

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

General Open Meeting  
June 21, 2014

**Attendance.**

**Present:** David Stover, President, Safety; Gary Bryan, Vice President, Buildings and Grounds; Beth Cruz, Treasurer; John Gaines, Secretary, Rules and Regulations, Assistant By-Laws; Tommy Walker, Activities, Equipment, Owner Relations, Ricky Carter, By-Laws, and Assistant Buildings; and Marvin Hill.

**Absent:** Beth departed the meeting at 9:50 A.M.

David Stover, President, called the meeting to order at 9:08 A.M. in the Activity Building. Pledge and prayer was conducted and all were welcomed to the meeting.

**Motions follows:**

- 1) The motion to approve the agenda with the addition of 'Meet the Candidates' change of time from 1 P.M. to 11 A.M. on August 9, 2014. Made by John and seconded by Gary. The motion was approved by unanimous vote.
- 2) The motion to approve the minutes from May 17, 2014 as written. Made by John and seconded by Beth. The motion was approved by votes of 5 Yea (John, Beth, David, Tommy, Marvin) and 2 abstain (Ricky and Gary).
- 3) A motion accept audit bid from Mixon & Associates for one year at cost of \$4500.00. Made by John and seconded by Marvin. The motion was approved by unanimous vote.
- 4) Motion made to approve Surplus Property Policy. Made by Ricky and seconded by Gary. The motion was approved by all present (Ricky, Gary, David, John, Marvin, and Tommy). Beth was absent. (See attachment)
- 5) Motion to approve Unicoi Equipment or Property Usage Policy. Made by Ricky and seconded by Marvin. The motion was approved by votes of 4 Yea (Ricky, Marvin, Gary, John), 1 Abstain (Tommy), 1 did not vote (David), and 1 absent (Beth). (See attachment)
- 6) **Motion to abide by the By-laws as written today and later.** Motion by Ricky and seconded by John. The motion was **disapproved** by votes of 2 Yea (Ricky and John), 4 Nay (Gary, Marvin, Tommy, and David), 1 Absent (Beth).
- 7) Motion to break for lunch at 12:30 P.M. for one hour. Motion by Tommy and seconded by Gary. The motion was approved by all present. Beth was absent.
- 8) Motion to change time for 'Meet the Candidates' from 1 P.M. to 11 A.M. on August 9, 2014. Motion made by Tommy and seconded by Marvin. After discussion, the motion was **withdrawn**.
- 9) Motion to adjourn at 2:45 P.M. Motion by Tommy and seconded by Marvin. Motion approved by all present (Tommy, Marvin; David, Gary, Ricky, and John). Beth was absent.

Business Managers Report (Presented by President since manager was on vacation)

Business Managers Report

Joyce Tallman

June 21, 2014

Maintenance Fees collected as of May 31, 2013	\$752,184.07
Maintenance Fees collected as of May 31, 2014	\$796,191.79

There are 77 owners that owe the full 2014 maintenance fees

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And there are 37 that owe the second portion of the maintenance fees

Currently there are 10 owners waiting to RV storage  
Currently there are 4 golf cart spots available

There are 219 ownerships available for sale

Storage fees collected for the month of May 2014

RV Storage	9438.00
Golf Cart	900.00
Utility Trailers	207.00
<b>Total</b>	<b>\$10,545.00</b>

5. Maintenance Manager Report: (Presented by President since manager was on vacation)

**Maintenance Managers Monthly  
Report, June 2014**  
June 9, 2014

Unicoi Springs Owners Association  
2444 Hwy 356 North  
Helen, Ga. 30545

To: Board Members

Work completed by maintenance personnel from 5/13/2014 thru 6/9/2014.

**Park improvement work**

- Finished repair work on 316 wall. Opened sites 314-316.
- Opened upper and lower pools, inspection ok.
- installed 4 new transfer pumps and controls with panels at sewer station at dam
- Rebuilt drum bbq grill for park
- Cut hazardous trees and limbs around park
- Worked on deck repairs sites 189,215,246,260
- Built 5 new picnic tables
- Completed repair list for all outside lights
- Installed new risers at septic tank #8 by site 118
- Installed 5 receptacles outside fence at lower pool for activities

**Administration:**

- Moved 413 campers.
- Daily well readings
- Monthly enzymes
- Sent quarterly well water samples to state
- Watched management videos 1,2,3,4,

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6. Treasurer's report presented by Beth. Audit bids were discussed and motion was made to accept a one year contract from Mixon and Associates at \$4500.00 (see motion #3). The next Finance Committee meeting is scheduled for July 08, 2014 at 9:00 A.M. Beth departed at 9:50 A.M.
7. Committee Reports:
  - 1) By-laws, Bonnie Jordan, meeting weekly as an owner driven committee. We plan to have open forum meetings with owners in near future and to post proposed changes for review. Ricky stated a concern of legal costs. Ricky will give a timeline to other board members. Discussion followed about committee members must be approved by board, how the minutes of the meetings are kept and/or voted on by the committee, and who does the committee chair report to such as the director of the board or owners. Ricky thanked all for the input and working on the committee.
  - 2) David Stover handed out copies to board members of the Employee Hand Book for review and preparation for discussion at next board meeting.
8. Activities report – Tommy called on John for an overview of the planned activities for the Independence Day Celebration scheduled for June 28<sup>th</sup>. John provided the overview and stated that a few more volunteers were needed for the games. Tommy stated that a work order or directive was needed to ensure the front office personnel passed out Activities schedules to owners and guest at check in. A discussion on the Memorial Day celebration covered the closing of the pool near clubhouse for two hours, using the service flags added improvement to the ceremony, and photos of the veterans were made and available to those who want one. Kitchen dedication scheduled for July 12 will be added to the activities sheet.
9. Grounds report – Gary. In area 6 sites #314 and #316 are now open and being enjoyed. Question on the Maintenance Managers report was is it posted or available to owners? David reviewed the Bricks-R\_Us area near the ice machine that we need to coordinate the transplanting of the plants from that area and install the bricks. This requires more coordination with garden club and volunteers.
10. Buildings report – Gary. Memorial weekend usage of the kitchen was very positive. Maintenance is ongoing on the buildings. Reminder that owners need to fill out work order forms for repairs, which lets us know what is in need of repair.
11. Equipment report – Tommy. Golf carts purchase approved last month status: one was purchased and awaiting the second one from the dealer. Check with dealer for getting one at the same price or we will have to get new bids.
12. Break 10:35 – 10:50
13. Owner relations– Tommy.
  - 1) Suggestion to plant shade trees in playground so children will have some shade during afternoon hours. Discussion included looking at a shade screen, also.
  - 2) Suggestion made for better meal schedules such as for breakfast. Post times for better communication.
  - 3) Suggestion to repaint the ball courts and refurbish the goals and nets.

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14. Rules and Regulations – John. The committee discussed last month’s suggestion from an owner to reduce the reservation fees. Committee made a recommendation to keep the fees as is. Board did not take any actions to change the recommendation.

15. Old Business.

- 1) Surplus Property Policy was reviewed and discussed which led to motion #4 being made and approved the policy.
- 2) Unicoi Equipment or Property Usage Policy was discussed which led to motion #5 being made and approved the policy. This requires updating our insurance policies to ensure all names are listed as required by the insurance company. Discussion on emergency use of hand tools included some ideas such as locate a kit at the security shack and use a sign out sheet for owners to use.

16. New Business

- 1) Board compensation for on/off fees waiver. John brought to the attention of the current board that an old board passed a motion to waiver on/off fees for board members which conflicts with the current and then bylaws. **Discussion led to motion # 6 for the board to abide by the by laws as written today and later. This motion was disapproved (see motion 6 above).**
- 2) Committee organization. Gary and Ricky questioned how our committees were operating and to whom did the chair person report. Referenced By laws article III section 19 to include a purpose for any committee. Points made that committee members are covered by liability insurance if done in accordance with by laws. Suggestion made to identify every committee and approve the purpose of each. Membership rosters can/may be attached to each committee appointment.
- 3) Lunch break 12:30 – 1:30 P.M.
- 4) Camper storage fees = Gary.
  - A. If one pays by month why is the cost more than an annual payment? Documents from old board motion and newsletter showed the cost if paid annual and monthly. Discussion followed which included: why is electric area more than non-electric, what are the charges for semi-annual and quarterly payments (that was not documented – who authorized), can business manager answer? Directive to manager will follow.
  - B. Gary stated that a work order or directive needs to get the garbage area cleaned to reduce the smell.
- 5) Candidates Applications -- David. Introduced to the attendees the new list of candidates as: Beth Cruz, Bob Harber, Bonnie Jordan, Marvin Hill, and James Head. David encouraged all to attend the meet the candidates meeting on August 9, 2014 at 1:00 P.M. A motion was made to change the time from 1 P.M to 11 A.M. but was withdrawn after some discussion (see motion # 8 above).

17. Owner Comments:

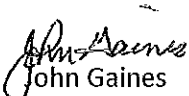
- 1) Dedication of the kitchen will it be for a person or volunteers? It will be for volunteers.
- 2) Costs of the kitchen project? We are working to capture all the data. Some add on were board approved after the project started so it will have to be captured.
- 3) Activity building / kitchen usage must be cleaned after use. Housekeeping assists only on certain holiday events based on April 2012 minutes. Cleaning checklist is on clipboard in kitchen. We need policy and the policy needs to be posted in the building.
- 4) David announced that Wi-Fi is now available in the activity building.

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18. Directives to the managers were signed by the board.

- 1) Business Manager – require front office personnel to handout an activity sheet when owners check-in.
- 2) Business Manager – A. Storage fees – what is the authority for charging semi-annual and quarterly fees? B. Why are the annual fees and monthly fees different in that monthly fees are \$65.00 more per year?
- 3) Maintenance Manager – the garbage area needs to be cleaned/pressure washed in order to reduce the smell, during the summer twice.

19. Meeting adjourned 2:45 P.M.

  
John Gaines  
Secretary

Approved: *19 Jul 2014*

Two attachments:

1. UNICOI SPRINGS CAMP RESORT, SURPLUS PROPERTY POLICY, DATE APPROVED – June 21, 2014
2. UNICOI SPRINGS CAMP RESORT, UNICOI EQUIPMENT OR PROPERTY USAGE POLICY, DATE APPROVED – June 21, 2014

# UNICOI SPRINGS CAMP RESORT

## SURPLUS PROPERTY POLICY

DATE APPROVED – June 21, 2014

Reason for this Unicoi Springs surplus property policy is:

- 1- To provide an open, orderly, uniform, fair, honest method for disposal of DECLARED surplus property.
- 2- To avoid cost to store or maintain any no longer needed property.
- 3- To prevent unauthorized removal, disposal, recycling or re-appropriation of any surplus property which would be considered theft and constitutes a breach of this policy.
- 4- To let all owners, staff, any buyers or bidders know that all sales are as is, final, no warranties or insurances shall be on said property. All bidders, buyers will be solely responsible for any required tags, titles, insurances, and other needs once USCR has signed over. This shall be verified by signatures on form and ownership transferred and paid for in full before leaving USCR property.
- 5- All items shall be removed within 7 days of bid winner notification unless board approves extension at time of bid opening. Failure to remove within 14 days will lead to forfeiture of said property and it will be offered to next highest bidder for original high bid.
- 6- All owners will have first choice to bid if no one bids then it can be offered to general public and staff.
- 7- All properties will be advertised in all forms of USCR communications to include posting on all boards, website, newsletters with all pertinent info and dates property can be inspected and bid opening dates regardless of decided value. If offered to gen. public must be advertised in local media/s.
- 8- All bids shall be: in two sealed envelopes that states that it is a bid for said items, post marked, dated when received and must be in one week before meeting that bids will be opened and will be opened in a regular open meeting, bids and bidders will be stated to members and recorded in minutes. High bid will get property. If two equal bids the earliest post marked date will win bid.

Process for declaring surplus and in this order:

- 1- Dept manager will notify board in open meeting in writing explaining item/s and the need to dispose of any property that has been determined to be of no use to USCR in any depts.
- 2- Board must verify no.1 above. Then board must declare said property surplus by majority vote.
- 3- Board must approve if they will be sold by entire lot or set or each item separate.
- 4- Board must determine approximate value of any set or individual items and determine if they wish to set a minimum or starting bid at this time.
- 5- If a value is determined to be less than \_\_\_\_\_ it can be sold at craft, yard or any park sale. Still must be communicated as above in item 7. If determined the value is more than \_\_\_\_\_ item/s must go through a sealed bid process with bids opened at regularly scheduled open board meeting. Highest bidder can determine if they want all or any number or one item at said bid. If all or not wanted it will be offered to next highest bidder at high bid price, if they do not want for that price they will be offered to next bidder and on down the line. If no one takes them they can be offered for rebid to owners, staff and general public. This way we can put multiple like items of similar value out to bid without bidding each item separately.
- 6- All tools, info, stickers, tags, or identifying marks writing etc. from inside or outside shall be removed from said surplus property before inspection dates.

Author: Ricky Carter

**UNICOI SPRINGS CAMP RESORT**  
**UNICOI EQUIPMENT OR PROPERTY USAGE POLICY**  
**DATE APPROVED – June 21, 2014**

Reason for this personal use of Equipment policy is to:

1-To prevent any risk of : possible liability, personal injury, personal or USCR property damage claims against USCR by (undesigned persons) due to the following or other reasons.

A-Lack of proper training on hand and or power tools, equipment, trucks, tractors, trailers etc.

B-Lack of knowledge of proper use of any tools and or equipment.

C- Lack of knowledge of proper protocol, normal processes used by staff.

D- Due to possible lack of any or Proper Insurance coverage.

2- To prevent possible damage, non-approved modifications and or unnecessary repairs due to undesigned persons working on or trying to repair or modify USCR property.

3- Designated personnel shall mean USCR staff while in the process of carrying out their normal office or maintenance duties.

4- USCR property shall be all buildings, structures and equipment in or on, decks, rails, tables and all utility equipment, use of shop, shop tools or equipment, any parts or materials, hand and or power tools, ladders, scaffolds, tractors, trucks, trailers, rental units, and cleaning equipment and or supplies. Anything owned by USCR.

Enforcement shall be the responsibility of all staff and or security, Staff must report any infringements to managers or security in writing. Managers must insure this is stopped immediately and if not must report to security to warn, fine or sanction. Any staff that knows this is going on and does nothing can be held accountable and can lead to termination of employment as this puts USCR at risk.

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Policy Is : Undesigned persons (defined in no. 3 above) shall not be allowed To:

-Use major equipment such as Trucks, Tractors this shall always be prohibited to all but staff.

-Use any USCR tools or equipment (defined above in no.4 above) at all unless board has approved by majority vote in Regular meeting and insurance allows and Proper coverage must exist.

-Work on or attempt to modify, repair any park equipment or property defined above unless board has approved and insurance allows and Proper coverage must exist.

- Owners will be responsible for any damages caused or incurred by them or guest and will have an assessment placed against them for cost of any and all damages using labor cost and materials to repair or replace any damages or modifications.

Exceptions are as follows:

Any normal park function that is done by volunteers, standing committees, or persons doing or helping with board approved projects. You must still coordinate these with managers so as to not disrupt or interfere with normal staff duties.

Any tools or equipment designated specifically for owner use now or in future such as Laundry, air compressor kitchen tools etc.

Anyone must be listed on Unicoi insurance to be able to drive USCR normal autos.