



**HARBOR EAST POA BOARD**

**MEETING MINUTES**

**DATE:** May 14<sup>th</sup>, 2026

**LOCATION:** Via Webex

**TIME:** 4:00 pm

**BOARD MEMBERS PRESENT:** TERRI ROBINSON, KEITH LAU, MICHELLE MURTHA, BILL TUCKER and SAM SMITH

**APPRENTICES PRESENT:** JOE KELL, BILL PRESCOTT

**STAFF MEMBERS PRESENT:** AMANDA HELMS and JACOB THEW  
**TERRI CALLED THE MEETING TO ORDER AT 4:02pm**

**APPROVAL OF April 14th minutes. Bill Tucker motioned to approve, Sam seconded the motion. It passed unanimously.**

**PRESIDENT’S REPORT:** TERRI ROBINSON

The meeting opened with discussion of the property boundary at the East Cove pool. The title work is complete. The deed will be filed in the Montgomery County Courthouse on May 15<sup>th</sup>, 2026. Jacob and Amada met with Bill Barnes, owner of RMI to discuss equipment access. The construction of the pool will start soon.

Next, Terri spoke about the contract termination of LKO Property Management. LKO had a contract with HEPOA for grounds keeping. HEPOA ended the contract as LKO had become unable to fulfill its obligations under the contract. JT Property Management is willing to enter into a contract to provide future grounds keeper services.

**VICE PRESIDENT’S REPORT:** SAM SMITH

Sam reported that 125B Vista Drive has had the new air conditioning units installed by a licensed contractor. A licensed plumber has completed the plumbing throughout the unit. Allen Dobson, attorney for the POA, has contacted Mr. Ibsen to ask for plans for the condo.

The Board will allow improvements by licensed contractors to continue for now with intermittent inspections by Jacob.

Sam also reported that the insurance policies will be ready for review and approval at the insurance meeting on May 19<sup>th</sup>.

**TREASURERS REPORT:**

**KEITH LAU**

Keith reported that the POA has \$709,000.00 in assets.

The LLC currently has \$25,000.00 in assets. Keith and Jacob will update the budget, and the POA will fund additional costs. The annual budget will need to be increased by \$20,000.00 to cover anticipated expenses. Going forward the POA will need to re-evaluate for next year's budget.

**PROPERTY AND GROUNDS REPORT:**

**JACOB THEW AND KENT  
O'NEAL**

Jacob reported that he and Amanda met with Bill Barnes and Vivian to mark the boundary line for the property. HEPOA will have to access the pool through RMI property, Bill has granted access, with the understanding that the POA will repair any damage to the RMI property caused by the contractors. Tree removal will start after the documents are filed with the county. The tree removal will take approximately 3 days, weather permitting. Unfortunately, the Phase I pool will not be operational this summer.

Jacob will start grounds keeping responsibilities on Monday May 18<sup>th</sup>. Trash will still be on Mondays and Fridays during the season.

**OFFICE MANAGER REPORT:**

**AMANDA HELMS**

**Delinquencies:**

Amanda reported 3 delinquencies. She will prepare letters this week. 1 Unit owner requested a late fee reversal due to POA error, the Board agreed to reverse the late fee charge.

**The Board adjourned at 4:41 p.m.**