

HARBOUR NORTH PARK ASSOCIATION, INC.

4573 HARBOUR NORTH COURT
JACKSONVILLE, FL. 32225

June 8, 2022

Members of Harbour North Park Association,

Please mark your calendars for the **Annual Membership Meeting and Election of Directors for Harbour North Park Association, Inc.** (“HNPA”). Due to the Covid-19 pandemic, HNPA was not able to hold the 2020 or 2021 Annual Membership Meeting and Election of Directors. Therefore, this is a very important meeting at which your new Board Members will be voted upon and announced. In addition to the election, HNPA and the Harbour Waterway Special District (HWSD) are considering transferring the Marina located at 4639 Harbour North Court to the HWSD. The proposed move will inject a much needed infusion of funds to repair and upgrade the Marina and boat ramp. To accomplish this common goal, the Marina will be owned and operated by the HWSD going forward. All of the services you currently enjoy will remain the same, your access to the boat ramp will continue uninterrupted and at the same voluntary annual fee of \$90.00. The Marina annual fee for current residents in the HWSD is included in the annual non-Ad Valorem assessment.

As an introduction, the Harbour Waterway Special District is a Special Dependent District created by the City Council of Jacksonville, Florida on October 12, 2010. The District consists of properties and easements with access to the canal system common to four independent neighborhoods including the Marina. The express duties of the District are to maintain the navigability of our waterway, to manage the HWSD spoil site located on Reed Island, and to administer the regulations for the waterway. The District was created to guaranty the routine dredging and maintenance of the waterway. As a government agency, HWSD is subject to all of the regulations common to local agencies, i.e. Sunshine laws, annual audits by independent auditors, and budget approvals.

In order to accomplish the move, HNPA needs your approval to transfer the Marina to HWSD. On June 28, 2022 at 6:00 pm, HNPA has scheduled a general meeting of the HNPA at Resurrection Episcopal Church located at 12355 Fort Caroline Rd. to elect directors and consider the transfer of the Marina to HWSD. The proposed agenda and meeting documents are enclosed for your review and they are available on HWSD’s website, hwsd.org. All resident members of Harbour North Units 1 – 5 are invited to attend in person or you may cast your ballot by signing and returning the attached proxy form in the stamped return envelope. Please feel free to contact HNPA’s Board members or HWSD’s District Manager, Stanley Pipes, at (904) 642-0097 for questions and additional information.

Sincerely,



William K. Hibbard
President HNPA

HARBOUR NORTH PARK ASSOCIATION, INC.

OFFICAL NOTICE OF ANNUAL MEMBERSHIP MEETING AND ELECTION OF DIRECTORS

In accordance with the governing documents of Harbour North Park Association, Inc. (“HNPA”) and Chapter 720 of the Florida Statutes, you are hereby notified that the **Association’s Annual Membership Meeting and Election of Directors** will be held on the date, time and address below:

Tuesday, June 28, 2022, at 6:00 pm at Resurrection Episcopal Church, 12355 Fort Caroline Road, Jacksonville, FL. 32225

AGENDA

- I. Introduction**
 - a. Call to Order
 - b. Roll Call / Quorum – including resident members present at annual meeting and proxy votes
 - c. Election of Directors – Resolution 2022 - 01
 - d. Election of Officers – Resolution 2022 - 02
 - i. William Hibbard - President
 - ii. Robert Lee – Vice President
 - iii. Justin de Craen – Secretary / Treasurer

- II. Administrative**
 - a. Approval of Minutes
 - i. *Minutes from last Board Meeting*
 - ii. *Motion to approve Assignment of August Kokal Boat Slip License #4 to James Hammett*

- III. Association Business**
 - a. Discussion -Transfer of Marina to HWSD
 - i. Current Status of HNPA
 - ii. HWSD Proposed Plans for Marina
 1. Replace Entrance Gate and add Security
 2. Repair Bulkheads and Docks
 3. Extend and replace boat ramp
 4. Upgrade Electrical System
 - iii. Agreements - Terms and Conditions
 1. Resident Members – Access to Marina & Boat Ramp
 2. Boat Slip License Holders
 - b. Resolution 2022 – 03: Approval to transfer Parcel 160266-1150 to HWSD

- IV. Financial**
 - a. Annual Financial Statement
 - b. Approval to disburse funds

- V. Comments and Questions from Members**

- VI. Adjournment of HNPA Meeting**

**HARBOUR NORTH PARK ASSOCIATION
RESOLUTION 2022-01**

**A RESOLUTION OF THE HARBOUR NORTH PARK ASSOCIATION, DUVAL
COUNTY, FLORIDA, TO ELECT THE BOARD OF DIRECTORS PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the Harbour North Park Association, Inc. ("HNPA"), a Florida corporation not for profit having its principal office in Jacksonville, Florida, was established for the purpose of administrating the covenants and restrictions for the Marina located at 4639 Harbour North Court for the benefit of the residents of the Harbour North neighborhoods; and

WHEREAS, the parcel owners of Harbour North Units 1 – 5 ("Members") are required to elect directors to the Board of Directors (the "Board"), the governing body of HNPA, to perform the duties of each board seat.

NOW THEREFORE BE IT RESOLVED by the Board of HNPA as follows:

Section 1. William Hibbard is elected by the Members to the Board of Directors and shall perform the duties of the office as assigned; and

Section 2. Robert A. Lee is elected by the Members to the Board of Directors and shall perform the duties of the office as assigned; and

Section 3. Justin de Craen is elected by the Members to the Board of Directors and shall perform the duties of the office as assigned; and

Section 4. The term shall commence on the Effective Date and terminate on September 30, 2023; and

Section 5. Effective Date. This Resolution shall become effective upon the adoption by the Board.

DULY ADOPTED AND APPROVED this 28th day of June, 2022, by the Board of Directors.

BOARD OF DIRECTORS FOR THE
HARBOUR NORTH PARK ASSOCIATION

PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

**HARBOUR NORTH PARK ASSOCIATION
RESOLUTION 2022-02**

**A RESOLUTION OF THE HARBOUR NORTH PARK ASSOCIATION, DUVAL
COUNTY, FLORIDA, TO ELECT THE PRESIDENT, VICE-PRESIDENT, AND
SECRETARY / TREASURER TO THE BOARD OF DIRECTORS PROVIDING AN
EFFECTIVE DATE.**

WHEREAS, the Harbour North Park Association, Inc. ("HNPA"), a Florida corporation not for profit having its principal office in Jacksonville, Florida, was established for the purpose of administrating the covenants and restrictions for the Marina located at 4639 Harbour North Court for the benefit of the residents of the Harbour North neighborhoods; and

WHEREAS, the Board of Directors (the "Board"), the governing body of HNPA, is required to elect officers to the Board of Directors to perform the duties of each office.

NOW THEREFORE BE IT RESOLVED by the Board of HNPA as follows:

Section 1. William Hibbard is elected President of the Board of Directors and shall perform the duties of the office as assigned; and

Section 2. Robert A. Lee is elected Vice-President of the Board of Directors and shall perform the duties of the office as assigned; and

Section 3. Justin de Craen is elected Secretary / Treasurer of the Board of Directors and shall perform the duties of the office as assigned; and

Section 4. The term shall commence on the Effective Date and terminate on September 30, 2023; and

Section 5. Effective Date. This Resolution shall become effective upon the adoption by the Board.

DULY ADOPTED AND APPROVED this 28th day of June, 2022, by the Board of Directors.

BOARD OF DIRECTORS FOR THE
HARBOUR NORTH PARK ASSOCIATION

PRESIDENT

ATTEST:

SECRETARY OF THE BOARD

**HARBOUR NORTH PARK ASSOCIATION
RESOLUTION 2022-03**

A RESOLUTION OF THE HARBOUR NORTH PARK ASSOCIATION, INC. , DUVAL COUNTY, FLORIDA, TO APPROVE AND AUTHORIZE CONVEYANCE OF THE MARINA PROPERTY, PARCEL NUMBER 160266-1150, LOCATED AT 4639 HARBOUR NORTH COURT, JACKSONVILLE, FLORIDA TO THE HARBOUR WATERWAY SPECIAL DISTRICT AND SETTING FORTH THE TERMS OF SAID CONVEYANCE; PROVIDING AN EFFECTIVE DATE.

WHEREAS, the Harbour North Park Association, Inc. (“HNPA”) is the owner of and manages the property located at 4639 Harbour North Court, Duval County Parcel Number 160266-1150 referred to generally as the HPNA Marina; and

WHEREAS, the HPNA Marina consists of the real property, including submerged lands in the canal adjacent to the HPNA Marina, on which is located a boat ramp, dockage and six (6) boat slips subject to licenses previously issued by the HPNA Board of Directors (“BOD”), said boat slips being located over the submerged portion of the HPNA Marina property; and

WHEREAS, pursuant to the HPNA Covenants and Restrictions, as amended, the Marina property, with the exception of the licensed boat slips, is available for use by residents/resident members (hereinafter “Residents”), of Harbour North Units 1-5, subject to payment of assessments for maintenance and upkeep of the Marina property; and

WHEREAS, the Board of Directors has determined that to improve and adequately maintain the Marina, as well as to ensure its safe operation, an entity with adequate resources and management capabilities, such as the Harbour Waterway Special District (“HWSD”), it would be in the best interest of the BOD and the Resident members of the HNPA, to convey the Marina property to the HWSD; and

WHEREAS, conveyance of the Marina Property to the HWSD must be on terms that provide the continued availability of the Marina, other than the licensed boat slips, to the resident members of the HNPA, and those holding licensed boat slips, subject to payment of reasonable fees for operation and maintenance of the Marina: and

WHEREAS, the HWSD has agreed to accept ownership of the Marina property from the HNPA, improve and maintain the property and provide continuing use and availability of the Marina and boat ramp therein to reside, other than the licensed boat slips to Residents, subject to payment of an annual fee to maintain the property.

NOW THEREFORE, BE IT RESOLVED BY THE HNPA BOD:

1. The HNPA will convey, by quitclaim deed, all of its right title and interest in Duval County Parcel Number 160266-1150 (the “Property”), to the HWSD, on or before September 30, 2022, at the closing date to be scheduled by mutual agreement of the Boards of the HNPA and the HWSD.

2. The deed conveying the Property to HWSD shall include a restriction providing for perpetual use of an access to the Property by Residents of Harbour North Units 1 - 5, except for the licensed boat slips, subject to payment of an annual fee established by the Board of Supervisors of the HWSD and subject to execution of the Harbour Waterway Special District Marina and Boat Ramp Agreement, attached hereto as Exhibit “A” as amended from time to time, as a pre-condition of use and access to the Property by any Resident.

3. Those holding boat slip licenses for one of the six boat slips will likewise be permitted to continue to occupy and use said slips, subject to execution of a new Boat Slip License Agreement, a copy of which is attached to this Resolution as Exhibit "B"

DULY ADOPTED AND APPROVED this 28th day of June, 2022.

BOARD OF DIRECTORS FOR
HARBOUR NORTH PARK ASSO., INC.

William Hibbard
President

ATTEST:

Justin de Craen
Board Secretary

HARBOUR NORTH PARK ASSOCIATION, INC.
4573 HARBOUR NORTH COURT
JACKSONVILLE, FL 32225

OFFICIAL MEETING BALLOT
FOR PARCEL: _____
June 28, 2022

(Please use this form if you plan to attend the HNPA Annual Membership Meeting in person)

DIRECTOR CANDIDATES

RESOLUTION 2022-01, ELECTION OF DIRECTORS: There are three (3) seats on the Board of Directors for Harbour North Park Association, Inc. ("HNPA") up for election. Please cast your vote by marking or adding the names of the candidates you wish to elect.

(Vote Below to Re-elect Current Directors) or **(Write in Floor Nominations Below for Alternate Candidates)**

_____: WILLIAM (BILL) HIBBARD or _____

_____: ROBERT (ROBI) LEE, or _____

_____: JUSTIN DE CRAEN, or _____

OFFICER CANDIDATES

RESOLUTION 2022-02, ELECTION OF OFFICERS: There are three (3) officer positions on the Board of Directors for Harbour North Park Association, Inc. ("HNPA") up for election.

(Vote Below to Re-elect Current Officers) or **(Write in Floor Nominations Below for Alternate Candidates)**

_____: WILLIAM (BILL) HIBBARD, President or _____

_____: ROBERT (ROBI) LEE, Vice President or _____

_____: JUSTIN DE CRAEN, Secretary/Treasurer or _____

TRANSFER THE MARINA PROPERTY TO HWSD

RESOLUTION 2022-03, TRANSFER MARINA PROPERTY, Parcel 160266-1150, located at 4639 Harbour North Court to Harbour Waterway Special District ("HWSD"). Please cast your vote by marking whether you are in favor or oppose Resolution 2022-03.

For _____ Against _____

Your (Lot Owner) Name: _____

Your Address: _____

Your Signature: _____ Date: _____

Please bring your Official Meeting Ballot to the Annual Membership Meeting on June 28, 2022 , the ballot must be signed and include your Property Address to be certified and counted.

HARBOUR NORTH PARK ASSOCIATION, INC.

4573 HARBOUR NORTH COURT

JACKSONVILLE, FL. 32225

PROXY FORM

FOR PARCEL: _____

(Use this form for HNPA’s Annual Meeting on June 28, 2022 if you are NOT able to attend)

Per the By-Laws for the Harbour North Park Association, Inc. (“HNPA”), Harbour North Units 1 – 5 resident members, consisting of lot owners therein, may cast one vote per lot/parcel for the election of the HNPA Board of Directors and other business matters concerning the HNPA. Any Lot Owner wishing to vote by proxy must complete this form. This form may be given to any Board Member or designated agent any time prior to the 2022 Annual Meeting scheduled on Tuesday, **June 28, 2022**. Proxy forms received after such meeting will not be accepted. By executing this Proxy Form, you are affirming that you are authorized to sign this form on behalf of any and all co-owners of the lot at the address listed below.

Your (Lot Owner) Name:

Your Address:

*Check only **ONE** of the following:*

_____ I designate and appoint _____
(the “Proxy”) as Proxy for the Lot Owner.

_____ I designate and appoint the **HNPA Board of Directors** (the “Proxy”) as Proxy for the Lot Owner.

By this designation of the proxy named above, the Proxy is authorized by me to attend and represent the lot at the address listed above at the 2022 HNPA Annual Meeting with the full power to vote and act for the Lot Owner with the same effect as if the Lot Owner were personally present. The Proxy shall have the authority to vote entirely at the discretion of the Proxy. Provided however, with respect to the following resolutions the Proxy shall vote as indicted below for Resolutions 2022-01, 2022-02 and 2022-03.

I the undersigned Lot Owner vote in accordance with the ticks below for the following resolutions attached hereto:

RESOLUTION 2022 – 01: Election of Directors For _____ Against _____

RESOLUTION 2022 – 02: Election of Officers For _____ Against _____

RESOLUTION 2022 – 03: Transfer Marina property, Parcel 160266-1150, located at 4639 Harbour North Court to Harbour Waterway Special District
For _____ Against _____

Your Signature:

Date: