Seven Coves Association, Inc.
Board Meeting
May 31, 2022 Tuesday, 6:30 PM
MEETING AGENDA

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.

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

3. **Reports**
   a. Treasurer's Report
   b. President's Report
   c. Committee Reports
      1. Architectural Control Committee
      2. Marina Patrol

   d. Manager's Report
      1. Deed Violation
      2. Marina Occupancy

4. **New Business**
   a. Discuss bulkhead inspection/maintenance and maintenance of clogged street drains.
   b. Discuss website design & advertisement
   c. Review board member's responsibilities
   d. Discuss amending the marina lease for commercial use and fees
   e. Discuss extending pool monitor's schedule.
   f. Discuss date for member's meeting for section 2.
   g. Discuss condition of lockers on Dock 1 & 3.

5. Old Business
   a. Ratification of all actions of the board since the last meeting.
      1. approved Pool Monitor's raise and Resort Attraction's providing their own parking passes.

6. Adjourn Open Meeting.

7. 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.

9. Reconvene Open Session-To consider and take any necessary action with respect to any matters considered in executive session.

10. Adjournment.

11. **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.

SEVEN COVES HOMEOWNERS' ASSOCIATION
Monthly Board Meeting
Tuesday, March 29, 2022

Regular Board Meeting called to order at 6:31 pm

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

IMC Reps. Present:
Steve Durham and Amy Lundy

Minutes:
Approval of February Minutes. Mike McLaughlin made a motion to approve the report and Peggy Dentler second, unanimously approved.

Financials:
Financial Report was given by Kevin Lacy. Mike McLaughlin made a motion to approve the report and Peggy Dentler second, unanimously approved.

President's Report given by Tim Steinmuller, President:
We have received bids and competed some projects. First, the erosion issue around the basketball court was completed. Dock 1 repairs had new bolts and screws and welding completed. The concrete replaced in front of boat launch. The new roof was installed on the gazebo on the end of the breakwater. In addition, crushed rock was installed around the gazebo due to erosion issues. The candidates who have submitted their bio to run for the board gave a brief introduction about themselves during the meeting. The voting will take place in the Annual Members meeting on 4/24/2022 at 2:00pm in the clubhouse. You have until March 31, 2022 to submit your bio. Ballots and bios will be mailed during the first part of April. Please pickup 2022 parking permits from the office. Marina patrols are starting to write tickets for unauthorized vehicles in the Seven Coves parking lots.

New Business

a. Kevin Lacy made a motion to approve Alvaro Lopez's bid for two trees to be removed out of the trailer lot for $1,750.00. Don Chronister second, all in favor, Mike McLaughlin opposed.
b. Don Chronister made a motion to approve Brother's Pool Services contract for pool maintenance for $7,631.63. Kevin Lacy second, unanimously approved.

Regular Board Meeting adjourned at 7:04 pm.

_____ _____

Secretary Date

Seven Coves HOA – April 2022 Balance Sheet Summary

Prepared by Kevin Lacy – Treasurer May 26, 2022

Current Assets	Revenue Checking Acct	$293,000
	Operating Checking Account	$134,000
	Money Market	$234,000
	CD	$63,900
Balance of Banking Assets	Dec 2021 Balance $614,200	$729,850
Prepay and Deposits	Residential	$191,068
	Marina / AR Adj	$71,960*
	Clubhouse	$150
	Trailer Lot	$90
	Allowance Bad Debt & Misc	($20,000)
Balance of PP and Deposits		$242,100
Fixed Assets	Marina	$1,061,000
	Pool	$105,370
	Clubhouse	$208,200*
	Dock Flotations	$69,800
	Playground Equipment	$49,700
	Office	$47,700
	Nine (9) Other Assets	$200,770
	Accumulated Depreciation	($1,150,500)
Balance Fixed Assets		$772,000
Total Assets		$1,743,950*
Total Liabilities and Equity		
Liabilities	Marina / Clubhouse Loan	$426,600
	Prepay Assessments	$22,200
	Refundable Constr Deposits	$31,500
	Misc Assessments	$41,500
Total Liabilities		$521,800
Equity	Current Year Net Income	$381,940
	Capital Reserves	$58,000
	Retained Earnings	$783,010*
Total Equity		$1,222,950
Total Liabilities and Equity		$1,743,950

Seven Coves Financial Report – End of April 2022 (4-month actuals = 33% of year)

Prepared by Seven Coves Treasurer – Kevin Lacy May 26, 2022

Income Summary

		4 mo Actuals	12 mo Budget	% Tot Rev	12 mo FC	Fc vs Budget
Revenues	Res Assmts	$471,550	$410,400	43%	$471,550	1.15
	Comm Assmts	$81,000	$72,200	8%	$81,000	1.12
	Subtotal	$552,550	$482,600	51%	$552,550	1.14
Misc Inc	Fees	$22,100	$37,500	4%	$40,000	1.07
	Franchise	$7,600	$20,000	2%	$20,000	1.00
	Landing	$0	$10,750	1%	$10,750	1.00
	Subtotal	$29,700	$68,250	7%	$70,750	1.04
Rental Inc	Marina	$117,000	$340,000	36%	$340,000	1.00
	Clubhouse	$21,330	$30,000	3%	$38,000	1.27
	Trailer Lot	$26,300	$30,000	3%	$30,000	1.00
	Subtotal	$164,630	$400,000	42%	$405,000	1.01
Total Rev		$746,880	$950,850	100%	$1,031,300	1.08

Major Expense Summary

		4 mo Actual	12 mo Budget	% Tot Exp	12 mo FC	Fc vs Budget
Maj Exp	Trash Serv	$52,750	$160,000	19%	$160,000	1.00
	IMC Services	$39,000	$120,000	14%	$120,000	1.00
	Depreciation	$36,600	$110,000	13%	$110,000	1.00
	Insurance	$93,200	$92,000	11%	$94,000	1.02
	Mow & Landscape	$36,200	$75,000	9%	$75,000	1.00
	Top 5 Subtotal	**$257,750**	**$557,000**	**64%**	**$559,000**	**1.00**
	Courtesy Patrol	$11,600	$41,000	5%	$41,000	1.00
	Marina Maint	$18,800	$40,000	5%	$40,000	1.00
	SJRA Fee	$7,530	$33,000	4%	$33,000	1.00
	Utilities	$12,400	$29,000	3%	$29,000	1.00
	Dock Loan Int	$7,900	$19,000	2%	$23,000	1.21
	Next 5 Subtotal	**$58,230**	**$162,000**	**19%**	**$166,000**	**1.02**

Remaining Expense Summary

	4 mo Actual	12 mo Budget	% Tot Exp	12 mo FC	Fc vs Budget
Clubhouse Maint	$2,300	$8,000	0.9%	$8,000	1.00
Attorney Fees	$6,100	$20,000	2.3%	$20,000	1.00
Security System	$7,550	$16,000	1.9%	$16,000	1.00
Pool Monitors	$0	$14,000	1.6%	$14,000	1.00
Pool Cleaning	$1,300	$15,000	1.7%	$15,000	1.00
Postage	$2,800	$5,000	0.6%	$5,000	1.00
Accounting Serv	$75	$9,000	1.0%	$9,000	1.00
Gen Expense	$4,600	$10,000	1.2%	$10,000	1.00
Clubhouse Cleaning	$600	$6,000	0.7%	$6,000	1.00
ACC Inspectors	$1,600	$6,000	0.7%	$6,000	1.00
Next 10 Subtotal	**$26,925**	**$109,000**	**12.6%**	**$109,000**	**1.00**
Misc Subtotal (15)	**$14,100**	**$36,000**	**4.2%**	**$36,000**	**1.00**
Total Expense	**$357,005**	**$864,000**	**100%**	**$870,000**	**1.01**

April 2022 Summary – Revenues - With four months of the 2022 budget year elapsed the revenue forecast is very accurate with essentially all dues collections accounted for and remaining revenue expected is a modest percentage of the overall total. We are likely to see the expected impact of raising dues and being able to fully allocate those increased revenues to our reserves, the basis for the dues increase. Clubhouse revenue trends, now that the remodel is completed, is very positive and the annual forecast was raised by another $3,000 in this month's report. Likely we will continue to raise the forecast further and use that extra revenue to pay down the debt balance incurred to pay for the remodel. No concerns with any revenue source currently and the 8% above forecast is consistent with our goal to fund reserves by $50-75,000 per year, cover any special projects, and fund interest payments and loan principal reduction.

Expenses – The top ten major expenses, accounting for 73% of our total spend is on track very consistent with the 2022 budget. We now have a better picture of the interest expense that has gone up due to the Clubhouse remodel loan. This has increased the annual forecast by $4,000. The remaining expenses are very well in line with the 2022 budget forecast and pending no extraordinary repair costs we have adequate room to cover recent special projects that have been completed at the Marina (ramp and bathroom electronic locks), playground (kiddie mulch), and pool (liquid chlorinator and electronic locks.) and extra tree trimming in several locations. No concerns with any expense category or trend at this point of the budget cycle.

May 2022 newsletter from the President,
By Tim Steinmuller

First, I would like to thank all who attended the annual HOA meeting on April 24. There was lots of good discussion, and comments from residents in the meeting. In attendance was our attorney, management team, ACC representative and all our marina patrol team. Our 2022 operating budget was approved, and we had an election for two open board positions. Congratulations to Don Chronister and Bill Valka for being voted in for the two positions.

I would like to discuss a couple other items now, as most of you know by now pool access cards are available for pickup in the office. You cannot pickup access cards from the pool monitors. This year is a little different as we have a key card. This card unlocks the gate and allows 6 people into the pool during operating hours. You may purchase a 2nd card for $10.00 to permit 8 people at one time in the pool area. One of the benefits of the access card is now the pool will remain open 9am-9pm year-round. Monitors start working Friday of Memorial weekend. Also please remember to pick up new parking passes to park in all Seven coves parking lots. If you do not have the green 2022 parking pass visible, your vehicle could be towed. Expired parking passes are not permitted.

Finally, I hope you have a great Memorial weekend. Please remember school is out, watch for the many youths that are out on bikes and walking and please remember golf cart safety as I have already seen underage drivers with overloaded golf carts driving around. Be safe and have a great summer.

Until next month,
Tim Steinmuller
President Seven Coves HOA

Monthly Marina Security Report

April 11 thru May 22, 2022

Parking Violations:	83
Warnings:	55
Vehicles Towed:	0
Suspicious per/veh.	2
Trespassers:	57

Notes: Helped Resident find cell phone; Hauled off trash after clubhouse wedding; Checked car alarm in parking lot; Ran kids off tennis court on bicycles; Helped with Easter egg hunt directing traffic; Truck full of teenagers were asked to leave did not have parking permit they continued to return until police were called; Nonresidents on tennis court ask them to leave; Asked 4 nonresidents to leave marina; Three young boys swimming behind clubhouse; Nonresidents fishing asked them to leave; Ticketed cargo van for overnight parking; All doors in back and side of clubhouse not locked; Asked nonresident to leave from pool area; Nonresident at playground asked to leave.

Deed Violation Report

April-May, 2022

Violations-Categorized (Percentage)

12	Vehicle Parking: trailers, boats, atvs, etc. stored in yard/driveway.
6	Unsightly: Trash/misc. items, multiple violations.
6	Yard Maintenance: mowing, edging, weeding, and/or pruning.
2	Signage and/or Holiday decorations

Violations-Activity

21	1st Notice
5	2nd Letter not cured.
11	Closed/Cured

May 31, 2022

MARINA REPORT

		AVAILABLE	VACANT	TM (this month)	LM (last month)
DOCK #1	COVERED	36	4	91%	83%
	UNCOVERED	30	9	67%	80%
	TOTAL	66	13	80%	
DOCK #2	COVERED	54	0	100%	90%
DOCK #3	COVERED	60	3	95%	85%
DOCK #4	COVERED	28	4	93%	78%
	UNCOVERED	48	5	90%	91%
	TOTAL	76	9	92%	86%
OVERALL	COVERED	178	11	84%	83%
	UNCOVERED	78	8	90%	85%
	TOTAL	256	19	87%	84%