

## **Unicoi Springs Camp Resort**

### **Board of Directors Regular Meeting Minutes**

**July 15, 2016**

#### **Board Members in Attendance:**

David Stover – President

Arlon Maddox – Vice President

Beth Cruz – Treasurer

Tommy Walker, John Gaines and Frank Ward

Absent – Bonnie Jordan - Secretary. Minutes taken by Arlon Maddox & Beth Cruz

Beth Cruz - 1:10PM

Meeting called to order by David Stover at 9:05 AM.

Prayer given by David Stover and Pledge of Allegiance led by Arlon Maddox.

Welcome and Comments by David Stover.

#### **Motions Follow:**

1. Motion to approve Regular Meeting Agenda for June 16, 2016 for the Board of Directors.  
Motion made by Tommy Walker. Seconded by Arlon Maddox.  
Yeas – David, Arlon, Beth, John, Frank and Tommy. Nays – none.  
Motion Approved.
2. Motion to include in future minutes' owners' summary of suggestions/concerns in order to capture data and create patterns of owner concerns.  
Motion made by John Gaines. Seconded by Frank Ward.  
Yeas - David, Arlon, Beth, John, Frank and Tommy. Nays – none.  
Motion Approved.
3. Motion to approve the June 17, 2016 Minutes for the Regular Board of Directors Meeting.  
Motion made by Frank Ward. Seconded by David Stover.  
Yeas – David, Arlon, John, Frank and Tommy. Nays – none. Abstain – Beth  
Motion Approved.
4. Motion to ban the use of Hover boards in Unicoi Springs Camp Resort. Post in our Rules & Regulations.  
Motion made by David Stover. Seconded by Frank Ward.  
Yeas – David, Arlon, Beth, John, Frank and Tommy. Nays – none.  
Motion Approved.

5. Motion to purchase hand held radios with base station installed from Mobile Communications of Hall. (Motorola) Bid price: \$13,336.58. attach a copy of bid to motion.  
Motion made by Frank Ward. Seconded by Tommy Walker.  
Yeas – David, Arlon, Beth, John, Frank and Tommy. Nays – none.  
Motion Approved.
6. Motion to let no employee enter a rental if a pet is detected inside, unless the pet owner is present.  
Motion made by Frank Ward. Seconded by Arlon Maddox.  
Yeas – David, Arlon, Beth, John, Frank and Tommy. Nays – none.  
Absent- Bonnie.  
Motion Approved
7. Motion by Tommy Walker to put the (3) EZGO surplus golf carts out for bid to all owners. \$ 1800.00 minimum bid. Add this to the Newsletter.  
Motion made by Tommy Walker. Seconded by Arlon Maddox.  
Yeas – David, Arlon, Beth, John, Frank and Tommy. Nays – none.  
Absent- Bonnie.  
Motion Approved
8. Motion by electronics on June 21, 2016 to rescind the statement in Motion 3 dated 6/17/16 "with all statements of work be added to official minutes." And rescind the work order dated 6/17/16 regarding the statement.  
Add the words- "a copy of all statements of work will be filed in the office and available to owners upon request."  
The Secretary will add the words work order written after all motions requiring a work order.  
Motion made by Bonnie Jordan. Seconded by Arlon Maddox.  
Yeas – David, Arlon, Beth, Frank and Tommy. Nays – John.  
Motion Approved.
9. Motion to adjourn General Meeting at 1:56 PM.  
Motion made by Arlon Maddox. Seconded by Tommy Walker.  
Yeas – David, Arlon, John, Frank and Tommy. Nays – none.  
Motion Approved

## **Manager's Report:**

### **Joyce Tallman – Business Manager**

Maintenance Fees collected as of June 30, 2016 \$868,558.14

Maintenance fees collected as of June 30, 2015 \$877,180.73

There are 62 accounts that owe for the 2016 Maintenance Fees, compared to 76 owners last year, at this time.

There are 26 accounts that owe the second portion of 2016 maintenance fees, compared to 12 (last year at this time).

Currently the Resort has 254 Ownerships for sale.

There are 4 RV storage spots available and no waiting list or spots available for golf cart storage.

Last month the Board had me to put a sign up stating no Hover Boards allowed. Can we get a motion on this? Therefore, I can put it in the rules and regulations. Please review the newsletter and advise Christine or myself of any changes or corrections by July 22<sup>nd</sup>, as it will go to the printers then.

### **Steve Tallman – Maintenance Manager**

Work completed by maintenance personnel from 6/19/2016 thru 7/15//16

Park improvement work:

- Repainted the bathrooms at the lower pool
- Cut grass, weeded and trimmed bushes as needed
- Expedited work order
- Work on repairing the drain line in back lot /C
- Working on the bids for winter work
- Called Windstream for line at site 265 and 268.

#### **Administration:**

- Moved 357 campers.
- Put enzymes in septic system and inspected playground equipment.
- Checked daily water well readings.
- Sent in monthly water well reports and quarterly water sample.
- Filled rental propane tanks
- Service complete on trucks and shop equip.

27 work orders were turned in from the office

26 call in over the radio from housekeeping and the office

18 work order from the housekeeping duties assigned to weekend workers to complete above and beyond moving campers

6 site surveys

25 hand written notes from multiple sources too complete

105 request were turned in of those 8 surveys and 5 work orders were not completed all the rest were completed.

Steve also had a one-month estimate cost and time on moving campers to and from storage to sites and site to site moving.

### **Discuss current radio situation**

## Director Reports:

### Treasurer's Report by Beth Cruz

- Reviewed and audited check ledgers and cash summary thru June.
- Reviewed payable receipts thru June.
- **The complete Treasurer's report is available in the office which list banks and balances, as well as investment information and available to all owners.**
- Presented January and February winter income and expense sheet.
- Presented suggestions from the Finance Committee to include recommendations to raise rental fees, purchase a (3) seat gas powered golf cart for touring resort and marketing purpose only. Finance committee supported putting the (3) EZGO golf carts up for bid in the newsletter with a minimum bid of \$ 1800.00.
- Presented a mid-year budget review, no recommendation to change budget.

### Activities by David Stover

Fourth of July weekend went by good. Lots of people in the park. The parade was a good sight to see with all of the golf carts decorated in our national colors with flags, banners and lights of red, white and blue. Bicycles, strollers and even a scooter entered the parade for a while. All the campers that were decorated had a special theme of their own with displaying the flag, banners, lights and in glory fashion to honor all Americans. The activities kept all having fun, especially the slip & slide. The sack lunch went good, also. The D J that night played a different variety of music that was enjoyed by all ages. A special "thank you" to all members that volunteered to help with activities. We are now working on a dinner with a western theme. More on this later.

### Buildings by John Gaines

The need for a larger storage building for housekeeping supplies and a location for it. Steve to get information on some buildings and email them out to all board members to approve one that will fill the need for housekeeping. John pointed out that we need to be looking at the June 2015 buildings report and especially, safety issues need to be addressed.

### Equipment by Tommy Walker

See motion # 5 about hand held radios. See motion # 7 about surplus golf carts going out for bids. Also, the resort should start planning on purchasing a newer truck for moving campers. The two we have is beginning to have more repairs to them and one is using oil.

### **Rules, Regulations and Procedures by Arlon Maddox**

See motion # 4 about the non-use of Hoover boards at Unicoi Springs Camp Resort. Need to up-date our Rules & Regulation to reflect this policy. Pet friendly campers are being used with a couple of issues. One is sometimes housekeeping has to keep checking back to have owner their before going in to clean. We also have had a couple of times where an owner has used a non-pet friendly camper and paid the \$50.00 fine. We may need to looking at changing the fee for doing this and also maybe raising the fee when using a pet friendly camper.

### **Owner Relations by Frank Ward**

Letter from owner stating pool rules are not being following, especially kids running, diving and playing on the rocks. The clear bottle rule not being followed. Recommend, especially on holiday weekends that staff and/or security make consist walk thru in both pools to check for violations. Also, don't clean pool filters on the shrubbery put it in a trash can.

Letter from owner stating that the current map of the campground isn't accurate as for what camper will fit on what site. Site #196 was given as an example.

Recommend hiring outside source to redo the map and make it more accurate.

Letter from owner to remove the wording "after 6:00 PM" on sign at handicap parking next to where housekeeping parks golf carts, especially since they leave by 5:00PM or before each day.

### **Old Business**

Discussed the hand held radios. See motion # 5 to purchase new radios.

Approved the form to be mailed out with the candidate's envelope for the owners to vote on the park staying open year around. (See motion #4 June 17, 2016)

### **New Business**

Meet the candidates August 6, 2016 in the club house at 10:00AM. Microphones for owner questions passed around by Arlon and Bonnie. Time keeper, Frank Ward. Moderator, David.

Forest and Kathy Rice chairpersons for Ballot mailing committee. Ken Loudermilk chairperson for Ballot counting committee.

Beth made motion to raise rental rates, but it wasn't seconded. All board members are to review this and bring back suggestions to the August 19, 2016 meeting.

Beth made comments about the housekeeping storage building is being flooded when it rains. Steve to get quotes on a bigger storage building and cost and email this out to all board members to review.

Beth and/or Steve to get information about warranties on the hand held radio's.

**Owner Suggestions and Concerns**

A concern about owners using wood burning fire rings at their site. Overheard someone say I'll do as I please. Under age children driving golf carts, especially on holiday weekends. Someone shooting fireworks on the 4<sup>th</sup> of July. If park is open during cold months and an owner has to use maintenance to thaw out their water line, jump start their vehicle or other special work then set a fee for this.

Vehicles on some sites parked making it hard for other owners to get by with their camper.

Moving campers into sites 60-61-145- & 146 they scrub on the pavement. Lots of time lost waiting on someone to bring boards to get the camper on or off.

Need to do up-grade to playground and putt-putt area. (Already planned for)

Have some of the monthly meetings on Saturday.

Redo the front office to help improve the image of the park.  
Comments made thanking some board members for their time helping during the past few months. Especially with helping with the past winter projects.

Suggestion from owner about EMS and how to communicate with them and with our current radio system that maybe the users need better etiquette. Also, add some extra trash cans thru out park so an owner out walking picks up something, they won't have to take it back to their camper.

Respectfully,



Arlon Maddox  
Vice-President