Seven Coves Association, Inc.
Monthly Board Meeting Minutes
Tuesday, February 27, 2024
Seven Coves Clubhouse

Call to order: 5:23 p.m. Don Chronister called the meeting to order and immediately recessed into Executive Session. Executive Session adjourned at 6:28pm.

Seven Coves Board Members Present:
Don Chronister, Larry Roberts, John Shepherd, and Bill Valka

Seven Coves Board Member Absent:
Tim Steinmuller

IMC Representative Present:
Melissa Bessey

Reconvene Open Session – Don Chronister reconvened Open Session at 6:37 p.m.

Executive Session Summary – Don Chronister summarized actions taken in Executive Session:

- Board Roles and Responsibilities were reviewed. Larry Roberts made a motion to accept the Roles and Responsibilities as presented. Bill Valka seconded the motion. After discussion, the matter was tabled until the March Board meeting.
- Collections. Larry Roberts made a motion to write off $4,229.91 in uncollectable debt from account 611130806. John Shepherd seconded the motion; motion carried 4:0.
- Marina Evictions. Larry Roberts made a motion to send the Notice of Seizure and Sale to the following three marina accounts: 611140605, 611131133, and 611131038.
- Deed Restriction Violations – no Board actions were required or taken.
- Legal Matters – no Board actions were required or taken.
- Capital Improvement Bid for Sidewalk – John Shepherd shared bids to replace damaged concrete sidewalks and remove trees near the tennis court parking lot and the sidewalk to dock 4. John Shepherd made a motion to approve the bid of $2,150 by Alvaro Lopez to remove 3 trees that displaced the sidewalk. Larry Roberts seconded the motion; motion carried 4:0. John Shepherd made a motion to approve the bid of $3,850 by Joe Amador to remove broken sections of concrete and pour new concrete sidewalks. Larry Roberts seconded the motion; motion carried 4:0. John Shepherd made a motion to approve a bid of $5,962 by Dunn Fence Company to install a wrought iron fence behind the clubhouse to the breakwater sidewalk to prevent golf cart access. Larry Roberts seconded the motion; motion carried 3:1.
- Marina Patrol Job Description – discussed.

President's Report given by Don Chronister, President
February 2024 Newsletter from the President

Welcome everyone.

There has been much discussion on the ADA requirements for the clubhouse. As a board we have taken this matter seriously. At this time, we are waiting on the first bid to make the clubhouse ADA compliant. This is not an overnight solution. This contractor is knowledgeable with ADA requirements

and works closely with ADA certified companies, including the companies that were suggested by members. As soon as we receive his bid it will give us insight of the cost and time to remodel.

As you know, the trailer lot was broken into again. We have taken measures to increase the lighting and add an updated camera that will enable us to look at film to determine the color and make of the vehicle and license plate number. We can't promise this will stop the thefts but at least we will be able to give better information to the police.

At the March meeting we will invite all candidates for the two positions for board of directors to attend this meeting to introduce themselves and answer a few questions from members.

Finally, we took preventive measures by installing blowout fittings on all four docks. This will allow Kevin to blow water out of the pipes using an air compressor during our hard freezes.

Thank you for attending tonight's meeting and we hope to see you in March.

Don Chronister
President Seven Coves HOA

Minutes – Bill Valka made a motion to approve Board meeting minutes from 1/30/24. Larry Roberts seconded the motion; motion carried 4:0.

Financials – Melissa Bessey reviewed the balance sheet and statement of incomes and expenses for 1/31/2024. John Shepherd made a motion to approve financial reports for 1/31/24. Larry Roberts seconded the motion, motion carried 3:1.

Committee Reports

1) Architectural Control Committee – Melissa Bessey reported that 3 applications were processed since 1/30/2024: 2 were approved and 1 was still under review. Project types included one new home construction and two fences.
2) Marina Task Force – Bill Valka reported that Bob Sampson is a member of the Marina Task Force. At the recommendation of the Marina Task Force, Bill Valka made a motion for the Board to approve joining the Marina Association of Texas for $380/year. John Shepherd seconded the motion; motion carried 4:0.
   The current boat slip lease agreement requires boats to maintain cleanliness and current registration. The Association has the right to clean/maintain boats and charge the owner for the expense. The Task Force recommends enforcing those clauses of the contract.
   Bill Valka clarified that the Marina Task Force was approved by the Board of Directors. Don confirmed that Bill Valka is the chair of the Marina Task Force.
3) Manager Reports by Melissa Bessey
   a) Deed Restriction Violations – Since 1/1/24, 20 first notice letters were sent, 3 second notices were sent by certified mail, 1 violation was sent to the Board for review, and 14 violations were closed.
   b) Marina Occupancy Report – Total slips = 244. There were 78 vacant as of 2/16/24.
      68% occupancy in February, down from 72% occupancy reported in January 2024. Going forward, the number of delinquent slips will be reported.
   c) Boat Slip/Clubhouse/Trailer Inquiries since 1/31/24: 8 boat slip, 13 clubhouse, 1 trailer storage.
   d) Google Analytics – We will continue to gather data about how individuals heard about our marina, clubhouse, and trailer storage lot. Google reviews will be responded to.

New Business

1) Charter for Marina Task Force. Bill Valka presented a rough draft of the Marina Task Force charter which outlines the increased occupancy goals and priorities for the committee. The Board will work with the Marina Task Force to refine the Charter. This matter was tabled.
2) Corporate Transparency Act. Melissa Bessey announced that Board members will be required to report their name, date of birth, address, and a copy of their driver's license or passport to the government by 12/31/24 and then perpetually thereafter when new members join the Board.

Old Business

1) Boat launch passes for non-residents. The Board discussed the pros and cons of selling passes to non-residents to use the Seven Coves boat launch. Pro: income. Con: liability. The matter was tabled until all five Board members could be in attendance.
2) Pickle ball court. There is increasing interest in adding lines for a second pickle ball court. This matter was tabled pending bids for consideration.
3) Cable/Telecom Pedestals. Verizon, Frontier, and Suddenlink have all been contacted.

Actions Taken Between meetings

1) Board approved renewing insurance policies totaling $82,795 in premiums for 2024.

2) Board approved upgrading the surveillance camera at the trailer lot for a cost of $1,264.

3) Board approved installing an additional light at the trailer lot entrance and restoring electricity to the storage shed near the maintenance building for a cost of $839.

4) Board approved renewing the existing office copy machine lease for 3 more years for a reduced cost of $119.11/month saving $40/month by not upgrading equipment.

Adjournment: Don Chronister adjourned the meeting at 7:20 p.m.

Open Forum: Property owners were given time to ask questions and share comments with the Board.

Meeting closed at 7:54 p.m.