Seven Coves Association, Inc.
Monthly Board Meeting Agenda

Tuesday, February 28, 2023
6:30 PM
In the Clubhouse

This is a board meeting. Members may observe but please hold all questions and comments for the open forum.

1. **Call Open Session to Order**
2. **President provides summary of** prior executive session regarding legal action, contracts, disciplinary hearings, employee matters, repayment plans and foreclosures.
3. **Waste Management Representative-** discuss option for services.
4. **Presidents Welcome**
5. **Review/Approval of Minutes of Last Board Meeting**
6. **Reports**
    a. Treasurer's Report
    c. Committee Reports
        -Architectural Control Committee
    d. Manager's Report
        -Deed Violation and Marina Report
7. **New Business**
    a. Marina rate increase
8. **Old Business**
    a. Lighthouse repairs
    b. Waste Management
    c. Playground equipment
    d. Spider Control
9. **Ratification** of all actions of the Board since the last meeting.
10. **Adjourn Open Meeting.**
11. 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.
12. Reconvene Open Session-To consider and take any necessary action with respect to any matters considered in executive session.
13. **Adjournment.**

14. **Open Forum**. During open forum, each attendee may address the board for up to three minutes. Speakers must observe rules of decorum and not engage in other disruptive behavior. If a speaker is in the middle of a sentence when time is called, he/she may finish their thought before sitting down. Speakers may not allot their time to others. All persons must follow the Meeting Rules listed at the bottom of this agenda.

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.

February Newsletter
By Tim Steinmuller, President

In last month's newsletter I said that we would soon have the reserve study's report. We, as the board, are now reviewing and analyzing their recommendations.

Mostly in this newsletter I want to talk about some changes to our meeting this month and some reasons why it's informative for members to attend. We are going to try to have open discussion during the meeting, besides the open session at the end of the meeting. We are allotting a maximum of 3 minutes per member during discussion. Please wait to be called on, do not blurt out.

At the beginning of tonight's meeting, a representative with Waste Management company will discuss what our new contract will include regarding trash, recycle and bulk item services. Trash services is a $160,000 item in our budget and changes will have an impact with current services and potentially future dues. We will allow open discussion right after this presentation.

We will also be discussing potential marina rental rate increase and updating the marina rental contract. Insurance for the marina has gone up approximately 16% in two years and we have not had an increase in marina rates in about 6-7 years. We will also be discussing repairs to the lighthouse at the entrance. We've been collecting multiple bids and have a budget of $27,000 to work with.

Additionally, we will also be discussing what to do with our playground, it is aging and is in need of repairs or replacement. We will discuss the availability of funds for repairs price ranging from about $15,000 clear up to $45,000-60,000 for full replacement.

Finally let me encourage you once again to attend monthly board meetings and get information firsthand. Regular board meetings are the last Tuesday each month, 6:30pm in the clubhouse. We thank you for your attendance.

Until next month.
Tim Steinmuller,
President Seven Coves HOA

SEVEN COVES HOMEOWNERS' ASSOCIATION
Monthly Board Meeting
Tuesday, January 31, 2023

Regular Board Meeting called to order at 6:30 pm

Seven Coves Board Members Present:
Tim Steinmuller, Don Chronister, Bill Valka, Dave Marks, and Peggy Earnhart

IMC Reps. Present:
Tammy Perry & Amy Lundy

Minutes:
Approval of November Minutes. Don Chronister made a motion to approve the report and Peggy Earnhart second, unanimously approved.

Financials:
Financial Report was given by Bill Valka. Don Chronister made a motion to approve the report and Dave Marks second, unanimously approved.

President's Report given by Tim Steinmuller, President;
New flooring in the clubhouse is underway and should be completed very soon. The defective laminate has been torn out and he tile in the entry way and kitchen has been removed so all the flooring will be the same throughout. The board met with the reserve study company in mid-January. It will take a few weeks to get the results back and then the board will review and act on their recommendations. We've recently met with commissioner Walker to discuss the speeding problem we have in our subdivision. Speedbumps are out of the question because they cause more harm then good. Three way stops on Kingston Coves and Lakeshore Dr. is an option. Commissioner Walker committed to bringing in a speed monitor such as the one on 1097 recently, that collects data on time and day of speeding, traffic, etc. This will be put in place soon and set out for about 10 days then we will meet again to discuss the results and options before any action is taken. In new news, all our contracts with vendors are being reviewed right now for cost saving options. Trash service options, mowing schedules, etc. We now are looking at repairs to our tennis court that was recently vandalized by kids. One of the courts unusable now and options for the future are being discussed tonight such as locks on the gates or adding security cameras. If we catch who is vandalizing, we will take legal action. Another project that is still a working process is the lighthouse up front. We did correct the termite problem and are now taking preventive care but the roof is leaking and the board will discuss the project and how much can get done this year. I would like to remind everyone that we are a deed restricted community which means that trailers and boats are not allowed in driveways or stored on the property. Also, any improvements to the exterior of the home or on the property need to submit

the appropriate ACC packet to our office for review and approval before any work starts. Projects such as painting, installing sheds, new roof, concrete work, etc. all need pre-approval.

New Business

a. Discuss Waste Management proposal. -Deferred
b. Bill Valka made a motion to approve Alamo Lawn & Landscape proposal. Dave Marks second, unanimously approved.

Old Business

Ratification of all actions of the board since the last meeting.

a. The 12-31-2022 net cash position was $442,916 an increase from end 2021 of $36,758. IMC concurred this is calculated by using the cash positions in all three bank accounts plus CD balance minus liabilities plus loan balance.

Regular Board Meeting adjourned at 6:45 pm.

_____ _____

Secretary Date

Seven Coves Association POA

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

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Income							
Recurring Assessments							
4000 - Maintenance Fees	430,762.50	428,400.00	2,362.50	430,762.50	428,400.00	2,362.50	428,400.00
4001 - Commercial Assessment	83,433.00	76,693.00	6,740.00	83,433.00	76,693.00	6,740.00	76,693.00
Total Recurring Assessments	**514,195.50**	**505,093.00**	**9,102.50**	**514,195.50**	**505,093.00**	**9,102.50**	**505,093.00**
Miscellaneous Income							
4100 - Maintenance Late Fees	(150.00)	666.67	(816.67)	(150.00)	666.67	(816.67)	8,000.00
4101 - Interest	66.54	416.67	(350.13)	66.54	416.67	(350.13)	5,000.00
4102 - ACC Building Permits	(950.00)	416.67	(1,366.67)	(950.00)	416.67	(1,366.67)	5,000.00
4106 - Fine & Fee	-	166.67	(166.67)	-	166.67	(166.67)	2,000.00
4108 - Transfer Fees	-	312.50	(312.50)	-	312.50	(312.50)	3,750.00
4110 - Franchise Income	-	1,833.33	(1,833.33)	-	1,833.33	(1,833.33)	22,000.00
4111 - The Landing Income	120.00	416.67	(296.67)	120.00	416.67	(296.67)	5,000.00
4115 - Bank Interest	16.70	16.67	.03	16.70	16.67	.03	200.00
4126 - Key Fob	(235.00)	83.33	(318.33)	(235.00)	83.33	(318.33)	1,000.00
4129 - Small Claims Recover	-	1,000.00	(1,000.00)	-	1,000.00	(1,000.00)	12,000.00
Total Miscellaneous Income	**(1,131.76)**	**5,329.18**	**(6,460.94)**	**(1,131.76)**	**5,329.18**	**(6,460.94)**	**63,950.00**
Rental Income							
4200 - Clubhouse Rental Resident	(400.00)	4,166.67	(4,566.67)	(400.00)	4,166.67	(4,566.67)	50,000.00
4201 - Clubhouse Rental Non Resident	-	1,416.67	(1,416.67)	-	1,416.67	(1,416.67)	17,000.00
4202 - Marina Resident	18,626.16	9,946.00	8,680.16	18,626.16	9,946.00	8,680.16	119,352.00
4203 - Marina Non Resident	17,163.44	17,010.00	153.44	17,163.44	17,010.00	153.44	204,120.00
4204 - Trailer Lot Resident	1.01	1,217.92	(1,216.91)	1.01	1,217.92	(1,216.91)	14,615.00
4205 - Trailer Lot Non Resident	-	871.25	(871.25)	-	871.25	(871.25)	10,455.00
Total Rental Income	**35,390.61**	**34,628.51**	**762.10**	**35,390.61**	**34,628.51**	**762.10**	**415,542.00**
Total Income	**548,454.35**	**545,050.69**	**3,403.66**	**548,454.35**	**545,050.69**	**3,403.66**	**984,585.00**
Operating Expense							
Maintenance							
5000 - Mowing	5,205.04	4,275.83	(929.21)	5,205.04	4,275.83	(929.21)	51,310.00
5002 - Landscaping & Beautification	-	1,083.33	1,083.33	-	1,083.33	1,083.33	13,000.00
5004 - Common Area Tree Maintenance	-	1,583.33	1,583.33	-	1,583.33	1,583.33	19,000.00
5006 - Courtesy Patrol	1,860.00	3,416.67	1,556.67	1,860.00	3,416.67	1,556.67	41,000.00
5007 - Security Cameras	8,250.70	2,083.33	(6,167.37)	8,250.70	2,083.33	(6,167.37)	25,000.00
5015 - Maintenance Supplies	-	41.67	41.67	-	41.67	41.67	500.00
5016 - Clubhouse	609.47	2,333.33	1,723.86	609.47	2,333.33	1,723.86	28,000.00
5017 - Marina	685.68	2,916.67	2,230.99	685.68	2,916.67	2,230.99	35,000.00
5018 - Office	-	83.33	83.33	-	83.33	83.33	1,000.00
5019 - Tennis Court	11.13	183.33	172.20	11.13	183.33	172.20	2,200.00
5020 - Pool	60.94	416.67	355.73	60.94	416.67	355.73	5,000.00
5021 - General Expenses	1,289.98	1,666.67	376.69	1,289.98	1,666.67	376.69	20,000.00

Seven Coves Association POA

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

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Expense							
5022 - Pool Cleaning Contract	514.19	632.00	117.81	514.19	632.00	117.81	7,584.00
5023 - Gen Maint Playground	-	167.00	167.00	-	167.00	167.00	2,000.00
5024 - Pool Monitor	-	791.67	791.67	-	791.67	791.67	9,500.00
5025 - Trailer Lot	-	41.67	41.67	-	41.67	41.67	500.00
5031 - Grabage Removal	13,710.75	13,333.33	(377.42)	13,710.75	13,333.33	(377.42)	160,000.00
5032 - Pest Control Services	-	42.00	42.00	-	42.00	42.00	500.00
5034 - Lighthouse	-	2,250.00	2,250.00	-	2,250.00	2,250.00	27,000.00
5050 - Bulkhead Repairs	-	2,083.33	2,083.33	-	2,083.33	2,083.33	25,000.00
5056 - Maintenance Supplies	11.64	-	(11.64)	11.64	-	(11.64)	-
5060 - Clubhouse Remodel	17,140.58	-	(17,140.58)	17,140.58	-	(17,140.58)	-
5068 - Clubhouse Cleaning	-	166.67	166.67	-	166.67	166.67	2,000.00
5069 - Event Coordinator	-	167.00	167.00	-	167.00	167.00	2,000.00
5071 - Member Relations	60.57	250.00	189.43	60.57	250.00	189.43	3,000.00
5076 - Vehicle Maintenance	319.58	167.00	(152.58)	319.58	167.00	(152.58)	2,000.00
5077 - ACC Inspector Expense	400.00	-	(400.00)	400.00	-	(400.00)	-
Total Maintenance	**50,130.25**	**40,175.83**	**(9,954.42)**	**50,130.25**	**40,175.83**	**(9,954.42)**	**482,094.00**
Utilities							
- Electric General	1,019.21	708.17	(311.04)	1,019.21	708.17	(311.04)	8,498.00
5101 - Water & Sewer	365.23	465.33	100.10	365.23	465.33	100.10	5,584.00
5102 - Electric Marina	239.28	243.50	4.22	239.28	243.50	4.22	2,922.00
5103 - Electric Clubhouse	734.83	723.67	(11.16)	734.83	723.67	(11.16)	8,684.00
5104 - Electric Trailer Lot	95.33	84.00	(11.33)	95.33	84.00	(11.33)	1,008.00
5105 - Electric Tennis	342.34	328.75	(13.59)	342.34	328.75	(13.59)	3,945.00
5106 - Electric Pool	822.68	758.33	(64.35)	822.68	758.33	(64.35)	9,100.00
Total Utilities	**3,618.90**	**3,311.75**	**(307.15)**	**3,618.90**	**3,311.75**	**(307.15)**	**39,741.00**
Administrative							
5200 - IMC(Investment Management Co)	9,756.16	10,146.42	390.26	9,756.16	10,146.42	390.26	121,757.00
5201 - Postage	19.38	333.33	313.95	19.38	333.33	313.95	4,000.00
5202 - Office Supplies	289.56	333.33	43.77	289.56	333.33	43.77	4,000.00
5203 - Advertising	736.29	333.00	(403.29)	736.29	333.00	(403.29)	4,000.00
5205 - Credit Card Fees	582.91	-	(582.91)	582.91	-	(582.91)	-
5206 - Phone Internet	180.00	166.67	(13.33)	180.00	166.67	(13.33)	2,000.00
5207 - Depreciation	9,000.00	9,166.67	166.67	9,000.00	9,166.67	166.67	110,000.00
5208 - Property Taxes	(630.00)	404.83	1,034.83	(630.00)	404.83	1,034.83	4,858.00
5209 - Meeting Expense	(108.80)	41.67	150.47	(108.80)	41.67	150.47	500.00
5221 - Loan Interest	1,390.88	1,250.00	(140.88)	1,390.88	1,250.00	(140.88)	15,000.00
Total Administrative	**21,216.38**	**22,175.92**	**959.54**	**21,216.38**	**22,175.92**	**959.54**	**266,115.00**
Professional Fees							
5302 - Attorney Services	-	1,667.00	1,667.00	-	1,667.00	1,667.00	20,000.00
5307 - Accounting Services	-	416.67	416.67	-	416.67	416.67	5,000.00

Seven Coves Association POA

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

	Current Period			Year To Date			Annual
	Actual	Budget	Variance	Actual	Budget	Variance	Budget
Operating Expense							
5317 - SJRA Fee	-	2,750.00	2,750.00	-	2,750.00	2,750.00	33,000.00
Total Professional Fees	**-**	**4,833.67**	**4,833.67**	**-**	**4,833.67**	**4,833.67**	**58,000.00**
Insurance							
5401 - Casualty/Truck	668.00	7,916.67	7,248.67	668.00	7,916.67	7,248.67	95,000.00
5450 - Bank Fees	(25.00)	-	25.00	(25.00)	-	25.00	-
Total Insurance	**643.00**	**7,916.67**	**7,273.67**	**643.00**	**7,916.67**	**7,273.67**	**95,000.00**
Total Expense	**75,608.53**	**78,413.84**	**2,805.31**	**75,608.53**	**78,413.84**	**2,805.31**	**940,950.00**
Operating Net Total	**472,845.82**	**466,636.85**	**6,208.97**	**472,845.82**	**466,636.85**	**6,208.97**	**43,635.00**
Net Total	**472,845.82**	**466,636.85**	**6,208.97**	**472,845.82**	**466,636.85**	**6,208.97**	**43,635.00**

Seven Coves Association POA

Balance Sheet For 1/31/2023

Assets		
1000 - CIT Checking operating	$349,652.60	
1005 - Compass Checking	$193,628.18	
1006 - Compass Money Market	$249,795.78	
1007 - Compass CD	$63,864.10	
Total Assets		**$856,940.66**
Receivables & Deposits		
1028 - Residential Assessments	$223,490.40	
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		**$274,488.70**
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	($1,377,895.82)	
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		**$419,146.92**
	Total Assets	**$1,550,576.28**
	$472,845.82	
Total		**$472,845.82**
Liabilities		
2000 - Loan Note	$396,680.21	
2001 - Refundable Const. Deposits	$34,032.50	
2002 - Unearned Comm Assessements	($76.00)	
2003 - Accounts Payable	($6,839.27)	
2004 - Unearned Assessments	$9,795.00	
2005 - Prepaid Assessments	$9,912.51	
2006 - Refunds to Owners	($2,904.50)	
2008 - Transfer IMC	$175.00	
2009 - Clubhouse Deposit	$13,400.00	

Seven Coves Association POA

Balance Sheet For 1/31/2023

Total Liabilities		**$454,175.45**
Equity		
3000 - Retained Earnings	$565,537.65	
3002 - Capital Reserves	$58,017.36	
Total Equity		**$623,555.01**
	Total Liabilities / Equity	**$1,550,576.28**

Deed Violation Report

(January 2023)

Violations-Categorized (Percentage)

2	Vehicle Parking: trailers, boats, atvs, etc. stored in yard/driveway.
1	Unsightly: Trash, misc. items, maintenance, and/or multiple violations.
0	Yard Maintenance: mowing, edging, weeding, and/or pruning.
1	Signage and/or Holiday decorations.
2	Maintenance, repairs
15	Trash/recycle receptacles stored in public view

Violations-Activity

9	1st Notice
12	2nd Letter not cured.

February 28, 2023

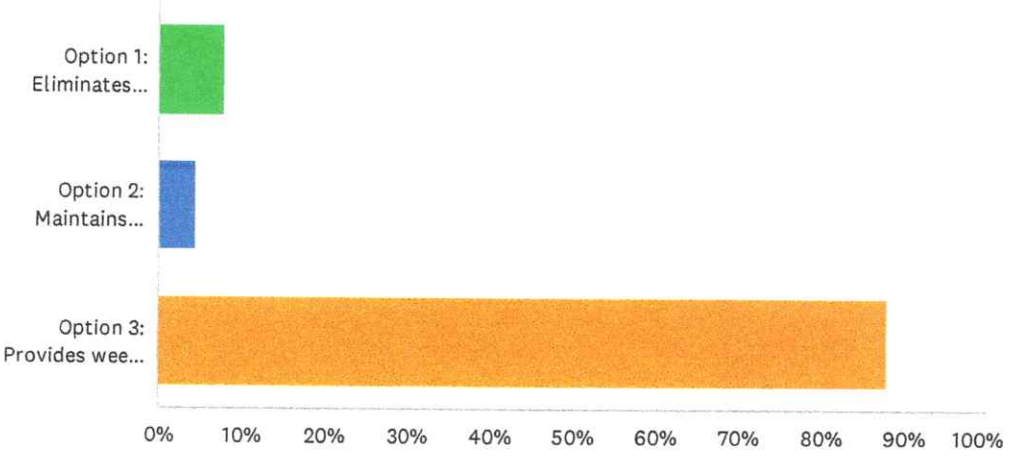
MARINA REPORT

		AVAILABLE	VACANT	TM	LM
DOCK #1	**COVERED**	36	8	77%	86%
DOCK #2	**COVERED**	54	9	83%	81%
DOCK #3	**COVERED**	60	14	76%	83%
DOCK #4	**COVERED**	28	4	85%	92%
	UNCOVERED	33	0	100%	
OVERALL	**COVERED**	178	35		85%
	UNCOVERED	33	0		95%
	TOTAL	256	35	86%	86%

Scheduling Poll May 1 start project

Q1 Please select one option. This survey will be closed 02/26/23, prior to our regular board meeting on 02/28/23.

Answered: 269 Skipped: 3



ANSWER CHOICES	RESPONSES	
Option 1: Eliminates recycling and provides a $10,343 savings. This option is inconsistent with our community decision in years past to maintain a recycling program and would provide insufficient volume to meet typical household equirements	7.81%	21
Option 2: Maintains weekly trash and recycle collection and requires an annual price increase of $22,933 or $36.22 per household which exceeds our budget.	4.46%	12
Option 3: Provides weekly trash and every other week recycle collection. This option is being offered with no price increase. We believe Option 3 best meets our community trash and recycle collection needs with no price increase consistent with our operating budget.	88.10%	237

Total Respondents: 269