

**Unicoi Springs Camp Resort  
Board of Directors Regular Meeting Minutes  
October 20, 2017**

**In Attendance:**

David Stover, President  
Thurman Carpenter, Vice President  
Doug Jackson, Treasurer  
Kathy Davis, Secretary  
Directors - Arlon Maddox, Tommy Walker, Frank Ward

Managers Meeting with Board and Managers *only* was called to order by David Stover at 8:31 a.m.  
Prayer

**Maintenance Manager's report – Steve Tallman:**

Work completed by Maintenance Personnel from 9/17/2017 thru 10/20/2017.

**Park Improvement work:**

- Installed tire swing in playground.
- Working on winter work supply list.
- Repair water line at site #77
- Replace pump in lower pool.
- Had the Case Backhoe to Piedmont Tractor for service.

**Administration:**

- Moved 398 campers from 9/17/17 to 10/20/17
- Put enzymes in septic system and inspected playground equipment.
- Checked daily well readings.
- Sent in monthly well reports and quarterly water samples.
- Filled rental propane tanks.
- As of 10/18/2017 we have a full crew.

Two (2) water leaks have been found and that problem has been resolved.

Discussion of winter project. Phase 1 includes water lines starting in area 6 from site 315 to site 77. We will be upgrading the power as we come down the hill. We thank our volunteers that have marked the water and sewer lines for us. Windstream has been invited to lay their wire while we have an open ditch. Approximate cost will be \$19,000 to \$20,000 for this phase of the project.

Next phase will be to renovate sites 299 thru 284. Renovation will be approximately \$3000 per site. Sites 281, 282, and 283 which will be approximately \$1500 per site. Islands will be removed and a wall constructed. Time frame to preform this work and the extent of the wall will be determined after the dirt is removed.

Final phase will be to pave the involved areas with asphalt. That phase will be next year.

Sites 14, 24, and 26 will also be renovated at the cost of approximately \$7,000.

Steve will also be installing 14 slide out covers on previously purchased rental units at a cost not to exceed \$3,000. Rental trailers that are earmarked to be replaced this year will not be included in this project.

**Business Manager's report – Joyce Tallman:**

Maintenance Fees collected as of September 30 <sup>th</sup> , 2017	\$897,216.13
Maintenance Fees collected as of September 30 <sup>th</sup> , 2016	\$884,638.51

There are currently 37 accounts that have not paid their 2017 maintenance fees and 2 accounts that have not paid the 2<sup>nd</sup> portion of the 2017 maintenance fees.

There are 23 names on the waiting list for RV storage and 4 names on the waiting list for Golf Cart storage.

Managers meeting completed at 9:47 a.m.

**Executive session was held from 9:50 a.m. To 10:25 a.m.**

**Meeting restarted in the Activities Building – open meeting**

Meeting called to order by David Stover at 10:35 a.m.

Prayer

Pledge of Allegiance by all in attendance

Welcome remarks and reminders made by David Stover, President

President David Stover mentioned the following items that were discussed during Executive Session

- We have a Curb Appeal issue regarding Area 1. Beth Cruz, our former treasurer, and Joyce Tallman, our office manager will meet with their attorney next week.
- We also have an issue between board members and an owner. These issues will be discussed in White County.

**Director's Reports:**

**Treasurer's Report by Doug Jackson:**

- Reviewed and audited check ledgers for September.
- Reviewed Payable Receipts.
- **The complete Treasurer's report is available in the office which lists banks and balances, as well as investment information and is available to all owners.**
- Updated the Corporate Resolution to change names for banking purposes
- See motion 6
- Insurance review will be some time in November
- Obtaining recommendations for members of the Finance Advisory Committee
- Financial Policy and Procedures as well as rental rates will be reviewed next month

**Activities Report by David Stover:**

- The Fall Craft show will be held tomorrow, October 21<sup>st</sup>. We will be serving coffee and donuts for \$1. This event is open to the public so we may need help with showing people where to park.
- Our Halloween celebration will be held October 28<sup>th</sup>. Since this is our biggest event of the year we will have a full staff of maintenance personnel on duty. Volunteers are always welcome. Fun will be had by all.

**Grounds Report by David Stover:**

- The project is so large that it will be a two year endeavor.
- Please see Maintenance Managers report at the top of this document for a description of the Phases of our next project.
- See motions 8, 9, and 10

**Buildings by Thurman Carpenter**

- We have received a bid for the Bath House roofs. The roofs on Bathhouses 1 and 4 will be replaced this next year. We also have some wood damage that will need to be taken care of. Presently the contractor submitted a bid for all five bathhouses. I will get back with him on the price of just the two bathhouses and a quote for wood damage. I will report on this next month. The wood damage may need to be taken care of by our maintenance personnel.

**Equipment by Tommy Walker**

- The backhoe is presently in the shop for hydraulic lines. New teeth are also being installed on the backhoe bucket in preparation for our winter project. It would be nice to purchase a \$3,000 concrete saw, however, we will rent one for \$100 a day and see if that is more cost effective.

**Rules and Regulations by Arlon Maddox**

- Typically any revisions for the Rules and Regulations handbook will come out at the beginning of the year in January. If you have any suggestions please let me know.

**Marketing by David Stover**

- We would like to sell ownerships through the office, so please refrain from selling on the porch.
- We will be participating in the Atlanta RV show.
- See New Business and motion 13

**Owner Relations by Frank Ward:**

- The board received eight (8) letters which were discussed by the Board. Responses will be sent to those owners.

**Covenant/By Laws by Kathy Davis**

- The Covenant Committee has submitted a request to Attorney Kim Gaddis to make a determination on how the votes will be counted at the end of this revision process. This is not a straight forward process due to the fact that there is a new Georgia law that may apply to us. We are still awaiting her reply to see if this endeavor is doable.

**Old Business**

- Overview of our winter project. See Maintenance Manager's report, Grounds report, and motions 8 and 9.

**New Business**

- Attorney selection tabled until next month.
- We will participate in the Atlanta RV show January 26, 27, 28, 2018. All volunteers please sign up with Christine Hubal in the office. See motion 13
- The 2018 Board Meeting Calendar has been approved.
- 2 New rental campers will be purchased with the special funds set aside for that purpose. See motion 12.
- David Stover requested a committee to review the rules, process and procedures for candidates to run for Board of Directors be formed. This committee will also make suggestions for site rules.

## **Motions:**

1. Motion to change time of open board meetings starting at 8:30 a.m. Executive meetings to be held after regular meeting as of January 1<sup>st</sup>, 2018.  
Made by David Stover    Seconded by Thurman Carpenter  
Vote unanimous in favor  
Motion approved
  
2. Motion to approve the agenda of the Regular Meeting October 20, 2017.  
Made by Kathy Davis    Seconded by Tommy Walker  
Vote Unanimous in favor  
Motion approved
  
3. Motion to approve the minutes of the September 16, 2017 Board of Directors Regular Meeting as written.  
Made by Thurman Carpenter    Seconded by Doug Jackson  
Abstain Kathy Davis  
Vote in favor David Stover, Doug Jackson, Arlon Maddox, Tommy Walker, Thurman Carpenter, Frank Ward.  
Motion approved
  
4. Motion to approve the minutes of the September 16, 2017 Annual Owners Meeting as written with the exception under Rules and Regulations add the words "David said" regarding dog clean up.  
Made by Kathy Davis    Seconded by Frank Ward  
Vote unanimous in favor  
Motion approved
  
5. Motion to approve the minutes of the September 16, 2017 Board of Directors Officer Election/Job Duties Meeting with the following change. Christmas party will now be held on Thursday, November 16<sup>th</sup>, 2017.  
Made by Frank Ward    Seconded by Tommy Walker  
Vote unanimous in favor  
Motion approved
  
6. Motion to adopt the updated Corporate Resolution dated September 16<sup>th</sup>, 2017 to change names to Doug D Jackson Treasurer, David Stover President, Kathleen Davis Secretary, Joyce Tallman Business Manager.  
Made by David Stover    Seconded by Thurman Carpenter  
Vote unanimous in favor  
Motion approved
  
7. Motion to raise the Maintenance Fees \$10 from \$410 to \$420 per year.  
Made by Kathy Davis    Seconded by Arlon Maddox  
Yeas Kathy Davis, Arlon Maddox  
Nays David Stover, Doug Jackson, Tommy Walker, Thurman Carpenter, Frank Ward  
Motion Disapproved
  
8. Motion to move forward on Area 6 project electrical and water from sites 315 to 77 not to exceed \$25,000.  
Made by Arlon Maddox    Seconded by Tommy Walker  
Vote unanimous in favor  
Motion approved

9. Motion to move forward to redo sites 14, 24, and 26 at a cost of approximately \$7,000.  
Made by Arlon Maddox      Seconded by Tommy Walker  
Vote unanimous in favor  
Motion approved

10. Motion to stay with Waste Management for \$640 per month for the next three years.  
Made by Frank Ward      Seconded by Arlon Maddox  
Vote unanimous in favor  
Motion approved

11. Motion to install 14 slide out covers on our existing campers not to exceed \$3,000. Do not install on campers ear marked to be replaced.  
Made by Kathy Davis      Seconded by Tommy Walker  
Vote unanimous in favor  
Motion approved

12. Motion to purchase two (2) new rental trailers with slide awning(s) not to exceed \$40,000.  
Made by Tommy Walker      Seconded by David Stover  
Vote unanimous in favor  
Motion approved

13. Motion to participate in the Jonesboro RV show January 26, 27, 28, 2018 not to exceed the cost of \$3500.  
Made by Kathy Davis      Seconded by David Stover  
Vote Unanimous in Favor  
Motion Approved

14. Motion to adjourn at 12:25 p.m.  
Made by Tommy Walker  
Motion approved

#### **Owner Comments:**

1) *A concerned owner, who happens to be a sales tax marshal that investigates sales tax fraud, brought the following to the attention of the board. There is an enterprising owner that advertises on the internet on Air B&B. This owner rents out our rental units and has turned his/her membership into a business making \$17 per night profit. The concerned owner feels that this is not the spirit of our membership and there is competition for reservations.*

*Since we do not furnish linens we do not come under the \$5 bed tax issue, however, he feels that there is a sales tax issue that could be pursued by the state at 4% and the White County at 3%. The state and county could go back 2 years to collect taxes. There was also a question of whether this would interfere with our not for profit status or federal tax exemptions. His suggestion was to post a sign in the office that states "If you are paying more than \$60 per night we will comp your visit".*

David said he would check with our attorney regarding this matter.

2) *An owner was concerned because she had reservations in an area that was scheduled to be shut down for the winter projects.*

She was reassured that her reservations would not be affected.

3) *An owner reported that he was having poor WIFI reception.*

It was explained that fellow campers may be streaming or using hot spots which have an impact on everyone's reception. The foliage on the trees and the wind also plays a factor. There is an article in the "Communicator" newsletter which will be addressing this issue in the next couple of weeks.

4) *What is the criteria for changing out campers?*

Age, cost of repairs and general condition play a factor. We keep two older campers as pet friendly units. Experience has taught us that it is more cost effective to trade in a rental camper rather than sell one to our owners.

5) *There that was a motion earlier which was defeated suggesting that we raise maintenance fees \$10. What was this based on?*

November is the month that we traditionally send out dues notices for next year so decisions on dues must be made at the October board meeting. Our treasurer is new on this board, consequently we just received a copy of the proposed budget a few days ago.

As a board we are scrutinizing every penny, no money is wasted. We have not finished looking at the entire budget as a group. The director who asked for the raise was concerned about the turnover of our maintenance employees and from past Unicoi Springs budget experience, knew the budget would be very tight and although the budget discussions were still in progress had looked ahead to the undiscussed categories and felt it prudent to ask for a very small increase based on past budget knowledge.

The remainder of the board felt that until every item was discussed they would not consider an increase. Unicoi Springs is very financially sound and debt free. We maintain and improve our facility while costs keep going up. It's a balancing act. We are very serious and prudent about spending money.

6) *Another owner said, "A few years ago we had a \$35 increase. Why ask for just \$10?" I would prefer to have a \$10 increase now, much better than a \$50 increase later.*

Because I felt that was what was needed.

Respectfully,

Kathy Davis, Secretary

