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

			RESPONSIBLE	DUE DATE	Completed
NO.	SUBJECT	ACTION TO BE TAKEN	OFFICER(S)		
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	June 30	Done
			about		
			procedure		
4.	Notify POA	Send list of officers to POA (is	Teresa	June 22	Done
		2 enough?)			
5.	Drain field	Inspection; all done next one	George	April	Done
		due 3 years from now			
6.	Audit	Financial audit: postpone until	Treasurer	2021	
		next year			
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	George	June	Done
		after yourself and guests			
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	Teresa	August	Done
		equipment			
15.	New neighbors	Deliver welcome baskets	Mark	As needed	Done
16.	Suntrust	Find out minimum balances	Tom	Sept	Done
		on accounts			
17.	Funds	Investigate higher yielding	Tom	Sept	Done
		accts		_	
18.	Front entrance	Investigate front entrance	George/Mark	Sept	Done
		maintenance		_	
19.	Rental book	How to make new copies	Teresa	Sept	Done
20.	Rental email	Make sure everyone knows	Sharon	Nov	Done
		the rules			2 /2
21.	Rental followup	Contact known renters to go	Sharon	Nov	2/3
	A	over the rules	CI I		contacted
22.	Newsletter	Draft content for Winter	Sharon and	Dec	Done
22	C (-	edition	others	D	
23.	Scope for	Contract	Mark	Dec	Done
24	Maxwell	Canadana	T	1	Davis
24.	Dues Notices	Send out	Tom	Jan	Done

25.	Rental	Review bylaws for actions we can take	All	Jan	Done
26.	Rental	Remind renting owners to send a copy of rental agreement	Sharon	March	Done
27.	Porta Potty	Get it delivered	George	April	
28.	Trash Sticker	Send application to owners	Teresa	March	Done
29.	Trash Sticker	Put an application in new owner package	Mark	March	In process
30.	Board candidates	Send out email	Sharon	May	
31.	Pavilion	Check on repairing posts	Mark	May	Getting quotes
32.	Driveway	Sealing	Mark	May	Getting quotes
33.	Board nom	Send out email due by May 12	Sharon		