

**Southwind Shores II Action Items**  
**June 1, 2020 to May 31, 2021**

NO.	SUBJECT	ACTION TO BE TAKEN	RESPONSIBLE OFFICER(S)	DUE DATE	Completed
1.	Officers	Elect Officers	All	June 22	June 22
2.	SCC Filing	Send new officers and fees	Mark	June 30	done
3.	Suntrust	Update bank signatories	Mark will ask about procedure	June 30	Done
4.	Notify POA	Send list of officers to POA (is 2 enough?)	Teresa	June 22	Done
5.	Drain field	Inspection; all done next one due 3 years from now	George	April	Done
6.	Audit	Financial audit: postpone until next year	Treasurer	2021	
7.	Backup	Backup QuickBooks	Mark	ASAP	Done
8.	Facebook	Remove old residents	Sharon	June	Reviewed
9.	Locking the gate	Send email about policy	George	June	Newsletter
10.	Common Area	Send email about cleaning up after yourself and guests	George	June	Done
11.	Dock lights	Check for missing ones	George	June	Done
12.	Spraying weeds	Spray in common areas	George	June	Done
13.	Newsletter	Content for Labor Day edition	All	August	Done
14.	Equipment	List of Community owned equipment	Teresa	August	Done
15.	New neighbors	Deliver welcome baskets	Mark	As needed	Done
16.	Suntrust	Find out minimum balances on accounts	Tom	Sept	Done
17.	Funds	Investigate higher yielding accts	Tom	Sept	Done
18.	Front entrance	Investigate front entrance maintenance	George/Mark	Sept	Done
19.	Rental book	How to make new copies	Teresa	Sept	Done
20.	Rental email	Make sure everyone knows the rules	Sharon	Nov	Done
21.	Rental followup	Contact known renters to go over the rules	Sharon	Nov	2/3 contacted
22.	Newsletter	Draft content for Winter edition	Sharon and others	Dec	Done
23.	Scope for Maxwell	Contract	Mark	Dec	Done
24.	Dues Notices	Send out	Tom	Jan	Done

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