**HARBOR EAST POA**

**BOARD MEETING MINUTES**

**DATE: March 14, 2023**

**LOCATION: Via Webex**

**TIME: 4:00 pm**

**BOARD MEMBERS PRESENT: TERRI ROBINSON, MARK BRIGGS, KEITH LAU, SAM SMITH, CHACE PEELER (AUDIO), BILL TUCKER**

**STAFF MEMBERS PRESENT: JACOB THEW, KENT O’NEAL**

**TERRI CALLED THE MEETING TO ORDER AT 4:02 PM**

**APPROVAL OF FEBRUARY 14, 2023 BOARD MEETING AND INTERIM MINUTES:**

Sam made a motion to approve both the February 14, 2023 Minutes and Interim Minutes. Chace seconded and the motion passed unanimously.

**PRESIDENT REPORT:**

Terri reported that the revised sewer wastewater treatment charge and revised water reimbursement calculation for Mountain Harbor will begin on the April 1st, 2023 billing cycle.

Sam is working on a disengagement letter with our current attorney. Allen Dobson is preparing an engagement letter to assist the POA with legal issues. Sam will follow up. The board had previously approved this action.

**TREASURER REPORT:**Keith reported that total assets are $649,943. There is $27,793 in HEPOA LLC wastewater account. Keith will confirm that our accountant has moved $50,000 to the LLC account and separate the two entities in the 2023 budget.

Keith talked with our representative at Arvest regarding the recent Silicon Valley Bank (SVB) closing and whether a similar issue could affect the POA.

Arvest is a privately held bank through the Walton Family and highly collateralized, whereas SVB was a publicly held bank. The SVB had to liquidate assets at a loss when an unexpectedly high amount of funds was withdrawn by account owners. The customer base and ownership at Arvest are very different from SVB.

Keith is working with Arvest on interest bearing account options. In addition, the POA is considering opening an account at another bank to maximize FDIC insurance coverage.

Sam will visit with Gary Cooper, an accountant and Unit Owner, and ask him to meet with Terri and Keith for account investment advice.

**PROPERTY REPORT:**

The ADEQ NPDES Permit Renewal application has been submitted and is pending. The request for change of authorization has been submitted to ADEQ that names Blake Weindorf as the new licensed Cognizant Official and Terri Robinson as the Responsible Official for the sewer plant.

The tennis court on Peninsula Drive will be converted to Pickleball Courts. The Property Crew was able to clean out the rock and debris that was backing up water onto the court surface, saving $5,500 of potential concrete work. The crew also built a new set of steps by the court.

The Tennis Court fence and poles in Phase III have been taken down. Concrete work is expected to begin March 20th weather permitting. The concrete must cure between 21 and 28 days before Hellas can begin work on surface material. The Property crew will place a chain around the courts to prevent people from using the courts. Jacob will also install a “closed for construction” sign. Hellas is expected to complete both courts within 7 days. The project is expected to be completed the first week in May.

Natural State General Contractors ordered the decking materials for the four buildings on Red Bird Lane. The material for the buildings that will be completed in the Fall will be stored at the Pole Barn. Deck work is expected to begin March 20th on Building 14, weather permitting. Unit Owners have been contacted to remove furniture and other items from their decks. The Property Crew will assist with this as necessary.

Riddell Painting will complete work on Building 258 the week of March 20th. Pauley Painting will submit quotes on two additional buildings to be painted in September and October. This will bring the total buildings painted in 2023 to 5.

The Grounds Crew is running behind schedule due to the weather. The crew will work on trimming crepe myrtles, clearing leaves and trimming bushes. The crew will begin replacing trash barrels and ash cans as needed. Trash will be picked up twice weekly beginning April 1st.

**OFFICE MANAGER REPORT:**

The owner for delinquent account 18C Fairview has agreed to a payment schedule. Further action may need to be taken if the funds are not received as agreed upon.

The owner of delinquent account 28CD South Crescent has not responded to contact attempts. The POA will send a certified letter to the Unit Owner advising of the delinquency and the resulting water shut off. If no funds are forthcoming, a lien may be initiated. The Unit Owner will be charged for all costs involved.

Terri reported that Appfolio is requiring a principal party of the POA to submit their social security number in order to activate the Payment function. Without this feature, the Appfolio system does not interface with our accountant’s software, which causes inaccurate account information to display on the app. This inaccuracy is confusing and frustrating Unit Owners. There have also been problems submitting work orders through Appfolio. Elise will schedule a call with Terri and Appfolio to discuss the payment options or discontinue the service.

Dryer Vent cleanings and inspections and chimney cleanings and inspections are underway. As a result, the POA has become aware that several Unit Owner’s keys do not work, and some unit keypads codes were not reported to the POA. Elise is contacting Unit Owners whose keypad codes or keys are not working. Prompt attention to this matter by these Unit Owners is required to avoid having locks replaced at owner expense.

**INSURANCE UPDATE:**

Chace reported that he is working with BHC on renewing our insurance policies and will report back to the board.

**BETTERMENT REQUEST/WORK ORDERS:**

The 23C Pine Cove Betterment Request includes interior construction work. Sam moved to approve the request and Mark seconded. The motion passed unanimously.

Unit Owner of 288A Vista Drive requested two parking signs. Sam moved to approve the request and Mark seconded. The motion passed unanimously.

12B Peninsula Drive requested a parking sign. Sam moved to approve the request and Mark seconded the motion. The motion passed unanimously.

A Work Order request was submitted to clear the brush between Pine Cove and South Crescent to create a walkway and replace the railroad ties. Jacob reported that the railroad ties were replaced in November 2022. The Grounds crew will work on clearing the brush in this area.

The meeting adjourned at 5:08 pm.

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**Board Member Date**

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**Board Member Date**