



HARBOR COVE TIMESHARE OWNERS' ASSOCIATION
BOARD OF DIRECTORS
PO Box 581
Harbor Springs, Michigan 49740
Phone: (231) 242-8093
Our Website <https://harborcovetimeshare.com>

3-YEAR SPECIAL ASSESSMENT NOTICE

Greetings fellow Owners at Harbor Cove Phase I timeshares from your volunteer board of directors! We have been hard at work improving your condominium property.

Our Harbor Cove home is a very popular "Up North" destination. The Board is committed to the making the timeshare experience the very best it can be within a reasonable annual cost to owners. You probably have noticed some of the major improvements that have been made to the units, especially in the last couple of years. Our units have all new flooring, new electric glass top stoves, new twin bed mattresses and frames and lower-level bathroom renovations in units 2-5-14-19.

We need additional funding to continue with major critical replacements & improvements to our 40+ year old timeshare units, including but not limited to our top priorities:

- Complete lower-level bathroom renovations in units 8-11,
- Replacement of furnaces and air-conditioning units including air cleaners,
- New Water heaters for units that are over 15 years old,
- Entry way improvements (Phase I BOD replacing entry way doors over next 3 years),
- Refurbish the wood walls in our units to improve the overall appearance.

This is a list of the critical improvements necessary for efficient, safe operation of the units. We also hope to improve the worn out, outdated appearance of the wood that is over 40 years old, especially where it is stained in the entry way, making our first impression for owners and guests less than ideal.

Your Board has approved a 3-year special assessment to accomplish these critical improvements in the amount of \$110 per week for the next three years. It will be billed to owners with the normal annual maintenance fees. The Special Assessment of \$110 per week owned will be due each year on 12/31/2022-12/31/2023-12/31/2024. The sooner we get the funding, the faster we can get started on the first item, completion of the lower-level bathrooms in units 8-11. Therefore, we are offering an Early Pay discount if you pay in full by October 1, 2022, the full 3-year discounted amount of \$300 per week owned. We hope you will take advantage of the Early Pay discount per week owned, however you have the 3-year annual payment option also.

As we look into the future, there are other projects that will need to be done such as renovation of the upper level bathroom; move microwave above the stove to free up counter space; re-painting the units, replacement of furnishings and appliances but these are not critical at this time and will be funded over time by rentals/sales of our delinquent weeks and a new replacement reserve line item of \$25/week in the operating budget beginning 2023.

We welcome your suggestions and recommendations, please feel free to direct your comments to Cheryl Schmelzle, your President at schmelzle@scpa.pro.

Sincerely, Your Harbor Cove Timeshare Owner's Association Board of Directors



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BOARD OF DIRECTORS

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Board Members Needed!!

As you probably are aware, the Harbor Cove Timeshare Owner's Association (HCTSA) is directed by a volunteer Board of Directors. The Board is comprised of 7 directors, and each director has to be an owner in good standing of at least one timeshare week at Harbor Cove.

Directors are elected for 2 year terms by the entire Association membership each November. Terms are generally staggered so that no more than 4 directors are up for re-election in a single year. The current terms of several board members expire in November and they will not be seeking re-election to the Board. The Association is in need for at least 4 owners to step up to run for election to fill the upcoming vacant seats.

The purpose of the Board is to provide direction for the Association. This direction includes things such as improvements, policies, funding, and interaction with sister associations within Harbor Cove. The day to day activities of the management of the Timeshares are the responsibility of our managers, Northern Michigan Escapes. Typical time commitments required for each Board member is 5-6 Zoom meetings per year, with some assigned follow up based upon needs.

Harbor Cove is a very popular "Up North" destination. The Board is committed to the making the timeshare experience the very best it can be. You probably have noticed some of the major improvements that have been made to the units, especially in the last couple of years. Plans are to continue with improvements, and qualified Board members are needed to keep the process moving forward.

If you are a Harbor Cove timeshare week(s) owner, have a passion for Harbor Cove, and would like to be an important part of the process of moving forward, your help is needed! To be a part of the HCTSA Board team, please fill out the attached candidate form and either snail mail it to the office at the address in the header of this letter, or email it to Cheryl Schmelzle, President, at schmelzle@scpa.pro. Your name, with some short background information about you, will then be placed on the ballot and sent to all owners in the fall for general election. The election results will be determined by the candidates with the most votes, until all up for election Board positions are filled.

If you'd like to talk more in depth and personally about this opportunity, please email Cheryl Schmelzle at the fore mentioned email address. A mutually acceptable time for a phone call then can be set up.

Thank You!!!

Your Harbor Cove Timeshare Owner's Association Board of Directors

Attachment: Board Candidate Form

HARBOR COVE TIMESHARE OWNERS ASSOCIATION (HCTOA)
BOARD OF DIRECTORS - CANDIDATE FORM
November 2022 Annual Elections Must be submitted by XX/XX/2022

Instructions: Complete this form only if you are running for a board position. Once completed, return the form to the association using the directions at the bottom of this page. This form will be printed as is and must not exceed a one page-single sided 8.5 by 11 inch information sheet. Do not send this form with your Annual Proxy form or your maintenance fee payment.

We encourage all applicants to use this form which will be posted on our website as a pdf or contact Cheryl Schmelzle by email at schmelzle@scpa.pro for an excel or pdf version or paper copy.

I, _____ hereby place my name in nomination as a candidate for the Board of Directors of the HCTOA. I understand that I am responsible for the accuracy of the information submitted herewith.

NAME: _____ **CONTACT PHONE:** _____

ADDRESS: _____
STREET CITY STATE ZIP

PREFERRED EMAIL: _____ **RETIRED??:** **OCCUPATION :** _____

UNIT/WEEKS OWNED _____

PAST BOD MEMBER FOR HCTOA ? If so, provide dates served and position held: _____

HOW HAVE YOU USED YOUR WEEKS? In the last year? _____
In the last 3 years? _____
Last time you personally occupied any of your weeks? _____

WHAT YEAR DID YOU ACQUIRE
YOUR 1ST WEEK? _____ **MOST RECENT WEEK?** _____

ABOUT YOURSELF:	
Experience	
Special Skills	
Interests-Hobbies	
Benefits of your service as a BOD member	
Occupational skills	
About your family	

SIGNATURE: _____ **DATE:** _____

PRINT NAME HERE: _____

COMPLETED FORM TO: Cheryl Schmelzle - President
Email: schmelzle@scpa.pro
Mail: Harbor Cove Timeshare Owners Association
Attn: Cindy Dickson
OR
P O Box 581
Harbor Springs MI 49740