



HARBOR EAST POA

BOARD MEETING MINUTES

DATE: January 14, 2025

LOCATION: Via Webex

TIME: 4:00 pm

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

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

TERRI CALLED THE MEETING TO ORDER AT 4:08 P.M.

APPROVAL OF December 11, 2024, and December 14, 2024, MINUTES: Sam moved to approve both sets of minutes; Keith seconded. The motion passed unanimously.

PRESIDENT'S REPORT:

TERRI ROBINSON

Terri opened the meeting with a proposed holiday office closure schedule. The proposed dates for 2025 are November 27 and December 25 through December 27. Office Manager will have these days off in addition to the 20 PTO days of her choosing, subject to approval. Sam moved to approve the proposed dates and Bill seconded the motion. It passed unanimously.

The next order of business was the discussion of late fees for January. The Board discussed eliminating late fees for the month of January, as we transition to the new dues amounts and are setting up new bank drafts reflecting the dues increase. Keith moved to approved suspending late fees for January, and Sam seconded. The motion passed unanimously.

The final item for discussion was the proposed 2025 budget. A budget was presented at the December 14 meeting that included the 20% dues increase. Sam moved to approve

the budget as presented on December 14 (including the 20% dues increase) and Keith seconded. It passed unanimously.

TREASURERS REPORT:

KEITH LAU

There were no financials available for the meeting as the accountant is still working to close out 2024 expenses.

Keith reported on the progress of the QuickBooks conversion. The migration of the data was not successful on the initial attempt. Herod and Herod will keep all the records dated 1998-2024 in the enterprise system, and going forward, the financial records will be uploaded to the new QuickBooks platform. The POA will see significant improvements as this transition takes place, including more options for the office and unit owners.

PROPERTY AND GROUNDS REPORT:

**BILL TUCKER, JACOB THEW
KENT O'NEAL**

Jacob reported that the fiber optic boring crew has not been able to work for the last four days due to weather conditions. The contractors are looking to be completed in Harbor East within the next two weeks. Jacob let the Board know that the crew are doing a great job and have been helpful in getting damage repaired. They will also be patching the asphalt where it has been damaged.

The buildings on Redbird Lane have been washed and prepped for paint. The painting will begin on Monday January 27th and should take approximately 2 weeks, weather permitting. Amanda will provide weekly updates to unit owners.

Finally, Jacob reported on the progress at 22 North Crescent. At the time of the Board meeting, the project was approximately one third completed. The weather has been an issue. Due to being behind schedule the Board agreed to allow the contractor to work on weekends. Currently all units in the building are not accessible.

Kent reported the snow has slowed progress on grounds work. Kent and his crew are currently working on blowing leaves away from buildings. During the leaf work, small limbs will be removed.

OFFICE MANAGER REPORT:

AMANDA HELMS

Delinquencies:

There were 3 delinquent accounts. Amanda will contact the unit owners.

Amanda is currently working with unit owners to get new bank drafts that reflect the increased dues amount.

OTHER:

- Michelle is currently working with Amanda on revising the rental guidelines. She requested that the draft guidelines be distributed to Board members in preparation for discussion at the next meeting.
- The current \$150 rental surcharge will be discussed at the next meeting.
- Terri reported that Mountain Harbor management requested that POA add more lighting and decorations for the 2025 holiday season. Jacob will look to see if additional lighting and/or decorations may be stored in the shop.

HEPOA, LLC

In December there was a 5-year sewer plant inspection. The inspection went well and HEPOA received a good report with minor items needing response.

The Board adjourned at 5:10 p.m.