



# *East Bay Plantation*

## Homeowners Association Meeting Minutes

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Meeting Type: Board Meeting  
Date: Thursday, March 7, 2024  
Time: 5:30pm  
Place: Pool  
Attendees: Jacqueline Leierer – President  
Ingrid Santangelo – Vice President  
Ronnie Portwood – Director  
Melissa Tuite – Secretary  
Janice Scamehorn – Treasurer/ Media  
Tom Kenyon – ARC  
Ray Caruso – ARC  
Mary Sipes- Welcome  
Anne Caruso- Welcome

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### Meeting started at 5:30 pm

#### Secretary Report

- a. Read minutes from January 18 & 27, 2024

#### B. President Report

- a. Vote in new Secretary and Director
  - i. A motion was made by Jackie and seconded by Ingrid to accept Melissa Tuite's nomination to the EBP Secretary role and Ronnie Portwood to the Director role. Unanimous decision.
- b. Discussion of Treasurer position being outsourced.
  - i. Jackie and Janice presented information that she had gathered from four different companies who offer financial services to HOAs. A discussion was held about the different options offered and what level of service we might need. There was also consideration of what the financial impact might be to the HOA members. **Action Required:** Board requested that Jackie obtain formal proposals from interested providers and present to board. Jackie also to follow up with Legal to determine guidelines required on making vendor selection. Jackie to follow on discussion to occur with Board prior to any decisions being made.

#### C. Treasurer's Report

- a. Current account balances as of Mar 6, 2024
  - i. Operating: \$32,151.73

- ii. Reserve: \$108,873.76
  - iii. Total: \$141,025.49
- b. HOA taxes for 2023 have been paid and filed
- c. Annual State filing
  - i. **Action:** Janice is working to complete the annual state filing. Needs clarification from attorney on some of the terminology. Will validate information and complete form.
- d. Past dues
  - i. There are 2 past dues as of this date. Need to validate ownership of one of the two. **Action:** Ingrid to research and report back to board.
- e. Independent Tax audit for HOA
  - i. This still needs to occur. **Action:** Board members to continue seeking individual to conduct the independent tax audit.

#### D. Committee Reports

- a. ARC
  - i. The ARC committee reported that they had completed walk arounds.
    - 1. Sidewalks and driveways not in covenant- so can ask but not enforce.
    - 2. There are a number of potential ARC violations regarding fencing.
      - a. Any resident wanting to put a fence up needs to submit and application to ARC for review and follow city ordinance requirements (permits)
    - 3. There was discussion about the roles and responsibility of the ARC committee.
      - a. ARC committee is responsible for reviewing request and approving or denying.
      - b. For violations cited after walkarounds.
        - i. ARC to notify Board of any violations
        - ii. ARC to send out notices. Note: No letters to renters, violation letters go to owners.
        - iii. 15 days after letters sent, walk arounds to review compliance
        - iv. Notify Board of any violations not addressed



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- v. Board will send warning letters with any fines and notify legal.
    - c. There was a proposal that there be a liaison between the Board and ARC. This person would assist in trying to mitigate concerns of HOA members with ARC and covenant stipulations. Ronnie Porterwood volunteered to serve in this capacity.
- b. Landscape
  - i. There was discussion about the land that was cleared on the east side of EBP (the Walmart walled area). Stumps that remain are a hindrance to the Fox Outdoors the lawn maintenance company. They can not just mow over the area. A recommendation was made that dirt be brought in to level the ground on top of stumps. A motion was made by Ingrid and seconded by Ronnie to have this Jim C. investigate the idea, verify if it will work with Fox the law maintenance company and if less than \$400.00 to move forward. The vote was unanimous.
- c. Lake
  - i. Replacement lights for fountain
    - 1. Ronnie P. has been researching the replacement and repair of the fountain lights. **Action:** Ronnie will get a quote for the lights. Initial cost was \$2,150 for the bulbs. Ronnie has volunteered to work with John Foster on the actual repairs.
- d. Pool/Tennis Court
  - i. Reminders continue to be given to residents that the Tennis court is for Tennis and Pickleball only.
  - ii. There are some repairs needed for the pool and part are ordered. Cost under \$600.00
  - iii. There is a need to have pavers, furniture and fence to be power washed. Cost is \$575.00. Motion was made by Ingrid and seconded by Ronnie to approve this expense for this work. Board approved.
- e. Irrigation

- i. Tabled to next meeting
  - f. Media
    - i. No updates
  - g. Welcome
    - i. Updated Board Roster
- E. Misc.
  - a. Potential future projects for 2024
    - i. No items
  - b. Confirm date & time for community social & garage sale
    - i. April 6<sup>th</sup> 2pm

**Meeting ended at 7:20 pm**