000	\$ 3,000
Total Revenue	\$ 342,000	\$ 349,465	\$ 7,465
Operating Expenses			
Water/Sewer	\$156	\$106	\$ (50)
Electric	\$6,000	\$4,773	\$ (1,227)
Insurance Property/Board	\$26,000	\$25,575	\$ (425)
Accounting / Admin Fees	\$3,300	\$1,171	\$ (2,129)
Lawn Care-Maintenance	\$36,000	\$56,855	\$ 20,855
Professional Services	\$5,100	\$14,703	\$ 9,603
Snow Removal	\$20,000	\$14,810	\$ (5,190)
Managment Fee	\$15,600	\$12,810	\$ (2,790)
Office Supplies & Expense	\$1,375	\$1,204	\$ (171)
Sprinkler Repairs/Maint	\$7,950	\$8,137	\$ 187
Pest Control	\$1,700	\$915	\$ (785)
Refuse Removal	\$11,544	\$13,797	\$ 2,253
Building Maintenance	\$21,600	\$35,751	\$ 14,151
Grounds Maintenance	\$21,600	\$14,001	\$ (7,599)
Major Building Repair	\$48,000	\$34,919	\$ (13,081)
Tree Service	\$5,500	\$6,648	\$ 1,148
Pond Maintenance	\$2,025	\$1,894	\$ (131)
	\$0	\$0	\$ -
	\$0	\$0	\$ -
Total Operating Expenses	\$233,450	\$248,068.75	\$14,619
Capital Improvement Expenses			
Cement Replace - Harbor Court	\$49,000	\$82,326	\$ 33,326
Drains - Mariners Cove	\$40,000	\$0	\$ (40,000)
Garage Roofs	\$50,000	\$0	\$ (50,000)
Lighting - Numbers	\$2,195	\$7,915	\$ 5,720
Total Capital Expenses	\$141,195	\$90,241	-\$50,954
Reserve Account	\$20,000	\$38,000	\$ 18,000
Total Capital Expenses & Reserve Allocation	\$161,195	\$128,241	-\$32,954

Working Account Balance (Beginning)	\$47,760	\$47,760	\$47,760
+ Total Revenue	\$342,000	\$349,465	\$7,465
- Total Operating Expenses	-\$233,450	-\$248,069	-\$14,619
- Total Capital Expenses & Reserve Allocate	-\$161,195	-\$128,241	\$32,954
Working Account Balance (Ending)	-\$4,885	\$20,915	\$73,560
+ Legal Reserve	\$118,000	\$118,000	\$118,000
Total Cash + Investment	\$113,115	\$138,915	\$191,560

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Exhibit 3: 2023/24 Budget/Planned Expenses

Tower Harbor Condominiums (Budget)
2023 -2024

Operating Budget	(Projected) Total Year	
Revenue		
Dues	\$ 329,075	
Late Fees	\$ -	
Special Assesment	\$ 59,000	
Other Income	\$ -	
Buy in Fees	\$ -	
Total Revenue	\$ 388,075	\$
Operating Expenses		
Water/Sewer	\$107	\$
Electric	\$4,908	\$
Insurance Property/Board	\$28,430	\$
Accounting / Admin Fees	\$1,200	\$
Lawn Care-Maintenance	\$57,400	\$
Professional Services	\$30,000	\$
Snow Removal	\$15,200	\$
Managment Fee	\$15,600	\$
Office Supplies & Expense	\$1,375	\$
Sprinkler Repairs/Maint	\$8,950	\$
Pest Control	\$1,700	\$
Refuse Removal	\$14,100	\$
Building Maintenance	\$21,600	\$
Grounds Maintenance	\$21,600	\$
Major Building Repair	\$48,000	\$
Tree Service	\$7,000	\$
Pond Maintenance	\$2,100	\$
	\$0	
	\$0	
Total Operating Expenses	\$279,270	\$
Capital Improvement Expenses		
Harbor Court Sidewalk	\$17,000	
Mariners Cove Garage Roof	\$60,000	
Hamilton Driveway Replacement (\$65,000)	\$0	
Mariners Cove Drainage (\$40,000)	\$0	
Seal and Re-Stripe Mariners Cove (\$15,000)	\$0	
Total Capital Expenses	\$77,000	
	\$0	
Reserve Account	\$25,000	
Total Capital Expenses & Reserve Allocation	\$102,000	

Working Account Balance (Beginning)	\$38,951
+ Total Revenue	\$388,075
- Total Operating Expenses	-\$279,270
- Total Capital Expenses & Reserve Allocate	-\$102,000
Working Account Balance (Ending)	\$45,756
+ Legal Reserve	\$143,937
Total Cash + Investment	\$189,693

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Exhibit 4 - Current Reserves and Projected Growth

Year	Amount	Contribution
2018-2019	\$ 28,000	
2019-2020	\$ 53,000	\$ 25,000
2020-2021	\$ 73,000	\$ 20,000
2021-2022	\$ 93,000	\$ 20,000
2022-2023	\$ 118,000	\$ 25,000
2023-2024	\$ 143,000	\$ 25,000
2024-2025	\$ 168,000	\$ 25,000
2025-2026	\$ 208,000	\$ 40,000
2026-2027	\$ 248,000	\$ 40,000

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Exhibit 5 – Chameleon Weed



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Exhibit 6 – Completed Task for FY2022-2023

Unit #	Date Created	Description	Task Id	Date Closed
	7/14/2022	Vent covers	2095825	8/8/2022 12:51
	7/20/2022	Crack fill driveways	2100223	8/8/2022 12:57
	10/12/2021	concrete drives	1902101	8/8/2022 21:43
	8/29/2022	Install new address plaques	2129552	10/10/2022 13:00
	4/27/2022	Slider door assesement	2036120	10/10/2022 21:09
	9/15/2021	Quote: Inspect all buildings for flashing issues	1882841	10/10/2022 21:20
	6/21/2022	Flashing & rot	2077441	10/10/2022 21:20
	10/13/2022	Mariners Cove garage water meter	2164667	10/27/2022 12:40
	10/13/2022	Heat Tape & battery check	2164664	11/8/2022 17:08
	11/12/2022	Storage Shed	2186765	11/16/2022 15:57
	6/29/2022	Install signs - Tower harbor	2083530	11/23/2022 16:30
	1/22/2018	Garbage area doors need to be worked on.	894275	1/5/2023 15:57
	10/28/2022	Water over road-- Entrance to Harbor Ct	2175603	1/25/2023 21:54
	5/15/2023	Water to garages turn on and repair leaks	2317451	5/25/2023 21:48
	6/16/2023	Clean drains	2340555	6/26/2023 16:13
123 - B1	7/18/2022	Sprinkler Head Repair	2097802	10/10/2022 21:17
123 - B1	9/2/2022	Large Pile of Branches	2134132	10/10/2022 21:21
123 - B1	8/29/2022	Grass by Side of House	2129716	11/3/2022 12:45
123 - B1	1/3/2023	Ceiling Repair	2222760	1/13/2023 13:25
123 - B1	12/16/2022	Roof leaking by skylight	2210602	2/9/2023 15:44

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125 - B1	5/12/2022	Sliding Screen Door - torn	2047959	7/12/2022 3:14
125 - B1	11/9/2022	Metrics added to Board Minutes	2184742	12/9/2022 18:46
125 - B1	11/9/2022	Board work done RE: rentals	2184750	12/9/2022 18:46
125 - B1	8/11/2022	Garage Door	2117126	2/9/2023 15:49
127 - B1	5/23/2022	Reeds in pond	2055216	10/10/2022 21:18
127 - B1	11/26/2022	Garage light replacement	2195754	12/7/2022 18:51
127 - B1	11/30/2022	Harbor Court street lights	2198122	12/7/2022 18:55
127 - B1	11/26/2022	Window crank handle	2195755	3/9/2023 13:33
127 - B1	3/12/2023	Removal of reeds in pond	2271625	3/22/2023 20:20
127 - B1	6/21/2022	New slider 127 Tower Harbor	2077414	5/8/2023 13:50
133 - B2	8/30/2022	Leak in Roof	2130739	12/9/2022 18:47
133 - B2	3/1/2023	Inspection showed leak in skylight	2263767	3/22/2023 20:18
133 - B2	4/11/2023	Rental	2293337	5/8/2023 13:46
133 - B2	3/1/2023	Slider door leaking	2263769	5/8/2023 13:49
133 - B2	3/1/2023	Leaking in basement/door	2263862	6/26/2023 16:08
135 - B2	6/10/2022	Slider screen adjustment & caulking	2069887	10/10/2022 12:52
135 - B2	3/6/2018	Stucco falling apart by dryer vent	925808	1/5/2023 16:11
135 - B2	8/4/2022	Replace Upstairs Bedroom Windows	2112121	3/15/2023 12:45
137 - B2	8/30/2022	Install new keypad lock	2131021	10/10/2022 12:46
137 - B2	5/11/2022	Inspect back slider	2047350	10/10/2022 21:18
137 - B2	9/16/2022	Caulk Patio	2144705	10/11/2022 12:15
141 - B3	7/15/2022	Multiple Harbor Court lights out	2096640	7/24/2022 12:54
141 - B3	10/26/2022	Gutter overflowing	2174135	11/12/2022 12:22
141 - B3	11/19/2022	Heat Tape does not work	2192247	11/25/2022 12:57

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141 - B3	11/11/2022	Vent cover & soffit	2186500	12/29/2022 19:49
141 - B3	10/1/2018	water leak in ceiling	1084335	2/9/2023 16:13
143 - B3	2/23/2022	small leak	1992955	8/8/2022 21:44
143 - B3	9/6/2022	Repair items	2136621	11/23/2022 19:18
143 - B3	1/3/2023	Leaking bathroom fan	2222084	1/13/2023 14:02
143 - B3	12/28/2022	Window dripping	2218265	3/15/2023 12:28
143 - B3	11/15/2022	new slider screen	2189231	4/10/2023 11:13
147 - B4	5/23/2019	Misc items at #147	1260360	2/9/2023 16:51
149 - B4	7/8/2022	Slider repair/replacement	2090906	5/8/2023 13:50
153 - B4	7/3/2022	opening in siding letting in raccoons	2086691	7/14/2022 0:43
153 - B4	6/9/2022	lawn	2068684	8/8/2022 21:45
180 - B14	10/31/2022	Sprinkler repair Spring 2023	2176776	6/12/2023 19:56
184 - B13	6/27/2022	Screen Door will not stay on track	2082163	12/7/2022 18:56
184 - B13	12/20/2022	Gutter icecles	2212615	12/27/2022 16:50
184 - B13	1/4/2023	Install heat tape	2223181	1/13/2023 13:38
186 - B13	8/29/2022	Reinstall heat tape	2129520	10/10/2022 12:56
186 - B13	10/14/2022	Siding & Heat tape	2165306	10/27/2022 12:45
190 - B12	12/11/2022	Broken seal on sliding door	2206652	3/27/2023 19:50
194 - B12	6/21/2022	Rotten deck post	2077422	11/3/2022 12:37
196 - B11	7/22/2022	Weeds	2101371	9/30/2022 13:12
196 - B11	12/17/2022	Salt	2210930	1/5/2023 16:13
196 - B11	7/22/2022	Front Door Step	2101372	1/12/2023 20:57
196 - B11	6/9/2023	Screen Doors	2336065	6/26/2023 16:23
200 - B11	6/21/2022	Rotten deck post (4)	2077430	11/3/2022 12:40
202 - B11	10/15/2021	Side door	1904897	7/11/2022 19:04

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202 - B11	8/25/2022	Inappropriate Water use by a contractor - 202 Hamilton	2127401	9/12/2022 21:40
202 - B11	8/26/2022	Safe Harbor Marina - new fence installation	2128538	10/10/2022 21:10
202 - B11	7/12/2022	Entry sky light is leaking	2094180	10/10/2022 21:16
202 - B11	8/25/2022	Landscaping plan - request to consider 202 Hamilton	2127464	12/9/2022 18:48
340 B - B5	8/24/2022	Touch up railing paint	2126695	9/3/2022 11:29
340 B - B5	5/23/2023	Gravel/Dirt in parking lot	2323422	5/26/2023 14:30
340 D - B5	7/29/2020	install ceiling fan	1582982	2/9/2023 16:06
342 A - B6	7/20/2022	Plugged vent	2100119	10/25/2022 17:48
342 A - B6	11/30/2022	Replace exterior vent cover	2198937	12/3/2022 11:32
342 B - B6	3/23/2022	Door replacement or repair	2012002	5/18/2023 12:30
342 B - B6	5/30/2023	Door jam weather stripping	2327188	6/26/2023 16:16
342 C - B6	7/14/2022	Replace Bulb	2095802	8/8/2022 13:28
342 C - B6	7/22/2022	Repair/replace door trim	2101522	10/10/2022 12:49
342 C - B6	6/16/2021	quote to add drain tile	1812299	10/10/2022 21:30
342 C - B6	7/22/2022	Siding trim repair	2101525	10/25/2022 18:05
342 C - B6	8/29/2020	Water over flowing landscaping and pooling up by front door.	1606711	2/9/2023 16:49
344 A - B7	9/22/2021	Side slider Quote	1887481	10/10/2022 21:19
344 C - B7	9/10/2018	water at front entrance	1069092	1/5/2023 15:57
344 D - B7	5/8/2023	344D Mariners Cove birds nesting in vest	2312596	5/10/2023 19:18
346 A - B8	9/26/2022	survey	2150899	10/10/2022 21:19
346 C - B8	6/5/2023	Fix sliding screen doors	2332008	6/26/2023 16:20

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346 D - B8	8/10/2022	Closet door	2116101	8/19/2022 11:15
346 D - B8	6/15/2023	Guests	2339901	6/25/2023 22:06
348 D - B9	4/14/2022	Hole in lawn behind seawall	2028197	9/30/2022 13:14
348 D - B9	11/14/2022	Bldg 9 sidewalk light pole	2188417	12/3/2022 11:30
348 D - B9	11/15/2022	Drywall Damage and Mold	2188457	3/27/2023 16:19
352 - B10	7/22/2022	Change out light bulb	2101429	8/8/2022 13:20
354 - B10	3/30/2021	Rotten Wood on Slider	1755148	8/8/2022 21:42
354 - B10	3/31/2021	Seal "Water Drainage Channel.	1755873	2/9/2023 16:18
354 - B10	12/17/2020	water coming into unit	1685572	2/9/2023 16:24
358 - B10	1/11/2023	Rotted door & missing shingles	2228705	5/18/2023 12:28
364 - B10	12/16/2022	Light out	2210318	12/21/2022 12:39
366 - B10	11/20/2022	Lamp Lighting	2192685	11/28/2022 14:07
366 - B10	12/20/2022	Change out flourescent bulbs	2212533	12/27/2022 16:48
370 - B10	12/21/2022	Reinstall light at front door.	2213541	12/28/2022 14:32
370 - B10	2/17/2023	Take care of snow and ice at Tower Harbor	2255193	3/9/2023 14:00
374 - B10	6/13/2022	Outside faucet is broken	2071635	8/8/2022 21:44
374 - B10	8/17/2022	Leaky faucet	2121579	8/31/2022 14:05