

**Minutes of the Board of Directors Meeting
Unicoi Springs Owners Association
November 20th, 2009**

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 Vice-President Ron Brett.**

Minutes for September

The Board accepted the minutes as corrected for September 18th, 2009.
Motion made by Beth Griner
Second by Wesley Copelan
Vote Unanimous

Minutes for October

The Board accepted the minutes for October 16th, 2009.
Motion made by Beth Griner
Second by Gary Bryan
Vote Unanimous

Managers Reports

Joyce Tallman – Office Manager:

- Maintenance Fees paid as of 10-31-08 \$770,865.57 2360 accounts
- Maintenance Fees paid as of 10-31-09 \$857,175.14 2280 accounts
- There are 5 names on RV storage waiting list.
- There are 6 Golf Cart spots available, no electric.
- Presented the Board with ownership sales history and financial impact on revenue. A marketing strategy was also given for review and consideration.
- The office has 169 ownerships for sale.

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 488 campers, compared to 501 last year.
- Worked with HEMC to install new transformer in area 2 for 50amp upgrade.
- Repaired various water lines, electrical items and decks.
- Snaked out main sewer line by site 224
- Did repair work on the rentals.
- Prepared for Halloween activities.
- Did various repair and maintenance on equipment.
- EPD did a follow up inspection on drinking water system.

The board reviewed the budgetary items Steve provided the previous month.

** A motion was made to purchase a soil Wacker Packer for upgrade work at cost up to \$2500.*

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

** A motion was made to purchase a new sand filter system for lower pool.*

*Motion by Aileen Connor
Second by Wesley Copelan
Vote was unanimous*

OLD BUSINESS:

Mr. Copelan provided the board with information for Security Gate and Cards to review at the January meeting.

Open Board Meetings

* *A motion was made to have open board meetings in April, June, August and October.*

*Motion by Gary Bryan
Second by Doug Waters
Vote was unanimous*

* *A motion was made to hold the Meet the Candidates meeting on July 17th 2010 at 11:00am.*

*Motion by Wesley Copelan
Second by Gary Bryan
Vote was unanimous*

* *A motion was made to hold the Annual Meeting on September 18th, 2010 at 1:00pm.*

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

* *A motion was made to approve annual scheduled meetings for 3rd Friday of every month except the January meeting to be held on Saturday January 16th, 2010.*

*Motion by Beth Griner
Second by Gary Bryan
Vote was 4 for,
2 against Ron Brett, Aileen Connor*

Cancellations of reservations

Board discussed issues and decided to turn over to Rules & Regulations for review and recommendations.

One Day Sale- tabled till January.

Attorney

President, Doug Shaver informed the board that he would be taking care of the correspondence with the resorts attorney's.

* *A motion was made to retain Weissman, Nowack, Curry & Wilco, P.C. as resorts attorney for \$1200.00*

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

DIRECTORS REPORTS:

Finance- Beth Griner

- I. Reviewed and audited check ledgers and cash summary for October.
- II. The bank balance in investment account is \$51,496.68 as of October 30th, 2009. Our investment earned \$1225.23 year to date. Our interest rate is 1.11%.
- III. First Georgia earned \$2433.13 with balance of \$82,433.13. Interest rate 1.735%. I moved \$45K for November expenses.
- IV. Traditions Bank earned \$ 1,214.60 with balance of \$11,214.60. Interest rate 1.144%.
- V. Two CD's will renew before our meeting in January.
- VI. I have the 2010 final proposed budget with a few changes for your review.

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

Motion by Beth Griner

Second by Wesley Copelan

Vote was unanimous

Executive Session – entered at 10:50am to discuss personnel, exited at 11:33am.

** A motion was made to change corporate resolution signatures for conducting banking business from Aileen Connor to Doug Shaver, President*

Motion by Beth Griner

Second by Aileen Connor

Vote was unanimous

Activities – Doug Shaver:

Mr. Shaver reported the last breakfast of the season was October 17th. The Halloween weekend was a success even with the rain, only the hayride was cancelled. Thanksgiving dinner was great even though the crowd was smaller than last year. Doug thanked the board members and owners that got in there and made activities a success. Doug's quote:

I CAN'T DO IT, BUT WE CAN

Mr. Shaver presented the board with a new purchase form to help with communication from activities to management. All persons purchasing for the resort must fill out this form and have signed by Activities Director before turning in your receipts for all activities expenses

Buildings – Aileen Connor

Refer to Maintenance Report, which is available in the office. Ms. Connor reported she inspected all buildings this week. Rentals will be put back in area 2, 122 to 58, 127 to 66, 131 to 67. She had round bookshelf taken out for safety and moved the brochure rack to clubhouse porch. The person who donated the piano said we could give it to Joe Black. Ten mattresses will be replaced in following rental campers, 2 Jayco and 8 Dutchman. Statement of work was given to Steve.

** A motion was made to add a computer station to southeast corner of clubhouse.*

*Motion by Aileen Connor
Second by Wesley Copelan
Vote was unanimous*

** A motion was made to install pre-hung door from main activity room to old laundry room in the activities building.*

*Motion by Aileen Connor
Second by Doug Waters
Vote was 5 for, 1 abstain Beth Griner*

Grounds – Ron Brett

Refer to Maintenance Report, which is available in the office. Mr. Brett reported that winter project has begun and has slowed down due to bad weather. Need to replace two dead Leland Cypress trees in H-Lot. Will do survey of all campsites in January. Discussed the putt-putt as an owner project with Bill Fricks. Bill said he would work on this project.

Rules – Doug Waters:

Will review rules in November and December and report back in January. Discussed not making changes to rules except in January and July as needed. Requested the Maintenance Shop Policy be attached to minutes.

See Maintenance Shop Policy attached to minutes.

Equipment – Wesley Copelan

Had a meeting with Steve to review all equipment and maintenance schedules. Reported we didn't need a golf cart repairman at this time. Discussed the possibilities of getting a couple of mules for grounds work instead of golf carts. Discussed Replacement cost of a Kubota tractor at \$22,000.00.

Owner Relations – Gary Bryan

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

NEW BUSINESS:

Sale of Kiln

** A motion was made to sell 2 Kiln's individually with minimum bid of \$300.00 each and to advertise it in the newsletter.*

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

Discussions for next month:

- The Security Gate System
- One Day Membership Sale

Meeting was adjourned

Respectfully Submitted



**Beth Griner
Secretary/Treasure**

Motion by : Doug Waters, Sr
Seconded by : Ron Brett

Proposed Restriction on entry to the Maintenance shop and request of owners to borrow parts and tools: and to make repairs on personal vehicles.

Policy

Any owner who needs assistance for emergency repairs or services for a camper problem should first call or go to the office to notify the maintenance staff or security. A maintenance person will be required to meet them to determine if their problem is immediate and that their repair need will not interfere with the duties of our campground staff or security.

Parts Policy

An owner who has a problem with their camper constituting an emergency situation that affects the health and welfare of the camper owner may obtain parts if available, on a loan basis from Unicoi Springs Camp Resort. Any parts obtained as a loan shall be charged out to the owner to cover our cost. The camper owner shall be required to obtain a replacement part equal in quality, merit and grade. The replacement part shall be turned back into the maintenance shop within 10 days. Unicoi Springs Camp Resort will not, and does not order any parts for owners due to the record keeping, taxes and time involved with Unicoi Springs Camp Resort employees placing orders. Also Unicoi Springs Camp Resort will not accept returns of any parts not suitable or properly installed and does not accept any responsibility for errors in determining the correct part.

Maintenance Shop Visitors

It is the policy of Unicoi Springs Camp Resort that the maintenance shop grounds and buildings are off limits to all Unicoi Springs Camp Resort owners unless they have called the office to request permission to meet an employee for a specific reason or problem for both safety and liability reasons.

Motion: Douglas C. Waters
Seconded: Ron Brett
Unanimously approved August 21, 2009

Policy Statement

If an owner has a need for assistance on their camper, a call to the office should first be made, then the maintenance staff will meet the owner at the site to determine exactly what their problem is. Every effort should be made to discourage and prevent owners from entering the maintenance building without prior notification and approval; this policy should be clearly understood by all owners to prevent the continued loss of nuts, bolts, tools, and other supplies.

It is still the policy of this Board of Directors of Unicoi Springs Camp Resort and our Maintenance staff to assist our owner/campers in any way to make their stay a pleasant and enjoyable experience.