

**UNICOI SPRINGS CAMP RESORT  
BOARD OF DIRECTORS MINUTES**

Open Meeting for October 18, 2014

1. Attendance.

Board Directors present were: David Stover, Gary Bryan, Beth Cruz, John Gaines, Tommy Walker, and Ricky Carter. Absent: Bonnie Jordan.

2. David Stover, President, called the meeting to order at 9:00 A.M. in the Activity Building.

3. Motions follows:

- 1) To approve the general meeting agenda as written. Made by Ricky and seconded by Tommy. The motion was approved. Votes were 6 Yea (Ricky, Tommy, John, David, Gary, Beth). Bonnie Jordan was absent.
- 2) To approve the Executive agenda for October 18, 2014 as is. Made by Gary and seconded by Ricky. The motion was approved by votes of 6 Yea (Gary, Ricky, Beth, Tommy, John, David, Ricky). Bonnie was absent.
- 3) To approve the closed General Meeting, Annual meeting, and Meeting after election minutes from September 20, 2014 as presented. Made by Tommy and seconded by Gary. The motion was approved by votes of 6 Yea (Tommy, Gary, John, Ricky, Beth, David). Bonnie was absent.
- 4) To have the Christmas party at the Food Factory. Motion made by Tommy and seconded by Ricky. The motion was approved by votes of 6 Yea (Tommy, Ricky, Gary, John, Beth, David). Bonnie was absent.
- 5) To invite Security to the Christmas party and the resort pay for it. Motion made by Beth and seconded by Tommy. The motion was approved by votes of 5 Yea (Beth, Tommy, Gary, Ricky, David) and 1 Nay (John). Bonnie was absent.
- 6) To pay for Directors and spouses to attend the Christmas party and celebrate with employees. Made by Beth and seconded by Tommy. The motion was approved by votes of 4 Yea (Beth, Tommy, Ricky, David), 1 Nay (John), and 1 Abstain (Gary). Bonnie was absent.
- 7) To do split billing on Maintenance fees due ½ January 1<sup>st</sup> and ½ April 1<sup>st</sup>. Made by Beth and seconded by Ricky. The motion was approved by votes of 6 Yea (Beth, Ricky, Tommy, Gary, David, John). Bonnie was absent.
- 8) To continue Waste Away at current pricing of 2 containers \$350.00 to 4 containers \$640.00 for three (3) year contract, **upon approval of contract by majority of board by November 1, 2014.** Motion by Beth and seconded by Tommy. The motion was approved by votes of 6 Yea (Beth, Tommy, Gary, Ricky, David, John). Bonnie was absent.
- 9) To approve Finance Committee roster and name of Finance Advisory Committee and adopt the Finance Advisory Committee Purpose statement. Motion made by Beth and seconded by Tommy. The motion was approved by votes of 4 Yea (Beth, Tommy, David, John) and 2 Nay (Ricky, Gary). Bonnie was absent.
- 10) To raise maintenance fees \$50.00 for the 2015 year from \$375.00 to \$425.00. Made by Beth and seconded by Tommy. The motion was disapproved by votes of 2 Yea (Beth and Tommy) and 4 Nay (David, John, Ricky, Gary). Bonnie was absent.
- 11) To do upgrade of 10 sites 110 -- 118 and 219 to remove wooden hand rails, pour concrete patios, to move sewer and water; depending on budget report to show available funds. Made by Gary and seconded by Ricky. The motion was approved by votes of 4 Yea (Gary, Ricky, David, Gary) and 2 Nay (Beth and John). Bonnie was absent.

*John*  
*Tommy*

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- 12) The board rescinds the motion #6 dated August 16, 2014 to not allow president to vote on motions presented. Made by Gary and seconded by Tommy. The motion was approved by votes of 6 Yea (Gary, Tommy, David, Ricky, Beth, John). Bonnie was absent.
- 13) To accept the 2015 schedule of board meetings as amended. Made by Gary and seconded by Tommy. The motion was approved by votes of 6 Yea (Gary, Tommy, David, Ricky, Beth, John). Bonnie was absent.
- 14) To raise maintenance fees from \$375.00 a year to \$410.00 a year for each ownership for 2015. Made by Gary and seconded by Tommy. The motion was approved by votes of 4 Yea (Gary, Tommy, David, Beth) and 2 Nay (Ricky and John). Bonnie was absent.
- 15) To purchase 3 rental campers by January 2015. This will be funded from Vehicle Replacement Fund. Tommy to present specs, floor plans, and estimated cost to board at November 2014 meeting. Made by Beth and seconded by Gary. The motion was approved by votes of 6 Yea (Gary, Tommy, David, Ricky, Beth, John). Bonnie was absent.
- 16) To adjourn regular board meeting at 5:40 P.M. Made by John and seconded by Gary. The motion was approved by votes of 6 Yea (Gary, Tommy, David, Ricky, Beth, John). Bonnie was absent.

4. Business Manager report:  
October 18th, 2014

Maintenance fees collected as of September 30, 2014	\$838,066.21
Maintenance fees collected as of September 30, 2013	\$796,391.33

There are currently 17 names on the waiting list for RV storage and 8 spots available for golf cart storage.

Thirteen ownerships were sold during the one week sale, last month.

The newsletter will be going to the printers on October 22nd. Please provide the necessary information to Christine or myself to complete the newsletter.

RV Storage	\$11,124.00
Golf Cart storage	\$1,545.00
Utility Trailer	\$176.00
	\$12,845.00

5. Maintenance Manager report:  
October 13, 2014

Work completed by maintenance personnel from 9/10/2014 thru 10/13/2014.

Park improvement work

- Cut dead trees and limbs around park.
- Completed work on site 28 patio and handrail
- Worked on repair list for outside lights

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- Repaired air conditioners on rentals 221, 150, 8
- Filled in ruts in rear of site 114
- Serviced chemical feed pumps and cleaned dilution tanks upper and lower wells.
- Built new grates for collection boxes at sites 26 and 28
- Working on memorial brick project outside clubhouse

Administration:

- Moved 434 campers.
- Daily well readings
- Monthly enzymes
- Sent monthly well reports to state
- Shut down lower pool and winterized.
- Had 5 year sanitary survey for water system from state. (passed no violations)
- Worked up estimates for possible winter projects.

6. Discussions:

- 1) Winter shut down per approved policy.
- 2) Area 6 vegetation cover grass, plants, and trees. Bonnie Jordon submitted Water Tower Hill Plans and drawing in the meeting packet.
- 3) Lake sediment issue tabled due to cost.

7. Treasurer report by Beth:

- 1) Handouts provided to board members of her report and accountants' compilation report.
- 2) Proposed 2015 budget was presented.
- 3) Split billing was approved (motion # 7).
- 4) Sealed bids were opened and reviewed for waste/trash removal (see motion # 8).
- 5) The Finance Committee purpose statement and roster was submitted to the board (motion # 9).
- 6) A draft financial procedures and policies from the committee were presented. Next meeting is scheduled for November 10, 2014.
- 7) Some board members asked for a meeting with the accountant to be scheduled by Beth.
- 8) Lengthy discussion on proposed budget by board and owners led to tabling until later in meeting on possible raise of maintenance fees.
- 9) Insurance rates discussed and question asked about getting bids from multiple agents.

8. Committee reports:

- 1) Bylaws – written report from Bonnie Jordon was included in meeting package. The candidate application for board membership must be revised.
- 2) Employee handbook – a meeting was established for November 15, 2014 after the board meeting to review for possible approval.

9. Special Projects: winter project approved (motion # 11).

10. Equipment: Tommy gave update on availability of carts and prices going up. We have funds for one that was approved earlier but company was out of stock. Tommy has lead.

11. Owner Relations:

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- 1) Rental furniture is in poor condition.
- 2) Pool heat cut-off policy.
- 3) Fire ring installation near site 181 / 183.
- 4) Election policy.

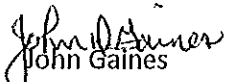
**12. Old business:**

- 1) President voting – (see motion # 12).
- 2) Memorial plaque efforts – tabled.

**13. New business:**

- 1) Schedule for board meetings and special events for 2015 (see motion # 13).
- 2) Employee Christmas party was approved (see motions # 4, 5, 6).
- 3) Directors' input list of 5 items tabled until November. List to be emailed to President prior to next meeting.
- 4) President tasked board members to conduct site survey of decks to identify those needing repair or replacement.
- 5) Another round of discussion on maintenance fee increase led to approval (see motion # 14).
- 6) Purchase of 3 rental campers approved (motion # 15).

**14. Meeting adjourned 5:40 P.M. (motion # 16).**

  
John Gaines  
Vice President

Approved date: *November 15, 2014*