



## Harbor Cove Timeshare Owners' Association

246 East Main Street, Harbor Springs, MI 49740

Phone 231-242-8093

October 17, 2017

Dear Harbor Cove Timeshare Owner,

We hope this newsletter finds you well. The timeshare association continues to be in good shape financially and the Harbor Cove resort as a whole is doing well.

This year has been a year of changes for our association. Late last year our long time property manager Lora Backus decided not to renew her contract. As a result, we hired Northern Michigan Escapes (NME) as our new managers. NME manages over 200 properties in northern Michigan. In January of this year Brook Walsh expanded his business into the Harbor Springs area by opening a new office on Main Street. They bring a wealth of knowledge and talent as well as a much larger organization than we have worked with previously. The next time you are in the area, please visit their office at 246 East Main Street in Harbor Springs and introduce yourselves to Brook Walsh and Cindy Dickson. Please note that the office at the Harbor Cove community building no longer deals with timeshare matters. NME should be your first contact if you have questions or issues during your stay at Harbor Cove.

Another change this year was the replacement of the old door locks with a new key pad entry system. The old drop box at the Community Building is no longer used. Instead, you are given a 4 digit number code to gain entry to the units and the remainder of the key packet information will be found in the condo. We believe this to be a significant improvement over the old key locks which were difficult to use and obsolete from a maintenance standpoint.

We have received a number of comments on the condition of various condo furnishing, carpet, etc. The board of directors is considering one or more improvement projects to update the condo units. The association does not currently have adequate reserves to complete many of the improvements we have identified, so a special assessment is being considered to fund the improvement project. You will be hearing more about this in the near future as we develop plans.

Our annual meeting will be held on November 11, 2017 as a virtual meeting again this year. Please consider joining either by phone or on your computer (instructions for joining the meeting are included in the packet). The annual meeting agenda will include discussing our 2017 finances, 2018 budget and will include a discussion on the improvement project with an opportunity for input. Please send in your proxy voting forms and cast your vote for election of our board of directors. This is a critical part of our annual meeting

As always, we appreciate your continued ownership and support of the Harbor Cove Timeshare Owners Association.

For the Board of Directors  
Steven Sandor  
President Harbor Cove Timeshare Owners Association

## **HARBOR COVE TIMESHARE OWNERS' ASSOCIATION**

### **NOTICE OF ANNUAL MEETING AND PROXY STATEMENT**

**SATURDAY, NOVEMBER 11, 2017: 11AM -1PM**

**Virtual computer / phone based conference call meeting**

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Your Harbor Cove Timeshare Owners Association Board of Directors invites all our owners to our Annual Meeting to be held, November 11, 2017 from 11 AM to 1PM. This year we will be of a virtual (computer / phone based) meeting. We have an on line conference provider, Free Conference Call.com which we will be using. Directions for logging into the conference are included in this letter. Please log into the meeting approximately 5 to 10 minutes prior to the start time. The Board members will be reviewing the 2017 year and sharing our view of the coming 2018 year. The following items will be covered along with any questions from owners in attendance.

- A) Review and approval of 2016 annual meeting notes
- B) Verification of a meeting quorum and election of Board members
- C) Review 2017 association business and 2018 budget and maintenance fees. Please note 2018 maintenance fees have been set at \$544/ unit week.
- D) Share thoughts and collect input on a project to update the timeshare units.

If you are planning to attend the Annual Meeting, please fill in the appropriate spaces on the proxy ballot so that we have an idea how many owners will be joining.

### **CANDIDATES FOR ELECTION TO THE HCTS BOARD OF DIRECTORS**

The following Board members are up for re-election due to their 2 year term being up. We have had no change in membership of the Board this year. In addition to the following members, please let me know if there are any additional candidates for election to the Board.

1. **Cyndi Homeyer** has served on the Board for several years and has been responsible for overseeing and assisting with deed transfers and is a contact for Association owned property sales. Cyndi is a retired teacher lives in Macomb Twp., Michigan.
2. **Steve Sandor** is currently president of the association and a long time Board member. He has served as past Secretary and Treasurer and is also on the Phase I Board of Directors. Steve is a retired chemical engineer living in Fort Myers, Florida and Harbor Springs, Michigan.
3. **Joe Gromala** is also a long time Board member since 1994. He is a past President of the Association and is currently serving as Secretary and is also our local RCI contact. Joe has a degree in Business Administration and is retired from the insurance industry. Joe is lives in Farmington Hills, Michigan.
4. **Fred Humig** has been an owner at Harbor Cove since 1978, prior Board Member of same time frame. He is retired from Ford Motor Company, and worked as a Finance Manager. His primary functions included Cost estimating, Annual Budgets and 5 Year Business Plans. Fred lives in Washington Township, Michigan.

## **VALID PROXY FORM**

In order to hold Board member elections, a quorum of at least **35% of all Association weeks need to be represented** at the meeting according to our by-laws. This is done either by voting at the meeting or by proxy vote using the enclosed form. The enclosed proxy ballot must be received **by November 10**. The ballot must be returned to our property manager at Northern Michigan Escapes. Please complete the proxy form including your signature. To return by email, scan the completed form and email the file to [Cindy@nmesCAPES.com](mailto:Cindy@nmesCAPES.com).

You may also fax your proxy vote to 231-344-5924 or mail the completed the form to:

Harbor Cove Timeshare Owners Association  
c/o Northern Michigan Escapes  
246 E. Main Street  
Harbor Springs, MI 49740

If your timeshare week(s) are owned by more than one person, only the designated voting representative needs to sign and date the proxy. To make your vote count, you must be an owner who is up to date with your maintenance fees. Proxies from delinquent owners will not be counted. **It is very important that you file this proxy vote form as we cannot elect Board members if we don't have sufficient participation from our owners.**

## **CURRENT BOARD MEMBER CONTACT INFORMATION**

President:	Steve Sandor	989-948-4173	<a href="mailto:steven.sandor@charter.net">steven.sandor@charter.net</a>
Vice President:	Ken Newbury	429-885-7400	<a href="mailto:pride2@aol.com">pride2@aol.com</a>
Secretary:	Joe Gromala	248-474-9775	<a href="mailto:gromalajoe@gmail.com">gromalajoe@gmail.com</a>
Treasurer:	Mark Ward	810-599-7252	<a href="mailto:marknward@gmail.com">marknward@gmail.com</a>
Director:	Cyndi Homeyer	586-247-0936	<a href="mailto:cn deh@sbcglobal.net">cn deh@sbcglobal.net</a>
Director:	Rich Terry	248-656-5059	<a href="mailto:richterry65@gmail.com">richterry65@gmail.com</a>
Director:	Fred Humig	586-207-1812	<a href="mailto:fhjr27@comcast.com">fhjr27@comcast.com</a>

If you have comments, concerns, or suggestions please contact any of the Board members listed above.

Sincerely,

**HARBOR COVE TIMESHARE OWNERS ASSOCIATION BOARD OF DIRECTORS**

**Steven Sandor**

**President Harbor Cove Timeshare Owners Association**

[steven.sandor@charter.net](mailto:steven.sandor@charter.net)

**989 948-4173**

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**HARBOR COVE TIMESHARE OWNERS' ASSOCIATION ANNUAL  
MEETING-NOVEMBER 11, 2017  
(PROXY BALLOT)**

This Proxy is solicited on behalf of the Board of Directors. The undersigned hereby appoints Joe Gromala, Secretary Board of Directors, as Proxy with the power to appoint his substitute, and hereby authorizes him to represent and to vote, as designated hereafter, all votes which the undersigned is entitled to vote at the Annual meeting of the Harbor Cove Timeshare Owner's Association.

**ELECTION OF DIRECTORS: VOTE BY CIRCLING up to 4 NAMES**

Joe Gromala

Cyndi Homeyer

Fred Humig

Steven Sandor

\_\_\_\_\_  
Designated Rep. Signature

\_\_\_\_\_  
Print Name of designated rep.

\_\_\_\_\_  
Date

Week(s)/Units(s) owned: \_\_\_\_\_

\_\_\_\_\_ Yes on attending annual meeting    email address: \_\_\_\_\_

Please add any additional comments here:

Please complete and return this form to Harbor Cove Timeshare Owners Association c/o Northern Michigan Escapes. The form must be received on or before November 10, 2017.

You can scan the completed form and email it to [cindy@nmesCAPES.com](mailto:cindy@nmesCAPES.com), or fax the completed form to 231-344-5924, or mail the completed form to:

Harbor Cove Timeshare Owners Association  
c/o Northern Michigan Escapes  
246 E. Main Street  
Harbor Springs, MI 49740

## **Instruction to join Harbor Cove Timeshare Owners Association annual meeting**

Please follow the instructions below to join the Harbor Cove Timeshare Owners Association annual meeting on Saturday November 11, 2017 from 11 AM to 1 PM. There are three options for participation in the meeting. If you use your personal computer or mobile device, you will be able to listen to the conference, speak, and see any files we are sharing on your screen. If you chose, you may also join by phone but will not have the file sharing capability. If you plan to use your mobile device, please download the software prior to the meeting to insure you are not delayed while software is being downloaded. The Free Conference Call application can be downloaded at any time. No software download is required if you use your computer. Approximately 10 minutes before the start of the meeting, join the call using the call ID 806-415-669 and the instructions below. If you would like to test the system prior to the meeting, I will activate the meeting starting at 10:30 AM on Saturday, November 11, 2017. You will be able to try the conference system before the main meeting starts.

### **If you will be using a personal computer to join**

- 1) Go to [www.freeconferencecall.com](http://www.freeconferencecall.com)
- 2) Click on "Online Meetings" on the white menu bar at the top of the web page.
- 3) Click "Join Meeting" on the drop down menu
- 4) Enter 806-415-669 in the "Online Meeting ID" box and click "Submit" button.
- 5) Enter your name and email address in the appropriate boxes and click "Join". You will see a box asking to download software. This is necessary if you want to use your computer to hear the conversations and speak to other participants. If you do not download the software, you will need to call in using the call in number to join the meeting conversations.
- 6) Once linked into the meeting, you will see a control panel at the top of the screen and see a screen share with a Harbor Cove slide. Click on the telephone symbol and when prompted chose audio preference "MIC and Speakers".
- 7) You should hear the Free Conference Call greeting. Please announce that you have joined the meeting.

### **If you are using a mobile device**

- 1) Download the free conference call app
- 2) Open the free conference call app and log in
- 3) Click on join a meeting. When prompted, enter the meeting ID 806-415-669. Select internet for audio preference if your phone is linked to your internet service.
- 4) Once you have joined the meeting you will be able to see video of files that the Board will be sharing and also hear audio from the meeting.
- 5) When you hear the Free Conference Call greeting, please announce that you have joined the meeting.

### **If you don't have a mobile device or personal computer, you can still join the conference call via phone.**

- 1) Call the dial in phone number (515) 739-1030 (note this is not a toll free number)
- 2) When prompted enter the meeting ID 806-415-669
- 3) Once you have joined the meeting you will be able to hear and speak during the meeting. Please mute your phone if possible to minimize disturbances.