

The Grove at Harbor Hills Homeowners Association
Board of Directors Meeting Minutes
JUNE 22, 2021

Lonnie Prater called the meeting to order at 7:16 P.M. Board members present were Lonnie Prater, Dana Delzio, Dennis Holden, Ray Yarnell, Marjie Tousignant and Ray Durbin. Donna Applegate of Sentry management was present via Zoom.

Marjie Tousignant posted the notice of meeting 48 hours prior to the meeting at the guard house and community bulletin board.

Marjie Tousignant made a motion to approve the May 25, 2021 meeting minutes. Motion was seconded by Dennis Holden. All in favor, motion passed. MOTION 1

Donna Applegate read the manager's report and financial report.

New Business:

The financial report was reviewed. Cash in Operating Account \$38,041.00, Cash in Reserve Accounts \$66,976.26, Capital Bank MD (CD) \$42,341.95, Congressional Bank (CD) \$34,255.66. Under budget for Administration in the amount of \$6,860.34. Lonnie Prater requested Donna Applegate look into getting us checks from the Iberia Bank account we have the debit card through so that we have the ability to write checks to vendors when needed. Dennis Holden noted that we have plenty of funds still remaining on the debit card.

Dana Delzio and Marjie Tousignant discussed making a list of homeowners to contact to get creative ideas for beautifying the community and addressing the needs of homeowners who may need a card, visit or meal during a difficult time. A suggestion was made to call this Circle of Ideas.

Welcoming New Residents was discussed in the way of making the new resident transition easily by understanding any issues that may arise if a vendor tells them they are not allowed into Harbor Hills. There have been Vendors who have told residents of The Grove that they have been banned from coming into Harbor Hills so the homeowner needs to be aware that they need to explain to the Vendor that does not pertain to The Grove.

ARC Approval process for Contractors Form should be updated to remind residents to make sure the contractor is licensed and insured for their own protection and to submit that information along with the ARC form. Also permits should be pulled for jobs requiring them also for the resident's safety

Formal Approval for \$500.00 for gate cameras was approved. Andy Sang 407-383-7305 will now be managing the security cameras. Dana Delzio motioned and Dennis Holden second the motion. All in favor. MOTION 2

Temporary Transponder procedures: Dana Delzio found a bucket of transponders at the West Gate guardhouse. 10 are live. 6 active transponders were taken to the gatehouse in a binder along with the sign-out sheets. It was discussed that the owner of a home or legal renter will be the only person(s) who can sign a gate clicker out. The two-week rule will be enforced by security. For any gate clicker not returned, the

owner or legal renter who signed out the gate clicker will be fined \$35.00 if they cannot produce the clicker. The gate clickers only open the visitor side of the gate.

Donna Applegate reviewed the violation notices and there has been a good response. Discussion took place regarding some of the more expensive repairs such as driveways being lifted up due to tree roots. It was decided to extend a grace period after the third notice to those owners and request they give us in good faith in writing that they need time extended and that they will at some point be contracting the work. The next drive-through is scheduled for July 6th.

Marjie Tousignant met with Anita Diamond-Korndoerfer who manages The Grove Website. Anita has given her the log-ins for the various functions connected with the website. Anita requested that all documents sent for posting be in Word format. It is more efficient if Anita can make any changes that are requested rather than have to remove and reload a document. Anita has been performing that function for the past years. Anita is the initial creator and designer of the Website in 2007 and has managed and maintained it since then. Deadline for The Grove directory from Anita will be August 1. Anita will contact owners to get updated information and confirm if they want all their personal information to be contained in the directory. Anita will be creating a tab where homeowners can go in and update their own information. Anita will also be integrating some functions on the website.

It was decided that if the owner of a rental property or the renter cannot produce a copy of the lease agreement at the time they are to take possession of the rental, then no transponder will be given to them until they produce that document. Donna Applegate has been working with the owners of the rental properties to obtain lease agreements

Add \$495.00 to the yearly budget for camera maintenance was Approved. Dennis Holden motioned and Ray Durbin second the motion. All in favor. MOTION 3

Approval for tree trimming on Lake Griffin Road, Delmer \$850.00. Dennis Holden motioned and Ray Durbin second the motion. All in favor. MOTION 4

Open house to welcome several new residents was discussed.

Sending weekly emails with updates to residents was discussed. Emails would be sent on the same day of every week or the same day on occasion. (Every Friday or on a Friday when there are updates). This would involve Anita Diamond, Computer Consultant who would receive the information from Marjorie Tousignant and Dana Delzio to post.

Annual Block Party will be discussed at next board meeting.

Next Meeting – July 13, 2021 at 7:00pm

Adjournment- 8:48pm. Dana Delzio motioned and Ray Yarnell second motion.