



**HARBOR EAST POA BOARD**

**MEETING MINUTES**

**DATE:** February 10<sup>th</sup>, 2026

**LOCATION:** Via Webex

**TIME:** 4:00 pm

**BOARD MEMBERS PRESENT:** TERRI ROBINSON, SAM SMITH, KEITH LAU, MICHELLE MURTHA, AND BILL TUCKER

**APPRENTICES PRESENT:** JOE KELL

**STAFF MEMBERS PRESENT:** AMANDA HELMS AND KENT O'NEAL  
**JACOB THEW WAS ABSENT**

**TERRI CALLED THE MEETING TO ORDER AT 4:01pm**

**APPROVAL OF January 13<sup>th</sup> minutes. Sam motioned to approve, Keith seconded the motion. It passed unanimously.**

**PRESIDENT'S REPORT:** **TERRI ROBINSON**

The meeting opened with discussion of the property boundary update. The property swap will move forward after the deeds are completed by the title company. In order to work on the Phase I pool, Jacob will have to meet with Mountain Harbor to get a plan for access. He will also need to check for utility easements.

Terri reminded the Board that the insurance policy for the complex will be renewed on June 1<sup>st</sup>, 2026. Sam will work on getting some information and reporting back to the Board.

**VICE PRESIDENT'S REPORT:** **SAM SMITH**

Sam reported on 125B Vista Drive. The Board has granted conditional approval of the betterment request. Contractor Keith Hardin contacted the POA office. He is currently reviewing and revising the plans for the condo. Once he has completed the plans, he will set up a time to walk through with Jacob.

**TREASURERS REPORT:**

**KEITH LAU**

The POA January financials were not available for the meeting. The LLC currently has \$37,000 in assets. Keith and Jacob will work on a budget for the LLC. There have been operating changes due to the installation and functionality of additional equipment. As a result, expenses for plant have increased, and therefore more funds will need to be allocated for operation.

Keith also reported on the audit. The final draft will be ready soon. The 2025 audit will be completed this year. Mary from Herod & Herod, CPA's, will obtain the cost. If the cost is reasonable the audit will be started.

**PROPERTY AND GROUNDS REPORT:**

**JACOB THEW AND KENT  
O'NEAL**

Bill reported on behalf of Jacob. The painting at 31, 33 and 39 Bluebird Lane has been completed. The other capital project that will be starting soon is the back deck replacements at 302 Vista. The construction on the back decks should last until mid-March, weather permitting.

Kent reported that the crew is behind on leaf blowing due to the icy weather. They are working hard to catch up on the leaf blowing. Crepe Myrtle trimming will begin this month.

**OFFICE MANAGER REPORT:**

**AMANDA HELMS**

**Delinquencies:**

Amanda reported 4 delinquencies. She will prepare letters this week.

There was 1 betterment request Amanda presented to the Board. The request was unanimously approved.

The betterment request was for the following property:

25B PD- Removal and replacement of the bathroom flooring, shower, and toilet.

**The Board adjourned at 4:30 p.m.**