

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

General Open Meeting
November 16, 2013

1. Attendance. **Present:** David Stover, President, Safety; Gary Bryan, Vice President, Buildings, Assistant Grounds; Beth Cruz, Treasurer; John Gaines, Secretary, Rules and Regulations, Assistant By-Laws; Tommy Walker, Activities, Equipment, Owner Relations; and Marvin Hill. **Absent:** Ricky Carter, Grounds, By-Laws, and Assistant Buildings. Absent during afternoon session: Beth Cruz.
2. David Stover, President, called the meeting to order at 9:00 A.M. in the Activities Building. Pledge and prayer was conducted and all were welcomed to the meeting.
3. Motions follows:
 - 1) After discussion of agenda and David's request, the motion to approve today's agenda but table Security and Code of Ethics items was made by John and seconded by Tommy. The vote was unanimous of all board members present. The motion was approved.
 - 2) A motion to table agenda items: Grounds Director Duties Policy, Equipment Usage Policy, and Surplus Property Policy, was made by Gary and seconded by Tommy. The vote was unanimous of all board members present. The motion was approved.
 - 3) The motion to approve the minutes of the October 19, 2013 General Board meeting was made by Tommy and seconded by Beth. The vote was 5 yes with 1 abstaining (Gary, since he was absent last month). The motion was approved.
 - 4) During Treasurer's report it was discussed to retain or change Law Firms, a motion to retain current Law Firm with \$1200.00 retaining fee was made by Gary and seconded by Marvin. The vote was unanimous of all board members present. The motion was approved.
 - 5) A motion that any ownership account in arrears 5 years or longer will be charged off in that fiscal year and moved to a separate billable account was made by Beth and seconded by Gary. The vote was unanimous of all board members present. The motion was approved.
 - 6) A motion to submit tax filing status using 1120 Form was made by Beth and seconded by Tommy. 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.
 - 7) A motion for a resolution to apply excess money to the following year assessment fees with President and Secretary signatures was made by Beth and seconded by Gary. The vote was unanimous of all board members present. The motion was approved.
 - 8) Motion to adjourn the General Open meeting at 2:05 P.M. was made by John and seconded by Gary. The vote was unanimous of all board members present. The motion was approved.

4. Business Managers Report

Joyce Tallman
November 17th, 2013

Maintenance Fees collected as of October 31, 2013	\$801,248.59
Maintenance Fees collected as of October 31, 2012	\$832,177.61

There are currently 11 golf cart spots available
There are currently 12 names on the waiting list for RV storage.
The newsletter and 2014 maintenance fees will go out this month.

5. Maintenance Manager Report by Steve Tallman:

UNICOI SPRINGS CAMP RESORT
BOARD OF DIRECTORS MINUTES

Work completed by maintenance personnel from 10/7/2013 thru 11/6/2013.

Park improvement work

- Started work on area 6 upgrade.
- Checked and repaired for winter freeze protection
- Cleared brush and trees area 6
- Worked on kitchen project
- Unicoi springs maint. started running sludge tests in house we save about \$290 or \$350 three time a year.
- Installed new street light at laundry for safety reasons

Administration:

- Moved 494 campers.
- Daily well readings
- Monthly enzymes
- we taking carts #1 and #4 out of the fleet

Area 6 project discussions based on questions and concerns from Steve, Maintenance Manager, and Gary led to an understanding that the drawings and specifications approved in August 2013 allow for site exceptions and flexibility by manager. The questions and concerns are covered in the narrative of the specifications.

The issue of using blocks or wood for the walls has been overcome by needing an answer today or be at a work stoppage next week. Lack of consistent contact with or from the block vendor led to the vendor not erecting a sample wall which was supposed to happen. The use of wood was agreed upon.

Water tank cleaning in Area 6 and 4 will be accomplished during the closed season. Plastics Works submitted a bid. We need other bids to be in compliance with established policy. Steve and Beth will attempt to get other bids. Beth will communicate with the board by email for decision.

Establishing a parking near water tanks cannot be accomplished due to state and federal regulation restrictions for security of water system.

6. Treasurer's report was accepted as presented by Beth. Her report led to motions #4 - #7 being approved. We received two Law Firm bids. The firms were from Weissman, Nowack, Curry & Wilco and Gaddis & Lanier. She listed on-going actions that she is working for the next meeting.

Beth requested that each Board Member provide her with a proposed budget by assigned area prior to the January 11, 2014 meeting for input to a proposed budget.

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

A CD will be cashed and put into earmarked account (Activity Building) and she will provide a report in January with budget update. Question by Gary about the funds for replacing campers was answered by Beth that funds were used for Activity Building and will be replaced upon cashing the CD.

7. Memorial Brick project - David. The cutoff date for ordering is year end and will re-start next March 2014.
8. Kitchen project - Gary. Cost update was given which included additional changes and funds: central heat and air, new wall panels, limited paint, bath, and pantry. Funds were approved earlier to cover the larger cost of the central heat and air. A credit is forthcoming from a vendor. Final budget is pending.
9. Activities report -- Tommy is looking at a special color shirt for volunteers and will not reinstate card tournaments at present.
10. Grounds report -- Gary (Ricky was absent). Suggested that the Putt Putt area should be upgraded, ideas are welcome from all, and committee volunteers to do limited work such as paint and change light bulbs.
Other discussion and suggestions were made: we really need to advertise our resort in a positive manner with improvements to the amenities, improvements for 'Tweens' maybe volleyball on basketball court, and maybe a survey to reach young or new owners for thoughts.
11. Building report -- Gary. No report but some discussion for all to look and respond with suggestions of improvement. Question raised if the rotation of rental campers of the most used and less used were being accomplished. Believed past minutes would show that they should be rotated. **We need to research rotation requirements. Action required for follow up. Maybe Joyce Tallman can answer. None rotated during 2013 per Joyce.**
12. Equipment report -- Tommy. Storage shed for equipment discussed, all agreed that more data is required, and with the new data present it in January. Permanent stage discussion led to suggestions for possible memory bricks, drainage requirements which include holy-board area, and landscaping. Will continue to discuss and plan. Agreed to table the F350 truck item.
13. Owner relations-- Tommy.
 - 1) Suggestion Form: digital that can be filled out on-line and submitted. Tommy to coordinate with Christine in the office and respond.
 - 2) Purple Martin gourd birdhouses: David will take the lead as a project and will respond.
 - 3) Site usage: after some discussion about size of campers versus site limitations, 60 day rule, and reservation policy, Tommy has the lead and will provide an answer.
 - 4) Request to store golf cart inside an enclosed trailer: member must pay both storage fees or cannot do this.
 - 5) 3rd night out: discussion led to question how the Rules and Regulations allow for nights out but the amendment dated 15 June 1988 to the covenants do not allow for it. **Research required. John has the lead on this.**
 - 6) Smoking Area sign moved: someone moved the sign to over the outside fireplace which is not an approved area. In Rules and Regulations item #18 the wording is not in accordance with the approved motion from the minutes of January 19, 2013 meeting. Wording on the motion reads

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

“Motion to move the smoking area from in front of the outside fireplace to the upper south west corner deck only.” The sign was moved back by maintenance but follow-up to get the wording right in the Rules and Regulations is required. **John has the lead to improve the wording and be ready to get board approval by March open meeting.**

14. Rules and Regulations report – John. No report.

15. Old business:


- 1) Law Firm Retainer – Beth. Motion was approved during the Treasurer’s report.
- 2) Grounds Director Duties and Equipment Usage Policy, Equipment Usage Policy, Surplus Property Policy, Security, and Truck purchase items were tabled until January meeting.

Lunch break was from 12:30 to 1:35 P.M. Beth was absent in the afternoon session.

16. New Business:

- 1) Code of Ethics was tabled till next meeting.
- 2) Memorial Day Celebration – Gary. Draft forms were passed out for collection of data from veterans and or their family. Suggestions made were to include special needs requirements to the form and combine the two forms together.
- 3) 3rd Night Out was discussed in Owner Relations above.
- 4) Director Photo missing from inside Clubhouse. During the Halloween celebration some photos and frames were knocked from the wall. One photo was missing. It was verbally reported to David, who called security. A written report was made by security officer Mark Turner. No witnesses have come forward with any information presently. Gary had the lead to have photos and frames installed better than before.
- 5) David received email about board member removing handrail from site. Yes, it was removed to allow for space on the slide of camper. Maintenance members assisted with removal and re-installation.
- 6) David gave Executive Meeting topics to audience in compliance with policy.

17. Meeting adjourned 2:05 P.M.


John Gaines
Secretary

Approved 1-11-2014