



**HARBOR EAST POA BOARD**

**MEETING MINUTES**

**DATE:** March 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, KENT O'NEAL, JACOB THEW

**TERRI CALLED THE MEETING TO ORDER AT 4:03pm**

**APPROVAL OF February 10th minutes. Sam motioned to approve, Michelle 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, the projected date for that to be completed is March 13<sup>th</sup>.

The insurance is up for renewal on June 1<sup>st</sup>. The question of using another broker was raised, but Board members expressed satisfaction with the current broker, so no change will be initiated.

**VICE PRESIDENT'S REPORT:**

**SAM SMITH**

Sam reported on 125B Vista Drive. Two plumbing contractors looked at the plumbing throughout the unit. The POA is still waiting to hear a response from the general contractor, Keith Hardin. Sam will speak with the POA attorney about reaching out to Mr. Ibsen to form a work plan on the condo.

**TREASURERS REPORT:**

**KEITH LAU**

Keith reported that the POA has \$569,970.00 in assets.

The LLC currently has \$37,000 in assets. To maintain functionality of the sewer plant some changes and additional equipment had to be installed. As a result, expenses for the plant have exceeded the allocated budget. Keith and Jacob will work on updating the budget to meet the needs.

The business savings account has been closed, and the funds have been moved into the secondary checking account, that has a better interest rate.

Keith also reported on the audit. The Audit for the years 21-24 has been completed by Landmark. The audit looked good and the POA Board is happy with the work done on the audit. Landmark presented the POA with a letter of engagement for the year 2025. The cost of the audit will be \$6100.00. Keith made a motion to accept and sign the letter of engagement; Sam seconded the motion. It passed unanimously. Keith will sign and return it to Landmark. Keith motioned to accept the 2021-2024 audits as received, Sam seconded the motion. It passed unanimously.

**PROPERTY AND GROUNDS REPORT:**

**JACOB THEW AND KENT  
O'NEAL**

Jacob reported he has contacted the tree service that will be removing the trees to provide access to the Phase I pool. As soon as the title work is completed at the title company, Jacob will meet with MHR to discuss the tree removal and mark the property with flags.

Jacob reported the 302 building back decks will be completed at the end of March, weather permitting. The painting at 31, 33 and 39 Bluebird Lane was completed at the end of February.

Kent reported that the crew is behind on leaf blowing and trimming due to staff changes and the weather. They are working hard to catch up on the leaf blowing. Crepe Myrtle trimming has begun this month. The mulch will be delivered mid-March, and the crew will be working on putting it around the property. Mowing and weed eating will start in April.

**OFFICE MANAGER REPORT:**

**AMANDA HELMS**

**Delinquencies:**

Amanda reported 4 delinquencies (20ARB, 20BPD, 25DPD, 26AFV). She will prepare letters this week.

The Board is currently reviewing a proposal Amanda received for the office phone line and the phone lines at the pools.

**The Board adjourned at 5:03 p.m.**