Seven Coves Association, Inc.
Monthly Board Meeting
Tuesday, August 29, 2023
6:30 PM
In the Clubhouse
Agenda

1. **Call Open Session to Order**

2. **Recess into Executive Session** (Board Members Only)
   a. Owner Hearing 5:45pm
   b. Personnel Change
   c. Adjourn Executive Session
3. **Reconvene Open Session** (Open to All Property Owners) 6:30pm

4. **President provides summary of** executive session regarding legal action, contracts, disciplinary hearings, employee matters, repayment plans and foreclosures.

5. **President's Welcome**

6. **Review/Approval of Minutes of Last Board Meeting**

7. **Reports**
   a. Financial Report
   b. Committee Reports
      i. Marina Patrol/Inspection Report
      ii. Architectural Control Committee
   c. Manager's Report
      i. Deed Restriction Violation
      ii. Marina Occupancy Report

8. **New Business**
   a. Marina Rental Price
   b. Discussion of Board Vacancy
      iii. Accept Resignation of Board Member
      iv. Discussion of Election Committee

9. **Fall Garage Sale**

10. **Old Business**
    a. 2021 Financial Review, IMC update

11. **Actions Taken Between Meetings**

12. **Adjourn Open Meeting**
13. If needed, **Adjourn to Executive Session – to discuss;** This meeting may be adjourned at any time by the board of directors for the purposes of meeting in an executive session.
14. Reconvene Open Session-To consider and take any necessary action with respect to any matters considered in executive session.

15. **Adjournment**

16. **Open Forum**

MEETING RULES: No audio or video recording allowed by attendees. However, the secretary may record the meeting to aid in the preparation of minutes. The recording is deleted once the minutes have been prepared. As provided in the "Open Meeting Act," members may observe the meeting but do not have the right to participate in the board's deliberations or votes. Members may address matters during the open forum portion of the meeting. If attendees become disruptive, they may be expelled from the meeting and/or fined.

SEVEN COVES HOMEOWNERS' ASSOCIATION
Monthly Board Meeting Minutes
Tuesday, June 27, 2023

Regular Board Meeting called to order at 6:34 pm

Seven Coves Board Members Present:
Tim Steinmuller, Don Chronister, Larry Roberts, Tom Frost and Bill Valka.

IMC Reps. Present:
Steve Durham and Amy Lundy

President's Report given by Tim Steinmuller, President.
I'd like to thank Don Chronister for filling in for me last month, as I attended a wedding in California. Since our last meeting, we have installed a new microphone system in the clubhouse. Last Tuesday, there was a broken pipe in the pool pump room it was repaired the next day. On July 9, 2023, we had a special board meeting to appoint Tom Frost as board member. Our legal team assured us that Tom had every legal right to serve. A motion was made and seconded and passed by majority votes 4 to 1. It was suggested to have a 5-yar plan put in place. The board is working on implementing that plan for capital reserves. We are currently working on this project, and it will take time to put this into effect.

Minutes:
Approval of June Minutes. Don Chronister made a motion to approve the report and Larry Roberts second, Tim Steinmuller, Don Chronister, Larry Roberts and Tom Frost voted yes, and Bill Valka voted no.

New Business

a. Handicap rail in Clubhouse restrooms-deferred
b. Don Chronister made a motion to file suit for deed violator on act. 611130263. Larry Roberts second, unanimously approved.
c. Don Chronister made a motion to appoint Tom Frost as treasurer on the board. Larry Roberts second. Tim Steinmuller, Don Chronister, Larry Roberts voted yes and Bill Valka voted no.

Financials:
Financial Report was given by Tom Frost. Don Chronister made a motion to approve the report and Larry Roberts seconded the motion; motion passed 4:1, Bill Valka voted no.

Old Business - None

Ratification of all actions of the board since the last meeting-
a. Don Chronister made a motion to approve the variance request for a front facing garage. Bill Valka second, unanimously approved.

Regular Board Meeting adjourned at 6:47 pm.

Seven Coves Association POA

Balance Sheet For 7/31/2023

Assets		
1000 - CIT Checking operating	$211,620.65	
1001 - CIT Reserves	$539,763.90	
Total Assets		**$751,384.55**
Receivables & Deposits		
1028 - Residential Assessments	$64,975.55	
1029 - Allowance for Bad Debt	($20,000.00)	
1031 - A/R Adjustment Account	$71,960.95	
1032 - Prepaid Insurance	($1,202.65)	
1028-1 - Clubhouse Resident	$150.00	
1028-5 - Trailer Resident	($720.00)	
1028-6 - Trailer Non Resident	$810.00	
Total Receivables & Deposits		**$115,973.85**
Fixed Assets		
3004 - Clubhouse	$17,685.00	
3005 - Dock Flotations	$69,823.78	
3006 - Playground equipment	$49,705.66	
3007 - Marina Boat Slips and Covers	$1,061,031.37	
3008 - Maintenance Building	$10,533.44	
3009 - Land	$33,701.00	
3010 - Maintenance Equipment	$20,046.44	
3011 - Accumulated Depreciation	($1,431,895.82)	
3012 - Lighthouse	$22,875.00	
3013 - Office Building	$47,710.21	
3015 - Pool	$105,368.23	
3016 - Trailer Lot Fence	$31,224.90	
3017 - Clubhouse Equipment & Improvement	$64,089.98	
3018 - Bulkhead	$103,240.60	
3019 - Office Furniture	$2,791.14	
3020 - Pool Bathhouse	$21,070.01	
3021 - Marina Cameras	$35,802.89	
3022 - Marina Rewire	$19,000.00	
3023 - FM 830 Fence	$81,343.09	
Total Fixed Assets		**$365,146.92**
	Total Assets	**$1,232,505.32**
	$178,546.08	
Total		**$178,546.08**
Liabilities		
2000 - Loan Note	$376,609.62	
2001 - Refundable Const. Deposits	$37,532.50	
2002 - Unearned Comm Assessements	($76.00)	
2003 - Accounts Payable	($6,271.50)	
2004 - Unearned Assessments	$9,795.00	
2005 - Prepaid Assessments	($5,592.87)	
2006 - Refunds to Owners	($3,444.91)	
2007 - Marina Deposits	$2,000.00	
2008 - Transfer IMC	$175.00	
2009 - Clubhouse Deposit	$12,400.00	
Total Liabilities		**$423,126.84**

Seven Coves Association POA

Balance Sheet For 7/31/2023

Equity		
3000 - Retained Earnings	$572,815.04	
3002 - Capital Reserves	$58,017.36	
Total Equity		**$630,832.40**
	Total Liabilities / Equity	**$1,232,505.32**

5

Seven Coves Association POA

Statement of Revenues and Expenses 7/1/2023 - 7/31/2023

	Current Period			Year To Date			Annua
	Actual	Budget	Variance	Actual	Budget	Variance	Budge
Operating Income							
Recurring Assessments							
4000 - Maintenance Fees	(762.50)	-	(762.50)	427,043.03	428,400.00	(1,356.97)	428,400.0
4001 - Commercial Assessment	-	-	-	72,976.00	75,999.00	(3,023.00)	75,999.0
Total Recurring Assessments	**(762.50)**	**-**	**(762.50)**	**500,019.03**	**504,399.00**	**(4,379.97)**	**504,399.0**
Miscellaneous Income							
4100 - Maintenance Late Fees	300.00	666.67	(366.67)	4,640.00	4,666.69	(26.69)	8,000.0
4101 - Interest	147.82	416.67	(268.85)	2,884.49	2,916.69	(32.20)	5,000.0
4102 - ACC Building Permits	1,885.00	416.67	1,468.33	5,527.40	2,916.69	2,610.71	5,000.0
4106 - Fine & Fee	-	166.67	(166.67)	550.00	1,166.69	(616.69)	2,000.0
4108 - Transfer Fees	300.00	312.50	(12.50)	1,400.00	2,187.50	(787.50)	3,750.0
4110 - Franchise Income	-	1,833.33	(1,833.33)	8,363.98	12,833.31	(4,469.33)	22,000.0
4111 - The Landing Income	120.00	416.67	(296.67)	840.00	2,916.69	(2,076.69)	5,000.0
4115 - Bank Interest	331.02	16.67	314.35	534.15	116.69	417.46	200.0
4126 - Key Fob	240.00	83.33	156.67	235.00	583.31	(348.31)	1,000.0
4129 - Small Claims Recover	281.00	1,000.00	(719.00)	4,180.30	7,000.00	(2,819.70)	12,000.0
Total Miscellaneous Income	**3,604.84**	**5,329.18**	**(1,724.34)**	**29,155.32**	**37,304.26**	**(8,148.94)**	**63,950.0**
Rental Income							
4200 - Clubhouse Rental Resident	4,800.00	4,166.67	633.33	22,560.00	29,166.69	(6,606.69)	50,000.0
4201 - Clubhouse Rental Non Resident	-	1,666.67	(1,666.67)	(1,200.00)	11,666.69	(12,866.69)	20,000.0
4202 - Marina Resident	6,478.00	9,946.00	(3,468.00)	71,505.95	69,622.00	1,883.95	119,352.0
4203 - Marina Non Resident	20,984.00	17,010.00	3,974.00	106,743.97	119,070.00	(12,326.03)	204,120.0
4204 - Trailer Lot Resident	450.00	1,208.75	(758.75)	13,491.01	8,461.25	5,029.76	14,505.0
4205 - Trailer Lot Non Resident	420.00	871.25	(451.25)	8,415.00	6,098.75	2,316.25	10,455.0
Total Rental Income	**33,132.00**	**34,869.34**	**(1,737.34)**	**221,515.93**	**244,085.38**	**(22,569.45)**	**418,432.0**
Total Income	**35,974.34**	**40,198.52**	**(4,224.18)**	**750,690.28**	**785,788.64**	**(35,098.36)**	**986,781.0**
Operating Expense							
Maintenance							
5000 - Mowing	10,410.08	4,275.83	(6,134.25)	40,913.41	29,930.81	(10,982.60)	51,310.0
5002 - Landscaping & Beautification	-	1,083.33	1,083.33	3,166.63	7,583.31	4,416.68	13,000.0
5004 - Common Area Tree Maintenance	3,700.00	1,583.33	(2,116.67)	4,300.00	11,083.31	6,783.31	19,000.0
5006 - Courtesy Patrol	4,861.00	3,023.75	(1,837.25)	21,209.00	21,166.25	(42.75)	36,285.0
5007 - Security Cameras	2,759.29	2,083.33	(675.96)	13,017.25	14,583.31	1,566.06	25,000.0
5015 - Maintenance Supplies	-	41.67	41.67	426.49	291.69	(134.80)	500.0
5016 - Clubhouse	127.71	2,333.33	2,205.62	27,705.73	16,333.31	(11,372.42)	28,000.0
5017 - Marina	567.02	2,916.67	2,349.65	17,909.70	20,416.69	2,506.99	35,000.0
5018 - Office	-	83.33	83.33	81.19	583.31	502.12	1,000.0
5019 - Tennis Court	-	183.33	183.33	66.82	1,283.31	1,216.49	2,200.0
5020 - Pool	757.25	416.67	(340.58)	6,065.12	2,916.69	(3,148.43)	5,000.0
5021 - General Expenses	419.40	1,666.67	1,247.27	8,060.10	11,666.69	3,606.59	20,000.0

Seven Coves Association POA

Statement of Revenues and Expenses 7/1/2023 - 7/31/2023

	Current Period			Year To Date			Annua Budge
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5022 - Pool Cleaning Contract	1,169.09	632.00	(537.09)	5,163.54	4,424.00	(739.54)	7,584.0(
5023 - Gen Maint Playground	-	167.00	167.00	2,213.01	1,169.00	(1,044.01)	2,000.0(
5024 - Pool Monitor	2,789.00	791.67	(1,997.33)	6,701.72	5,541.69	(1,160.03)	9,500.0(
5025 - Trailer Lot	-	41.67	41.67	549.00	291.69	(257.31)	500.0(
5031 - Garbage Removal	13,555.21	13,333.33	(221.88)	82,856.86	93,333.31	10,476.45	160,000.0(
5032 - Pest Control Services	463.31	42.00	(421.31)	1,021.88	294.00	(727.88)	500.0(
5034 - Lighthouse	-	2,250.00	2,250.00	29,348.44	15,750.00	(13,598.44)	27,000.0(
5050 - Bulkhead Repairs	-	2,083.33	2,083.33	-	14,583.31	14,583.31	25,000.0(
5056 - Maintenance Supplies	-	-	-	11.64	-	(11.64)	
5066 - Capital Reserves Expense	-	-	-	2,123.89	-	(2,123.89)	
5068 - Clubhouse Cleaning	120.00	166.67	46.67	1,280.00	1,166.69	(113.31)	2,000.0(
5069 - Event Coordinator	100.00	167.00	67.00	900.00	1,169.00	269.00	2,000.0(
5071 - Member Relations	550.53	250.00	(300.53)	2,442.14	1,750.00	(692.14)	3,000.0(
5076 - Vehicle Maintenance	218.08	208.33	(9.75)	1,696.32	1,458.31	(238.01)	2,500.0(
5077 - ACC Inspector Expense	200.00	-	(200.00)	2,400.00	-	(2,400.00)	
Total Maintenance	**42,766.97**	**39,824.24**	**(2,942.73)**	**281,629.88**	**278,769.68**	**(2,860.20)**	**477,879.0(**
Utilities							
5100 - Electric General	1,926.91	650.00	(1,276.91)	3,788.97	4,550.00	761.03	7,800.0(
5101 - Water & Sewer	439.61	516.17	76.56	2,292.27	3,613.19	1,320.92	6,194.0(
5102 - Electric Marina	-	204.17	204.17	328.46	1,429.19	1,100.73	2,450.0(
5103 - Electric Clubhouse	-	590.75	590.75	874.68	4,135.25	3,260.57	7,089.0(
5104 - Electric Trailer Lot	-	67.50	67.50	305.68	472.50	166.82	810.0(
5105 - Electric Tennis	-	278.17	278.17	451.77	1,947.19	1,495.42	3,338.0(
5106 - Electric Pool	-	758.33	758.33	1,164.54	5,308.31	4,143.77	9,100.0(
Total Utilities	**2,366.52**	**3,065.09**	**698.57**	**9,206.37**	**21,455.63**	**12,249.26**	**36,781.0(**
Administrative							
5200 - IMC(Investment Management Co)	10,146.24	10,146.42	.18	71,023.68	71,024.94	1.26	121,757.0(
5201 - Postage	337.25	333.33	(3.92)	3,932.03	2,333.31	(1,598.72)	4,000.0(
5202 - Office Supplies	307.36	333.33	25.97	2,029.27	2,333.31	304.04	4,000.0(
5203 - Advertising	-	333.00	333.00	424.29	2,331.00	1,906.71	4,000.0(
5204 - Bad Debt	-	-	-	120.00	-	(120.00)	
5205 - Credit Card Fees	-	-	-	1,090.19	-	(1,090.19)	
5206 - Phone Internet	180.00	166.67	(13.33)	752.53	1,166.69	414.16	2,000.0(
5207 - Depreciation	9,000.00	9,166.67	166.67	63,000.00	64,166.69	1,166.69	110,000.0(
5208 - Property Taxes	-	404.83	404.83	(630.00)	2,833.81	3,463.81	4,858.0(
5209 - Meeting Expense	-	41.67	41.67	(108.80)	291.69	400.49	500.0(
5214 - Advertisement	-	-	-	580.44	-	(580.44)	
5221 - Loan Interest	1,279.66	1,250.00	(29.66)	7,988.35	8,750.00	761.65	15,000.0(
Total Administrative	**21,250.51**	**22,175.92**	**925.41**	**150,201.98**	**155,231.44**	**5,029.46**	**266,115.0(**
Professional Fees							

Seven Coves Association POA

Statement of Revenues and Expenses 7/1/2023 - 7/31/2023

	Current Period			Year To Date			Annual Budget
	Actual	Budget	Variance	Actual	Budget	Variance	
Operating Expense							
5300 - Legal-Collections	-	-	-	2,837.96	-	(2,837.96)	
5302 - Attorney Services	4,499.64	1,667.00	(2,832.64)	10,642.73	11,669.00	1,026.27	20,000.00
5305 - Security	-	-	-	242.00	-	(242.00)	
5307 - Accounting Services	-	416.67	416.67	3.01	2,916.69	2,913.68	5,000.00
5317 - SJRA Fee	-	2,750.00	2,750.00	15,062.62	19,250.00	4,187.38	33,000.00
Total Professional Fees	**4,499.64**	**4,833.67**	**334.03**	**28,788.32**	**33,835.69**	**5,047.37**	**58,000.00**
Insurance							
5401 - Casualty/Truck	267.90	7,916.67	7,648.77	102,342.65	55,416.69	(46,925.96)	95,000.00
5450 - Bank Fees	-	-	-	(25.00)	-	25.00	
Total Insurance	**267.90**	**7,916.67**	**7,648.77**	**102,317.65**	**55,416.69**	**(46,900.96)**	**95,000.00**
Total Expense	**71,151.54**	**77,815.59**	**6,664.05**	**572,144.20**	**544,709.13**	**(27,435.07)**	**933,775.00**
Operating Net Total	**(35,177.20)**	**(37,617.07)**	**2,439.87**	**178,546.08**	**241,079.51**	**(62,533.43)**	**53,006.00**
Net Total	**(35,177.20)**	**(37,617.07)**	**2,439.87**	**178,546.08**	**241,079.51**	**(62,533.43)**	**53,006.00**