



**HARBOR EAST POA**

**BOARD MEETING MINUTES**

**DATE:** March 18, 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 4:09 PM**

**APPROVAL OF February 11th, MINUTES, Sam moved to approve the minutes; Bill seconded. It passed unanimously.**

**PRESIDENT'S REPORT:**

**TERRI ROBINSON**

Terri opened the meeting with a discussion of the HOA Life service that HEPOA has joined in anticipation of our conversion to QB online. This program has features that support homeowners and property owners' associations and may be useful in our effort to reestablish a permanent email address to replace the Windstream account, which was hacked and subsequently disabled. Amanda, Keith and Terri will have a training session this week to explore the program.

Terri also reported on the sewer agreement between HEPOA, LLC and Mountain Harbor. The rising cost of supplies has now created a need to increase the cost to MHR. Terri will work with Jacob to determine the appropriate charge to be effective 4/1/25.

**VICE PRESIDENT'S REPORT:****CHACE PEELER**

Chace was not available for the meeting. Terri reported that the insurance policy is up for renewal on June 1<sup>st</sup>.

**TREASURERS REPORT:****KEITH LAU**

Keith reported on the financials for the POA and the LLC. There is approximately \$600,00.00 in the bank for the POA and \$37,000.00 in savings.

Keith is currently discussing the audit with Landmark; a letter of engagement has been signed. The audit will include a 3-year look back and the current year.

The Quickbooks conversion is in progress.

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

Jacob reported the painting on Redbird Lane is complete. The front stairs and walkways at 22 North Crescent are also complete. Jacob is currently waiting for a second pool quote. The other property plans for this year include replacing the back decks at 64 Peninsula drive.

Kent reported the mulch has been delivered; it will be placed around the property this month. The mowing season will begin in April. Also, the trash pickup days will be Monday and Friday beginning in April.

**OFFICE MANAGER REPORT:  
Delinquencies:****AMANDA HELMS**

There were 7 delinquent accounts. As of the time of the meeting, 2 accounts were paid. Amanda will contact the remaining owners regarding their accounts.

As of March 18<sup>th</sup>, the total amount billed in special assessments was \$250,000.00 of which \$193,697.00 has been collected as of 03/18/25. The special assessments are due by 03/31/25.

Amanda reported the chimney cleanings are going well and is projected to be completed by mid-April.

**OTHER:**

The new rental guidelines were presented. Sam motioned to approve to publish the guidelines to owners. Bill seconded the motion, it passed unanimously.

**The Board adjourned at 4:55 pm.**