

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

October General Open Meeting  
October 19, 2013

1. Attendance. Present: David Stover, Beth Cruz, Marvin Hill, Ricky Carter, Tommy Walker, and John Gaines. Absent: Gary Bryan.
2. David Stover, President, called the meeting to order at 9:00 A.M. in the Clubhouse. Pledge and prayer was conducted and all were welcomed to the meeting.
3. Motions follows:
  - 1) The motion to approve today's agenda was made by John and seconded by Ricky. The vote was unanimous of all board members present. The motion was approved.
  - 2) The motion to approve the minutes of the **September 21, 2013 General Board meeting** was made by Beth and seconded by Ricky. The vote was unanimous of all board members present. The motion was approved.
  - 3) The motion to approve the minutes of the **September 21, 2013 Annual meeting** was made by Ricky and seconded by Marvin. The vote was unanimous of all board members present. The motion was approved.
  - 4) The motion to approve the minutes of the **September 21, 2013 Initial Board Meeting after the September election** was made by Beth and seconded by Tommy. The vote was unanimous of all board members present. The motion was approved.
  - 5) During Office Manager's report it was discussed as to the closing and opening dates due to reservations time requirements effected during this season and beginning of next season. The motion was made by Beth and seconded by Marvin to close the park on January 2, 2014 and open it on March 1, 2014. The vote was unanimous of all board members present. The motion was approved.
  - 6) Motion made by Ricky and seconded by Beth to send Joyce Tallman, Office Manager, to the HR Law 2014 class in Gainesville, GA on November 15, 2013. The vote was unanimous of all board members present. The motion was approved.
  - 7) Treasurer reported that Rabun County Bank will start charging fees for monitoring second signatures of the resort's checks. A motion was made by Beth and seconded by Tommy for the board to sign a waiver to release the bank from monitoring the second signature so we will not incur the \$25.00 monthly fee to do so. The vote was unanimous of all board members present. The motion was approved. Note: the treasurer and auditor will still monitor our transactions to ensure proper billing.
  - 8) Treasurer reported that it costs us more, by duplicating work of office personnel of posting and re-posting the admin fees, than we are receiving in return by charging the \$2.00 admin fee for split billing (paying maintenance fees in parts in lieu of all at one time). A motion was made by Rick and seconded by Tommy to continue split billing but to remove the \$2.00 admin fee which requires double work by employees to account for the billings. The vote was 5 to 1 with Marvin abstaining. The motion was approved.
  - 9) Motion made by Beth and seconded by Tommy to accept the proposed budget for 2014 as provided by Treasurer. The vote was unanimous of all board members present. The motion was approved.
  - 10) Motion was made by Beth and seconded by Marvin to change waste pickup contracts for one year starting November 1, 2013 based on the lowest of three bids received from Waste Away,

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Advance Disposal, and Waste Management Company, which would discontinue the current service from Waste Management Company. The vote was unanimous of all board members present. The motion was approved.

- 11) Motion was made by Tommy and seconded by Marvin to adjourn for lunch for one hour (12:00 – 1:00). The vote was unanimous of all board members present. The motion was approved.
- 12) Motion was made by Tommy and seconded by John to approve the proposed 2014 board meeting schedule presented by David with corrections for May and June dates (May 17 Saturday & 18 Sunday Open House **in lieu of** May 16 Friday & 17 Saturday Open house and June 7 Saturday **in lieu of** June 2 Monday). Vote was 5 to 1 with Marvin voting no. Motion was approved.
- 13) Motion was made by Marvin without a second to change 2014 meeting dates to Friday in lieu of Saturday. Motion failed without a second.
- 14) Motion was made by Tommy and seconded by John to approve the Grounds Site Plans Specifications presented by Ricky. The vote was unanimous of all board members present. The motion was approved.
- 15) Motion was made by Marvin and seconded by John to purchase three golf carts, now, from Fat Boys Golf Carts based on the lowest of three bids presented. The three bids were for 2008 EZ GO RXV cart with utility bed which includes new batteries. Bids received from: Fat Boys Golf Carts, Covington, GA; Carts and Barrels, Stockbridge, GA; North Georgia Golf Carts, Hiawassee, GA. The vote was unanimous of all board members present. The motion was approved.
- 16) Motion was made by Marvin to rescind the previous motion on golf carts and amend the motion to purchase three carts now from Fat Boys Golf Carts based on the lowest of three bids presented but include \$150.00 each for lights to be installed which brings total per cart to \$2550.00 plus sales tax. Motion was seconded by John. The three bids were for 2008 EZ GO RXV cart with utility bed which includes new batteries. Bids received from: Fat Boys Golf Carts, Covington, GA; Carts and Barrels, Stockbridge, GA; North Georgia Golf Carts, Hiawassee, GA. The vote was unanimous of all board members present. The motion was approved.
- 17) Motion by John to approve as written the Road Cut Policy, Drawing Specifications, Procedures and Standards presented by Ricky but with a disclaimer statement added under Reason for this policy. (Disclaimer: if at any time these do not meet or exceed local codes the local codes will prevail. It is the responsibility of staff or contractor to insure codes are met.) Seconded by Tommy. The vote was unanimous of all board members present. The motion was approved.
- 18) Motion by John to approve as written the Drainage Culvert Corrugated Steel Pipe and Other use and Replacement Policy Specifications, and Standards Guidelines as presented by Ricky. Seconded by Tommy. The vote was unanimous of all board members present. The motion was approved.
- 19) Motion by Ricky to adjourn and seconded by Marvin. The vote was unanimous of all board members present. The motion was approved at 3:30 P.M.

4. Office Manager Report:

Maintenance fees collected as of September 30, 2013	\$796,391.33
Maintenance fees collected as of September 30, 2012	\$826,647.04

There are currently 21 names on the waiting list for RV storage and 3 spots available for golf cart storage.

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The newsletter will be going to the printers on Monday November 4<sup>th</sup>, please advise Christine or myself of any article you would like to see in the newsletter. We will send you a proof before it goes to the printers.

The Western Sizzler has been reserved for our annual Employee Christmas dinner at 6:00 P.M. November 15<sup>th</sup>, 2013.

What is the closing and opening date for 2014? Reservations are being made for December at this time?

5. Maintenance Manager Report submitted was summarized by the President due to the approved absent of the manager. Report follows:

Work completed by maintenance personnel from 9/17/2013 thru 10/7/2013.

**Park improvement work**

- Continued repairing decks.
- Closed upper pool
- Cleared brush and trees from A lot
- Installed supports under floor of chapel

**Administration:**

- Moved 253 campers.
- Daily well readings
- Monthly enzymes

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7/2/2013

### Standards for upgrade

- All pads will be 4" of concrete with large fiber.
- All pads will have wire reinforcement.
- All pads will have 8"x8" bell footer on edges.
- All walls, electrical, water, sewer, will be 5' from pad where possible.
- All patios will be 12'x24' where possible.
- Move water to rear of site.
- Concrete to concrete will be joined with rebar.
- Existing concrete will have footer dug out.
- All new pads will have 4" of #57 packed and 4" concrete with footer.

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October 8, 2013

## Work detail for area 6

### Steps:

#1/cut water off in area #6.

#2/cut power off to site #300/316.

#3/take up power box/ and site lights/and faucet.

#4/take up bad concrete/and asphalt.

#5/take out banks that need to be taking out for walls and utility's to go in.

#6/ take trees out at the top of 307/309 sloop bank and put seed and hay on it.

#7/begin to put power lines in and water lines in and cable lines in and sewer lines in

#8/ Reinstall sites.

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## Site work details

Site #300/take out the entire deck and put a 12x24 concrete deck if can.

Site #301/cut deck at front and take out bank for 5 ft. on right-side and rear for wall.

Site #302/take entire deck and camping pad out and put the same concrete pad in or more and a 12x24 concrete deck if can.

Site #303/take wood deck out and replace with a 12x24 wood deck.

Site #304/take entire deck out put a 12x24 concrete if can.

Site #305/square off deck and put a 12x24 concrete if can.

Site #306/take front drive out and take out entire deck out and put a 12x24 concrete if can.

Site #307/take out entire deck and put a 12x24 concrete deck in if can take out and repair drive.

Site #308/take out entire camper pad replace the same or more take out entire deck and place with a 12x24 deck.

Site #309/cut off front deck square off and make 12x24 deck if can and cut parking and put new drive in with concrete.

Site #310/take out entire site pour pad, patio and drive.

Site #311/square off patio and take bank back with wall.

Site #312/take out entire site and pour new patio, deck and drive.

## Optional sites time and weather permitting:

Site #313/take patio and bank pour new patio with wall.

Site #314/take out entire site move approx. 2 ft. and pour new patio, pad and drive.

Site #315/take out patio and bank pour new 12x24 patio with wall.

Site #316/take out entire site move site approx. 2ft. pour new 12x24 patio new pad and drive.

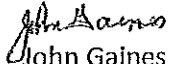
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6. Treasurer's report was accepted as presented by Beth. Proposed 2014 budget, new bank fees, waste pick-up contract, and split billing discussion led to motions which were approved. Discussion on bid process and expense accounting procedures led to an understanding that we need written policy and procedures.
7. Safety committee - David. Currently there are six members. The resort needs the ability to communicate with White County Sheriff department and ambulance services in case of emergencies.
8. By-laws committee report - Bonnie Jordan. Committee has gone through the by-laws and has recommended changes. Changes will be in a typed format, soon. The goal is to have the by-laws changes ready for vote by next spring. Still looking at the number of owners versus the number of sites which might require changes to the use of the sites for more efficiency.
9. Activities report -- Marvin gave an overview of upcoming events, a proposed 2014 special events calendar, and funds received for the coffee (\$245.55) and ice cream (\$244.00). Tommy provided an updated list of volunteers for activities.
10. Special Project report -- Kitchen: David reported progress is on-going. By next Tuesday, we expect a punch list from the county and soon will be ready for activities to continue in the main room.
11. Grounds report -- Ricky. He recommended that at the next meeting that the board select the 2014 winter projects, in order to, develop a plan and allocate resources. This will be added to the agenda for November. This winter's project is Area 6 in accordance with approved plans.
12. Equipment report -- Tommy. New purchase proposals will be covered in new business.
13. Owner relations report -- Tommy. Two submissions were received: unattended absence accountability and proposal to build a walkway across the pond at the gazebo.
14. Rules and Regulations report -- John. Recommended the by-laws committee include rules and regulations.
15. Old business:
  - 1) Site plan -- Ricky. Motion was approved.
  - 2) Grounds Director Duties and Equipment Usage Policy were tabled until November meeting. The goal is to provide feedback prior to meeting so it can be considered for approval.
  - 3) Cell tower update: Verizon is working with others groups for a location and will get back with us if others are not interested.
16. New Business:
  - 1) Retainer of law firm requires a November vote to keep same or change firms.
  - 2) Surplus Property Policy -- Ricky. Board recommended the resort managers review and make input prior to next meeting. It will be on the November agenda.
  - 3) Purchase of new equipment -- Tommy. Golf cart purchases motion was approved. Proposed truck purchase was tabled until justification and further information can be gathered.
  - 4) Road Cut Policy and Culvert Policy -- Ricky. Both approved by motions.

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- 5) Security will be re-looked at the November meeting.
- 6) Performance Evaluation Form will be used next year since it is too late for this year's evaluations.

17. Meeting adjourned 3:30 P.M.

  
John Gaines  
Secretary