

**Minutes of the Board of Directors Meeting
Unicoi Springs Owners Association
March 19th, 2010**

**Board Members in Attendance: Doug Shaver, President
Ron Brett, Vice President
Beth Griner, Secretary/Treasurer
Aileen Connor
Wesley Copelan
Gary Bryan
Doug Waters**

**8:30 a.m. Board Meeting called to order by President Shaver:
A prayer to open the meeting was given by Gary Bryan.**

President, Doug Shaver gave each board member a copy of Beth Griner's resignation letters. Mrs. Griner's first letter informed the board her last meeting would be in April. The second letter informed the board she would like April 16th to be her last meeting and April 30th to be her last day to allow her time to finish all her duties, and to prepare for new treasurer. The board had a show of hands not allowing her to finish after April 16th. Mrs. Griner then asked if the board was going to allow her to serve on Finance Committee and the president responded by saying the new appointed treasurer would decide.

Minutes for November

The Board accepted the minutes for November 20th, 2009.

Motion made by Aileen Connor
Second by Gary Bryan
Vote Unanimous

Managers Reports

Joyce Tallman – Office Manager:

- Maintenance Fees paid as of 2-28-2010 \$552,675.96
Maintenance Fees paid as of 2-28-2009 \$576,615.00
- Currently we have 193 owners that have not paid the first portion of the 2010 Maintenance Fees.
- 2009 Inventory has been completed with no discrepancies.
- We have 334 campers in storage as of March 1st.
- 7 Golf Cart storage spaces are available.
- The office has 185 ownerships for sale. Last year at this time we had 136.
- Discussed working with a collection agency on delinquent accounts will provide the Board with more information at next month's meeting.
- Joyce brought a few operational issues to the board for discussion and consideration.

Steve Tallman – Maintenance Manager:

These are a few highlights from the November Maintenance Managers Report. The full report is posted and or available in the office.

- Moved 208 campers, compared to 230 last year.
- Upgraded 12 sites in area 2 to 50 amp service, extended pads, disposed of railroad ties and replaced with pressure treated retainer walls, and installed sewer to sites 62 and 63. Due to winter weather there has been a delay in opening Area 2.
- All 4 fresh water storage tanks cleaned inside and out by Plastic Werks, which is required by OSHA.
- Winter presented the staff with numerous frozen water pipes and extensive repairs throughout the park.
- Installed six ADA toilets and grab bars to all bathhouses and activity building.
- Fabricated new puzzle table and computer stations.
- Installed all new light fixtures in clubhouse.
- Replaced carpet around both billiard tables.

Steve informed the board the big tree on front of Clubhouse Lawn is dying and has to come down and will be replaced with new tree. He is in need of fill dirt and is going to use the dirt islands between sites in area 6. He also, informed the board how the repair work will be done on lower pool.

OLD BUSINESS:

Gate Card Reader

Mr. Copelan provided the board with bids for Security Gate System and Cards. The board discussed at length the bids and implementation of a new system. Wesley will continue working with the office staff and maintenance for a smooth transition.

** A motion was made to purchase from Access Control Technology's Quote # 3910M #2 for Gate Card Reader System at a cost of \$15,662.85*

Motion by Wesley Copelan

Second by Doug Waters

Vote was 5 for, 1 against Aileen Connor

One-Day Sale of Ownerships

The board reviewed and discussed the impact of our growing number of deeds for sale and the negative impact to the budget, by allowing owners to post their ownerships for sale on the owner's board.

** A motion was made to rescind prior motion made May 15th, 2009 that allows owners to post their memberships for sale on owner's board.*

Motion by Beth Griner

Second by Wesley Copelan

Vote was 4 for,

2 against Doug Waters, Aileen Connor

** A motion was made to have a one-day sale April 20th, 2010. 25 ownerships will be for sale at a cost of \$2000 per ownership. The Resort Ownership Deed Value will go to \$3500 the next day.*

Motion by Beth Griner

Second by Aileen Connor

Vote was unanimous

Reservation System

The board discussed reservation issues and made the following motion

** A motion was made to allow owners to cancel on front of reservation but not add to the end of their reservation. Owner must change sites.*

Motion by Aileen Connor

Second by Gary Bryan

Vote was unanimous

Monthly Fine Report

Joyce is now providing the board with a monthly fine report.

Sale of Kiln's

The board discussed the sale of Kiln's in the March newsletter and will open bids at the April meeting.

2010 Budget Approval

The board discussed the potential issues with account collections and the impact it may have on the budget.

** A motion was made to Conduct Full Financial Audits on even number years and Conduct Partial Financial Reviews on odd number years. The 2009 budget year will be a Partial Financial Review.*

*Motion by Beth Griner
Second by Aileen Connor
Vote was unanimous*

** A motion was made to approve the 2010 budget as presented.*

*Motion by Aileen Connor
Second by Gary Bryan
Vote was unanimous*

DIRECTORS REPORTS:

Activities – Doug Shaver:

Mr. Shaver presented the board with a list of planned activities for the 2010. Activities consist of cookouts, movies, parades, dances, and square dancing. This is a small list of proposed activities. He also informed the board he posted a sign up list on activities board for owner volunteers to sign up for each activity.

There is a scheduled **Activity Committee Meeting Friday March 26th, 2010 at 7:00pm.**

Mr. Shaver then reviewed the new required purchase order form to be filled out by the owner and signed by activities director for reimbursement from Office Manager. He discussed inventory control and how the new pantry will be stocked.

Mr. Shaver said owner Steve Henson has put together a computer station that has microphone and karaoke capabilities for the park to use or purchase. The Board agreed to have contract between the 2 parties to use and store the system at no charge.

Finance- Beth Griner

- I. Reviewed and audited check ledgers and cash summary for November, December 2009 and January, February 2010.
- II. The bank balance in investment account is \$139,537 as of February 26, 2010. Our investment earned \$1320.48 for 2009 and \$172.73 year to date. Our interest rate is .68%.
- III. First Georgia earned \$2548.54 for 2009. Current balance \$137,784 as of February 26, 2010. Interest earned YTD \$235.99 a rate of 1.48%. I moved \$100K from investment account to this account in January.
- IV. Traditions Bank earned \$1,236.75 for 2009. Current balance of \$111,369 as of February 22nd, 2010. Interest earned YTD \$118.59 at rate of 1.4%. I moved \$100K from investment account to this account in January.
- V. Two CD's renew at Community Bank and Trust. CD renewal on December 3rd, 2009 for 12 month at 1.7% interest. The CD earned \$2978.25. CD renewal on January 13th, 2010 for 12 month at 2.0% interest. The CD earned \$4068.75. I have information to share about this bank. This bank is now owned by SCBT. I have claimed our money but we are now only getting 1% interests. I will try to find better rates and move them this month.
- VI. CD at Habersham Bank earned \$2,966.31 interests. Changed CD to a 3 year @ 2.1% interests maturing on March 18th, 2013.
- VII. Joyce and I inventoried the Safe Deposit Box.
- VIII. Reviewed Inventory for 2009. Which includes all equipment and tools. everything was accounted for.
- IX. Joyce and I met with Mike Musselwhite from BB&T to review our insurance coverage.
- X. Joyce, Christine, and I met to review our delinquent accounts.
- XI. I will be having a Finance Committee meeting on April 14th, 2009 at 9:30am to give some direction on preparing for the annual meeting.
- XII. Joyce and I met with Tony Nix from Turner Wood & Smith Insurance to review our Employee Benefits Package.

Buildings – Aileen Connor

Refer to Maintenance Report, which is available in the office. Ms. Connor reported that repairs and upgrades have been made this winter. She commended the staff for working very hard on the list given to them. Many positive comments have been made from our members.

Grounds – Ron Brett

Refer to Maintenance Report, which is available in the office. Mr. Brett reported that Area 2 winter project is almost complete and opening date is set for April 15th, 2010. If the work gets done it may open sooner. He informed the board of trees that needed removed. The big tree in front lawn of clubhouse will need to come down. H-lot will be grassed in April and the two Leland Cypress Trees were replaced. Mr. Brett reported that he and Ms. Connor checked every campsite, including tent sites and prepared a list of all repair work that needs to be done. This list will be given to Steve.

Rules – Doug Waters:

Mr. Waters reported that he plans to have a rules committee meeting soon to review our Rules & Regulations. He already has 6 owners willing to serve on this committee.

Equipment – Wesley Copelan

Mr. Copelan reported that we would need someone to maintain golf carts when we get in the busy season. He discussed the cost of repairs on each golf cart last year. Mr. Copelan presented bids for new maintenance utility vehicle for consideration.

** A motion was made to purchase a green UTV-CW265 from Swineharts for \$3995.00 plus tax.*

*Motion by Ron Brett
Second by Aileen Connor
Vote was unanimous*

Owner Relations – Gary Bryan

The board read and reviewed all owner letters and gave feedback for their responses to said letters.

Executive Session – entered at 1:25pm to discuss personnel, exited at 1:30pm.

NEW BUSINESS:

Swimming Pool Open and Close Dates

** A motion was made to open both swimming pools on May 24th, 2010 and close upper pool on September 7th, 2010 and close lower pool September 24th, 2010.*

Motion by Beth Griner

Second by Wesley Copelan

Vote was unanimous

Security Contract

Mr. Shaver presented the Board a copy of a renewal contract from Tru-Vision Security for 2 year or 5 year option with no increase in rates. The Board reviewed and made the following motion.

** A motion was made to renew contract with Tru-Vision Security for 5 years.*

Motion by Doug Waters

Second by Aileen Connor

Vote was unanimous

Discussions for next month:

- Clubhouse Replacement Appraisals
- Golf Cart Storage
- Delinquent Account Collections
- Washing RV'S
- Activity Building- time slots owners can reserve
- Rental Camper Purchases
- Summer Staff

Meeting was adjourned

Respectfully Submitted



Beth Griner
Secretary/Treasurer