BOARD MEETING AGENDA
March 29, 2021
Tuesday, 6:30 PM

NOTICE OF MEETING: An open meeting of the Board of Directors of the Seven Coves Home Owners Association will be held at 6:30 PM on March 30, 2021 in the Association's Club House. The following items will be on the agenda for the meeting.

1. **Call Open Session to Order**

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

3. **Reports**

   a. President's Report
   b. Treasurer's Report
   c. Committee Reports
      -Architectural Control Committee
   d. Manager's Report
      -Deed Violation and Marina Report

4. **Unfinished Business**
   a. Plumbing bids for marina, clubhouse & pool area (caused by Winter storm).

5. **New Business**
   a. Discuss replacement/plans for clubhouse event coordinator.
   b. Discuss issuance of pool passes and parking tags for condo regimes.
   c. Discuss pool CDC guidelines and regulations for operating the pool
   d. Discuss soliciting bids for security camera and IT system maintenance.
   e. Discuss extending pool hours before Memorial Day weekend.
   f. Vote in new board member, DeWayne Farrar.

6. **Open Forum.** During open forum, each attendee may address the board for up to three (3) 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 the is agenda.

7. If Needed, **Adjourn to Executive Session – to discuss;** Member disciplinary hearing, Personnel issues, Legal matters, opening/discussion of bids, or other privacy matters requested by a homeowner.

8. Adjourn from Executive Session – provide a brief summary.

9. Adjourn

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 issues 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
Tuesday, January 26, 2021

Regular Meeting called to order at 6:30 pm

Seven Coves Board Members Present:
Tim Steinmuller, Kevin Lacy, Don Chronister, and Mike McLaughlin

IMC Reps. Present:
Amy Lundy & Steve Durham

Approval of November Minutes: Motion-Mike, Second-Kevin, unanimously approved.

October Financial Report was given by Kevin. Motion to approve the report-Don, Second-Mike, unanimously approved.

President's Report given by Tim Steinmuller, President:
Bids have been solicited for a possible remodel project for the clubhouse. We are still seeing the effects of COVID affecting our subdivision and marina. Fewer slips are being rented at this time due to their current financial situations. New parking tags will be available for pickup on February 1, 20201. Please stop by the office to ick up or email the office if you would like to have them mailed to you. Lastly, our monthly board meeting is always the last Tuesday of the month. We thank you for your attendance.

Open Session:
There are some marina lights out in the parking lot. We thank Shelly Corso for serving on the board as long as she has. She will continue to be the event coordinator for all of Seven Coves events. Discussed bid for running electrical for front entrance lights. Discussed policy & procedure for constables. Discussed update on the Landing contract.
Don made a motion to accept CNR Pools proposal to maintain our pool services. Kevin-second the motion, unanimously approved.
Kevin made a motion to reject proposal for installing additional shade cover over swing set due to excessive cost. Don-second the motion, unanimously approved.

Closed Session of Executive Meeting called to order at 5:30 pm
Closed Session of Executive Meeting adjourned at 6:25 pm
Open Session of Regular Meeting called to order at 6:30 pm
Open Session of Regular Meeting adjourned at 7:24 pm
Reopened Session of Executive Meeting 7:29 pm
Closed Reopened Session of Executive Meeting 7:40 pm

March 2021 newsletter from the President
By Tim Steinmuller

Hope everyone is enjoying the warmer weather. As you know we had to cancel the February HOA meeting due to damage to the clubhouse. That has been repaired and we are back in business in the clubhouse.

The date of the annual HOA meeting will be April 25th at 2 P.M. This is an excellent opportunity to meet with other residents, learn more about what is going on in our subdivision, and ask questions. I hope you will consider attending, the meetings usually last less than two hours. This year there are three available board positions open. We have five board members, terms are two years long. We rotate the positions, this year three positions are available and next year two will be available. If you are interested in running for a board position please see Amy in the office, she can give you the info that you will need. Elections will be at the annual meeting.

We have received bids and will be working to complete repairs to the docks from damage done during the cold snap. Minors repair are being made to the playground and we will soon have new mulch again in the playground area.

Please make sure you pick up the new parking passes from Amy in the office. I hope to see you all at the annual meeting on April 25, 2021.

Until next month,
Tim Steinmuller
President Seven Coves HOA

Seven Coves Financial Report – End of February 2021 (2 months actuals = 17% of year)

Prepared by Seven Coves Treasurer – Kevin Lacy March 30, 2021

Income Summary

			2 mo Actuals	12 mo Budget	Ind %	12 mo Forecast	Fc vs Budget
Revenues	Res Assmts		386650	388900	0.47	388000	1.00
	Comm Assmts		75330	68430	0.08	75330	1.10
	Subtotal		461980	457330	0.55	463330	1.01
Misc Inc	Fees		6600	37500	0.05	37500	1.00
	Franchise		0	17500	0.02	17500	1.00
	Landing		0	7000	0.01	7000	1.00
	Subtotal		6600	62000	0.07	62000	1.00
Rental Inc	Marina		80100	320000	0.39	320000	1.00
	Clubhouse		6000	25000	0.03	30000	1.20
	Trailer Lot		0	30000	0.04	30000	1.00
	Subtotal		86100	375000	0.45	380000	1.01
Total Rev			554680	894330	1.08	905330	1.01

Major Expense Summary

			2 mo Actual	12 mo Budget	Inv %	12 mo Forecast	Fc vs Budget
Maj Exp	Trash Serv		12656	150000	0.18	150000	1.00
	IMC Services		19500	117000	0.14	117000	1.00
	Depreciation		18000	108000	0.13	108000	1.00
	Insurance		87800	88000	0.11	87800	1.00
	Mow & Landscape		5700	65000	0.08	65000	1.00
	Subtotal		143656	528000	0.64	527800	1.00
	Courtesy Patrol		4200	56400	0.07	56400	1.00
	Marina Maint		1600	50400	0.06	50400	1.00
	SJRA Fee		7500	32000	0.04	40000	1.25
	Utilities		5900	23500	0.03	23500	1.00
	Dock Loan Int		2700	18000	0.02	17500	0.97
	Subtotal		21900	180300	0.22	187800	1.04

Remaining Expense Summary

		2 mo Actual	12 mo Budget	Inv %	12 mo Forecast	Fc vs Budget
Clubhouse Maint		400	14000	0.017	14000	1.00
Attorney Fees		2100	20000	0.024	20000	1.00
Security System		1500	12000	0.014	10000	0.83
Pool Monitors		0	18000	0.022	18000	1.00
Pool Cleaning		430	10000	0.012	10000	1.00
Property Taxes		0	3800	0.005	3800	1.00
Accounting Serv		0	9000	0.011	9000	1.00
Gen Expense		2800	9000	0.011	9000	1.00
Clubhouse Cleaning		250	5000	0.006	5000	1.00
Phone Internet		700	4000	0.005	4800	1.20
Subtotal		8180	104800	0.126	103600	0.99
Credit Card Fees		900	5500	0.007	7000	1.27
Advertising		600	4000	0.005	4000	1.00
Postage		355	5000	0.006	5000	1.00
Member Relations		0	3000	0.004	3000	1.00
Office Supplies		355	3700	0.004	3700	1.00
Office Maint		1000	1500	0.002	1500	1.00
Event Coord		0	2000	0.002	2000	1.00
Pool Maint		820	4000	0.005	4000	1.00
Trailer Lot Maint		250	1000	0.001	1000	1.00
Vehicle Maint		300	2000	0.002	2000	1.00
Lighthouse Maint		0	1000	0.001	1000	1.00
ACC Inspectors		800	2500	0.003	2500	1.00
Pest Control		0	500	0.001	500	1.00
Tennis Ct Maint		0	1000	0.001	1000	1.00
Playground Maint		0	2000	0.002	2000	1.00
Subtotal		5380	38700	0.047	40200	1.04
Total Expense		179116	851800		859400	1.01

Summary – In 2021 we will be showing the revenues as they are collected instead of prorating them on a monthly basis. This will allow a better picture of likely revenue and give us better ability to judge how much unplanned expense we can incur should significant repairs or replacements develop. Although it is only two months into the year revenues from assessments are more than budgeted by a slight amount and Clubhouse rentals recovering. No concerns with major expenses other than we are seeing much higher SJRA fees than expected. Credit card fees while not large are running above forecast and may have to be addressed in adding processing fees to offset the costs. Total expense spend (+1%) is due solely to the higher SJRA fees. We do expect IT / security expenses to decrease.

Deed Violation Report
March 30, 2021

Violations-Categorized

1 Lawn/Landscaping
3 Vehicle Parking: trailers, boats, atvs, etc. stored in yard/driveway.
3 Unsightly: Trash/misc. items stored in driveway/yard.
1 Signs: Political, advertisement.
2 Decoration

Violations-Activity

6 Closed: Violation Cured
8 New: first notice
2 2nd Letter not cured.

March 30, 2021

MARINA REPORT

		AVAILABLE	VACANT	TM	LM
DOCK #1	COVERED	36	0	100%	91%
	UNCOVERE	30	8	73%	70%
	TOTAL	66	8	87%	82%
DOCK #2	COVERED	54	3	94%	83%
DOCK #3	COVERED	60	16	73%	75%
DOCK #4	COVERED	28	7	75%	71%
	UNCOVERE	48	6	87%	87%
	TOTAL	76	13	83%	81%
OVERALL	COVERED	178	26	85%	80%
	UNCOVERE	78	14	82%	80%
	TOTAL	256	40	84%	80%