



# *East Bay Plantation*

## Homeowners Association Meeting Minutes

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Meeting Type: Board Meeting

Date: Thursday, April 4, 2024

Time: 5:30pm

Place: EBP Pool

Attendees: Jacqueline Leierer – President  
Ingrid Santangelo – Vice President  
Cheryl Mendelsohn – Director  
Sue Sorensen – Director  
Ronnie Portwood – Director  
Melissa Tuite – Secretary  
Janice Scamehorn – Treasurer & Media

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### Meeting started at 5:40pm

#### A. Secretary Report

- a. Read minutes from March 7, 2024

#### B. President Report

- a. Discussion of Treasurer position being outsourced. Ingrid shared details of the meeting with the HOA attorney. To the question of whether hiring a financial management company required an HOA community vote, the answer was no, it was not necessary. The board can enter into an arrangement with an organization to provide these services on the HOAs behalf. There would still need to be a designated liaison on the Board to coordinate and monitor with account firm (pickup, drop off, receive reports and report to Board at meetings). After research and discussion, a motion was made by Ingrid, seconded by Sue and unanimously agreed to use SMB, to manage these financial services.
- b. To the question of whether the HOA could invest money in a CD, the HOA attorney indicated that we could put HOA money into a CD Investment. This investment must be monitored by the Board.
- c. To the question of responsibilities of ARC, they are responsible for approving and denying requests, communicating violations to the residents, and doing follow up walkthroughs. If after second notification issue not resolved, then the Board will follow up via the attorney.

#### C. Treasurer's Report

- a. Janice provided the Treasurer's report. A motion was made by Ingrid and seconded by Cheryl to accept the report. Board unanimous.
- b. Current account balances as of March 31, 2024
  - i. Operating Account: \$29,089.66
  - ii. Reserve Account: \$108,875.46
  - iii. Total: \$137,965.12
- c. There was a motion to accept the Treasurer's report by Ingrid, Cheryl seconded. Approved.
- d. HOA taxes for 2023 have been paid and filed
- e. Annual State filing

- i. Status- Janice completed this task
  - f. Past dues
    - i. Status- There is still one owner who has not paid their HOA dues. Owner has been sent a notice. Deadline for compliance was March 25, 2024 follow up notice will be sent.
  - g. Independent Tax audit for HOA
    - i. Status- after the financial mgmt. company comes on board they will conduct a full audit. This will be the independent tax audit required.
- D. Committee Reports
  - a. ARC
    - i. The ARC has a solid process for receiving and processing requests. Forms can be found [www.eastbayhoa.com](http://www.eastbayhoa.com), Reminder ARC has 30 days to respond though they generally respond more quickly.
  - b. Landscape
    - i. Still evaluating best solution to level ground along Walmart wall that was cleared out last Fall. Options to be discussed at next meeting
  - c. Lake
    - i. Replacement lights for fountain have been completed.
    - ii. Recommendation was made to procure additional fish to maintain the health of the lake. Ronnie will explore costs and sourcing.
  - d. Pool/Tennis Court
    - i. There is a small leak in the pool that needs to be repaired.
  - e. Irrigation
    - i. There are some sprinkler irrigation issues- tabled to the next meeting.
  - f. Media
    - i. No report
  - g. Welcome
    - i. New renters welcomed at 3910 and new owner at 3906
    - ii. 2 homes currently for sale
- E. Misc.
  - a. Potential future projects for 2024
    - i. Resealing needs to be done of the parking lot
    - ii. Land leveling along Walmart wall.
  - b. Confirm date & time for community social & garage sale
    - i. Community garage sale- potentially April 27<sup>th</sup>
    - ii. Community potluck- potentially June 1<sup>st</sup>

**Meeting adjourned at 7:14 pm**