

South Cove Heights Board of Directors Meeting Minutes; August 19, 2021

Attendees via Zoom:

Directors Don Hooper, Jay Welsh, and Bob Koester. Terry Jones, Manager

- **Proposed 2022 Budget**

The Board reviewed the line items and need for increases. Following the review and discussion, the approved the proposed budget for 2022.

Due to pending changes in management’s software, the Board agreed to change the special assessment to a monthly fee instead of the quarterly fee.

- **The Board asked Terry to forward information regarding the reserve expenses to date and projected for year end.**
- **The Board discussed adopting a “Leasing Policy”. Terry will draft a proposed SCH Leasing Policy and forward to the Board for review and final approval.**
 - **The lease will include provisions for pets and include a list of pets that are ineligible for risk coverage by the Master Insurance Provider**
- **Unit 38 – the Board inquired if a small retaining wall could be installed to hold the mulch from the upper unit from washing done. Terry confirmed she would ask Tony to install one.**
- **Berm – the plantings along the lower paved berm had been tended to by previous owners. Terry confirmed she could have the staff clean the area.**
- **The Annual Meeting will be via Zoom only. The Board and Terry will work on notes for the upcoming meeting.**

There being no other business to conduct, the meeting was adjourned.

**Respectfully Submitted,
Terry L. Jones, Recording Secretary**

South Cove Heights Board of Directors Meeting Minutes; August 19, 2021