

## **The Grove at Harbor Hills Board Meeting Minutes**

### **January 4, 2024**

Proof of notice was posted 48 hours in advance of the meeting at the entrance and exit to the West Gate as noted by the secretary.

Board members in attendance: Dennis Holden, Robert Chimento, Ray Durbin, Ray Yarnell, Dana Delzio and new board member JoAnn Portell. Jo Ann Portell will be serving out the remainder of the term for Mike Meyer which ends in 2025. Michelle Pogue of Sentry Management was present via internet conference. Meeting called to order at 4:08 PM

**Motion #1:** Approval of the December 7<sup>th</sup> meeting minutes. Bob Chimento made a motion we approve, Ray Yarnell seconded, all in favor. Motion passed.

**ARC Committee:** A note was made to be sure to inform Mike Meyer on future meeting invitations so he can present committee update at the onset of the meeting. Denny advised a request has been made to install an old-fashioned mailbox near the community bulletin board for completed ARC requests to be deposited. ARC forms can still be picked up at the guardhouse.

**Management Report.** Michelle reviewed current operating expenses, monies in interest accounts and reserves. A review of violation notices that Michelle sends to homeowners after her monthly site visits to The Grove. Michelle was instructed to send a second note to a non-responsive homeowner regarding the bad condition of the property. The next step will be a letter from the lawyer if there is no response.

**Old Business:** Josh of Affordable Landscaping is still working on trimming the viburnums along Grove Heights to the proper height. Michelle was asked to contact Josh and discuss his landscaping schedule so we have a better understanding as to why some projects seemed to have lagged behind.

**New Business:** The deadline for completion of the packet handout for the annual meeting is 7 days prior to meeting in order to give Michelle enough time to make copies. At the time of the annual meeting there will be a full 7-member board staff. Any future changes will be addressed by the board members.

ACT, now Guardian Access Solutions, was to service the gate in August. Denny instructed Michelle to contact them in order to have them look at the gate on their next scheduled visit.

Dana Delzio made a motion to suspend late fees for the first payment due to the coupon books not being mailed out until January 5<sup>th</sup>. Ray Durbin seconded the motion, all in favor. Motion passed

Ray Durbin requested Michelle to send him an audit with figures for the reserves for the past year. Michelle asked Ray to send her an email so she can reply to his request.

With no further business to discuss all agreed to adjourn the meeting at 4:49 PM.

**Next meetings:** board members will conduct and organizational meeting directly after the annual meeting. Our next board meeting is scheduled for February 13<sup>th</sup> at 4pm.