HARBOR EAST POA BOARD MEETING MINUTES

DATE: **October 13th, 2026**

LOCATION: **Via Webex**

TIME: **4:00 pm**

BOARD MEMBERS' PRESENT: **BILL TUCKER, MICHELLE MURTHA, SAM SMITH, KEITH LAU AND JOE KELL**

APPRENTICE PRESENT: **BILL PRESCOTT**

STAFF MEMBERS PRESENT: **AMANDA HELMS**

GUEST SPEAKER PRSENT: ALLEN DOBSON
BILL T. CALLED THE MEETING TO ORDER AT 4:06pm

The September 8th Board Meeting minutes were approved through email vote and posted to the POA website.

PRESIDENT'S REPORT: **BILL TUCKER**

The meeting opened with a discussion regarding an invitation extended to the POA Board by Bill Barnes. Mr. Barnes expressed an interest in hosting a meet and greet with Board members, providing an opportunity to become better acquainted and strengthen communication.
Bill Tucker will contact Bill Barnes to discuss potential dates and present the available options at the November Board Meeting.
The next order of business was a discussion regarding the possibility of Kinetic bringing fiber optic internet service to Harbor East. Bill Tucker will gather additional information and report his findings at the next Board meeting.
Lastly, Bill discussed stand-by generators. Bill Tucker presented information regarding the possible installation of standby generators for individual units. As part of his research, Bill consulted with an electrician and Graves Propane. He also provided photographs illustrating potential ways to conceal the generators and propane tanks to maintain the appearance of the property. Each unit requires its own generator and propane tank. During his review of the governing documents, Bill did not find any specific provisions addressing generators in the bylaws.
Keith Lau made a motion to have Allen Dobson review the bylaws and Master Deed to determine whether any restrictions or requirements apply to the

installation of standby generators. Sam Smith seconded the motion and will contact Allen Dobson regarding the review.

VICE PRESIDENT'S REPORT: SAM SMITH

Allen Dobson and Sam Smith reported on 125B Vista Drive. Allen sent a letter to the unit owner on July 22, 2026, outlining work that needed to be performed to bring the unit into a safe condition and in compliance with the POA master deed and bylaws. To date, the unit owner has not complied with the requirements of the letter. Keith made a motion to hire a contractor to provide a cost estimate to bring the unit into compliance. Sam seconded the motion and it passed unanimously. The Board has asked Jacob to find a contractor and will discuss the findings at the next meeting.

TREASURERS REPORT: KEITH LAU

The financials were emailed to each board member prior to the meeting. Keith reported the POA is close to on budget for the year. Keith will meet with Jacob to talk about the funds that will be needed for the capital improvements for 2027. Dues will stay the same in 2027, and the budget will also remain close to the same with minor adjustments. The assets as of now are $493,000.00 in operating and reserve, and $887,000.00 in revenue YTD. The LLC budget will be presented at the next meeting. The POA is in good standing financially.

PROPERTY AND GROUNDS REPORT: JACOB THEW

Bill reported on behalf of Jacob. The Phase I pool construction is on track. The Health Department approved the pool plans. The plumbing is complete.
The crew is currently working on bringing the deep end up to 5 feet.
The construction of the front stairs and walkways at 12 South Crescent will begin on Monday, October 19th. The construction will take 5-6 weeks to complete. Amanda will provide unit owners' weekly updates. The painting at 21 and 23 Pine Cove will begin in late November.

OFFICE MANAGER REPORT: AMANDA HELMS

Delinquencies:

Amanda reported 4 delinquent accounts. She will prepare letters this week. Amanda gave an update on all the bank accounts. The accounts at Arvest, Farmers, and Southern Bancorp have been updated to Bill Tucker and remove Terri Robinson.
Amanda had 1 Betterment request to present to the Board. It was for 12A Pine Cove. The unit owner would like to add insulation under the unit, in the crawlspace. The Board asked for more information before voting. Amanda will obtain the information and present the request via email for vote.

Other Business:

Bill Prescott reviewed the financials and wanted to discuss the amount budgeted for accounting fees. The amount budgeted has been surpassed. Keith suggested re-evaluating, to ensure the POA is getting the services that we are paying for each month. Bill Prescott suggested moving some services in-house to reduce the bill. Keith also suggested streamlining services to cut back.

The Board will re-visit this topic at the next meeting.

Keith motioned to adjourn, Sam seconded the motion.
Next meeting is November 10th.
The Board adjourned at 5:27 p.m.