



**HARBOR EAST POA
BOARD MEETING MINUTES**

DATE: December 11, 2024

LOCATION: Via Webex

TIME: 4:00 pm

BOARD MEMBERS PRESENT: TERRI ROBINSON, KEITH LAU, SAM SMITH, BILL TUCKER, MICHELLE MURTHA, JOE KELL

STAFF MEMBERS PRESENT: AMANDA HELMS, JACOB THEW, KENT O'NEAL

TERRI CALLED THE MEETING TO ORDER AT 4:07 PM

APPROVAL OF November 12, 2024, MINUTES, Keith moved to approve the minutes; Bill seconded. It passed unanimously.

PRESIDENT'S REPORT: TERRI ROBINSON

Terri opened the meeting with a discussion of the current legal matter regarding HEPOA. The current update is an ongoing discovery in the case. Terri will continue to monitor the progress of the case.

The next order of business was the discussion of the dues increase. The Board discussed a few options, while keeping in mind several factors, including the need for a cash reserve, the capital assessment, future cost of insurance and current and future operating costs. Several scenarios were presented for Board review. To allow time for adequate review, the Board agreed to reconvene on Saturday December 14th, to decide on the amount of the dues increase so that it can be communicated to the members. Once determined, the increased dues amount will be reflected on the January monthly statements.

TREASURERS REPORT: KEITH LAU

Keith reported that he has been working with Mary at Herod & Herod, to move the invoices and bookkeeping to QuickBooks online. This would be a more uniform format, quicker processing time for invoices and cost savings for the POA. The QuickBooks software will give members access to their account balances and the ability to pay online. The new QuickBooks Online system will be in effect in January 2025.

**PROPERTY AND GROUNDS REPORT: BILL TUCKER, JACOB THEW
KENT O'NEAL**

- Jacob reported that he had received a quote for the East Cove Pool (approx. \$200k).
- Work will begin at 22 North Crescent on Monday December 16th. The contractor will start on the A/C side of the building. Each side is expected to take 2 weeks, weather and holiday schedule permitting. Amanda and Jacob will be giving weekly updates via email to unit owners. Jacob asked the Board for a new vote due to the revised, slightly increased, quote from the contractor, which totaled \$21,465. Sam motioned to approve, and Keith seconded the motion. It passed unanimously.
- Jacob presented the estimate for painting the 4 buildings on Red Bird in 2025 (\$69,500). Sam moved to approve the painting quote, and Keith seconded the motion. It passed unanimously.
- Jacob gave an update on the sewer plant. The plant had a 5-year compliance inspection this month. The inspection went well. Jacob asked the Board for approval to switch to a different type of chlorine for use in the plant. The new chemical would cost \$200-\$300 more per month, but it should help keep the plant in compliance, which has been a struggle in recent months. Keith motioned to approve; Sam seconded the motion. It passed unanimously.
- Jacob also requested Board approval of pumping out an area of the sewer plant to get a “fresh start” as it has probably never been done and is needed to keep our operation in compliance. Minimum cost would be one truck load (5,000 gallons) at \$2500, but it could take more than one load. Board discussed the need to do whatever necessary to stay in compliance and unanimously approved the expense.
- Kent reported that there is at least 2-3 weeks of leaf work to be done. He and his crew will be removing sage grass, small pines and brush near the condos. They will also be working on the leaves throughout January until they are under control.

OFFICE MANAGER REPORT:

AMANDA HELMS

Delinquencies:

- There is 1 delinquent account. Amanda contacted the unit owners, and they agreed to make a payment.
- One betterment request was submitted for 88A Peninsula Drive. Sam motioned to approve the request; Keith seconded the motion. It passed unanimously.
- Currently, there are 3 insurance assessments that are outstanding. Amanda will follow up with the unit owners.

OTHER:

The boring company will begin boring for the fiber optic cable installation after the holidays.

The Board adjourned at 5:28 pm.