

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

General Open Meeting
August 16, 2014

1. Attendance.

Present: David Stover, President, Safety; Gary Bryan, Vice President, Buildings and Grounds; Beth Cruz, Treasurer; John Gaines, Secretary, Rules and Regulations, Assistant Bylaws; Tommy Walker, Activities, Equipment, Owner Relations, Ricky Carter, Bylaws, and Assistant Buildings; and Marvin Hill.

2. David Stover, President, called the meeting to order at 9:00 A.M. in the Activity Building. Pledge and prayer was conducted and all were welcomed to the meeting.

3. Motions follows:

- 1) To approve the agenda. Made by John and seconded by Marvin. The motion was approved. Votes were 7 Yea (John, Marvin, Tommy, David, Gary, Beth, Ricky).
- 2) To approve the minutes from July 19, 2014 as written. Made by Beth and seconded by Tommy. The motion was approved by votes of 7 Yea (Beth, Tommy, John, Ricky, Gary, David, Marvin).
- 3) To form a Finance Committee with Beth as chair. She will draft a purpose of the committee during the next committee meeting on September 9, 2014 and report back to the board. Committee members will be identified to the board at the September meeting. Motion made by John and seconded by Ricky. The motion was approved by votes of 7 Yea (Beth, Gary, John, Ricky, Tommy, Marvin, David).
- 4) To task the bylaws committee to reword Article III, Section 5 and Article IV, Section 11 to better define reimbursement and keep 'no compensation'. Motion made by John and seconded by Ricky. The motion was approved by votes of 6 Yea (John, Ricky, David, Tommy, Gary, Marvin). Beth was absent.
- 5) To create two notebooks for each Board Directors and managers use. Book 1 will have governing documents (legal rulings, covenants, bylaws, rules & regulations). Book 2 will include approved policies and procedures of the Resort. David will procure the notebooks (3 inch binders) prior to next meeting. Made by John and seconded by Gary. The motion was approved by votes of 6 Yea (John, Gary, Ricky, Marvin, David, Tommy). Beth was absent.
- 6) Motion that the President of Unicoi Springs Camp Resort does not vote unless to break a tie as has been in the past years until wording is properly implemented into the bylaws. Made by Gary and seconded by Tommy. The motion was approved by votes of 5 Yea (Gary, Tommy, Ricky, Marvin, John). Beth was absent. David did not vote.
- 7) To adjourn the meeting at 12:45 P.M. Motion by Gary and seconded by John. The motion was approved by votes of 5 Yea (Gary, Tommy, Ricky, Marvin, John). Beth was absent. David did not vote.

4. Business Managers Report

Joyce Tallman
August 16th, 2014

Maintenance Fees collected as of July 31, 2013	\$776,157.31
Maintenance Fees collected as of July 31, 2014	\$817,093.55

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Currently there are 14 owners waiting for RV storage and 2 golf cart spots available.

The newsletter and election material went out to the owners August 6th, 2014.

RV Storage	\$9799.50
Golf Cart storage	\$1753.00
<u>Utility Trailer</u>	<u>\$ 311.00</u>
	\$11,863.50

Discussion: Joyce thanked the board for the employee luncheon. She answered Marvin's question on the resale of hoses, clamps, and etc.

5. Maintenance Manager Report:

**Maintenance Managers Monthly
Report, August 2014
August 10, 2014**

Unicoi Springs Owners Association
2444 Hwy 356 North
Helen, Ga. 30545

To: Board Members

Work completed by maintenance personnel from 7/15/2014 thru 8/10/2014.

Park improvement work

- Cut trees and limbs around park.
- Replaced bad siding and painted clubhouse.
- Worked on repair list for outside lights
- Patched holes in roadway, front entrance, front site 169, front site 304
- Painted ramps at clubhouse and activity bldg. with non-skid paint.
- Cleared roots from septic tank bath house #2.
- Cleaned coils on rental air conditioners.

Administration:

- Moved 356 campers.
- Daily well readings
- Monthly enzymes
- Sent monthly well reports to state
- Had North Ga. Sewer pump out 10 D boxes.

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Discussion: on-going study and coordination with multiple firms about the pond sediment led to the tabling until the study committee can report back to the board. The board wants to look at some work options to reduce settlement or clean out the settlement as follows:

- 1) Drain pond
- 2) Float pond
- 3) Sediment Trap only
- 4) Do nothing at present
- 5) other recommendations

The sewer area behind the dam lacks some finishing touches and will be complete prior to the September meeting.

6. Treasurer's report was presented by Beth. The Finance Committee meetings met twice and are making progress for proposed policy. Next meeting is scheduled for September 9th. We want to have it ready by the September meeting for review. Beth explained the new accountant's report provides new data on the front half and the second half is like we have received in the past. The audit has started. Funds may need to be transferred from investments to operations next month. IRS contacted us about the 2010-2011 taxes. Resort owes \$1050.63 and payment was made.

Discussions:

- 1) Question about funds for 2014 in area 6 was explained that 2013 funds and 2014 funds were used.
- 2) Do we send tax documents registered or with confirmation? Answered as yes.
- 3) Bylaws required committees to be board approved along with the purpose led to motion #3. The Finance committee is working to get answers to Ricky's questions from earlier this year.

7. Committee Reports:

- 1) By-laws – multiple 'Preview meetings' are scheduled for owners. This allows for their input. Committee representatives will meet with our lawyer on August 20th for one hour (free hour per year) for guidance and answers to some legal questions that have arisen.
 - A. Board members stated they have some concerns and want to be included.
 - B. Committee member stated she had not been contacted about any meeting this year.
 - C. The current Preview draft state as 'Final Draft' but it is not. It is a work in progress.
 - D. An updated Committee roster will be provided to the Secretary of the Board by the committee Chair.
 - E. Question asked if preview meetings included weekends and the answer was yes.

8. Activities report – Tommy. Thanked all the volunteers for the past celebration and on-going events. Next event is scheduled for August 30, 2014. It is the "Labor Day Celebration". It will include a Bar-B-Q plate at noon. Music that night.

Discussion:

- 1) Green shirts – some questioned the criterion that was used and it was explained.
- 2) Question was asked "Why the Activity Director does not do all the celebration events?" I want owners to know why different people are doing them. Answered as: this grew from past years when we did not have Activity Director and it was a new technique to get more people involved.

9. Grounds report – Gary. In preparation of planning Winter Projects, your suggestions are welcome. Some may be continue in Area 6, decks only, and others to be suggested. Thanks to the 'Garden Club' for their work.

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Discussion:

- 1) Bruce (Garden Club) stated that we need to take care of our RESORT and that we are not a 'park'. In the past years, funds were saved as owners worked together to take care of our beautiful resort. He suggested a small utility shed be provided for their use. **Gary (Grounds/Building Director) will coordinate and report back to the board.**
- 2) Owner asked if it was ok to bring and plant flowers and such. Common areas are ok but, please coordinate location so it will not interfere with maintenance work such as grass cutting and trimming. Also, they were cautioned not to bring large plants or trees that will spread or be invasive in the future.
- 3) Trees and scrubs on sites are overgrown and need trimming. Contact the Garden Club or turn in a work order at the office for maintenance. In the past, some volunteers would go to the office and get small work orders and complete the job in lieu of Maintenance Department.
- 4) Cautions were stated about the Garden Club versus a committee after a question was the club directed by the board. What is the purpose of the club? Are they covered with resort insurance?

10. Buildings report – Gary. No report.

11. Equipment report – Tommy. Excess property bids to go out in November. **Tommy has the lead to determine the individual items minimum acceptable.**

12. Owner relations – Tommy.

- 1) Business card submitted into suggestion box stated "stop being so mean about rules". **John has lead to verify if person is an owner and if so contact and discuss.**
- 2) Fines on tent sites. This was sent to executive meeting.
- 3) Owner reported cabin 41 has vent covered. **Gary will look into this.**
- 4) Owner requested to install screen doors on cabins. **Gary will look into this.**
- 5) Owner asked why the rentals are not 'pet friendly'. Resort staff is not certified to clean after pets in our rentals.
- 6) Owner commented that fines for not cleaning dog poop as required should be increased. They will report those not doing the clean-up, if they can catch them. Suggestions made that upon check-in owners be reminded of the pet policy which is on the back of the activity sheet. This led into lease length rule of six (6) feet and retractable leashes being restricted to the six feet except in pet walks. John requested that owners provide him suggestions how to improve this.

13. Rules and Regulations – John. No report.

14. Old Business.

- 1) On/off fees discussion – is it compensation or reimbursement? Bylaws state no compensation. Bylaws need to be changed to better define. Bylaws committee tasked by motion #4.
- 2) Question asked what the reimbursement procedure was currently used and what fee is used. Currently use the IRS formula for mileage/lodging. **Policy is needed for reimbursement.**
- 3) Cable TV service issues – John is gathering data from the managers and will report upon understanding the data received from Wind Stream.

15. New Business

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- 1) New policies awareness Ricky recommended:
 - A. Communications board inside the clubhouse.
 - B. Policy awareness use notebooks or board.
 - C. Need to determine the size and locations.
- 2) Motion #5 was approved for Notebook binders (2 each) are procured for Directors and Managers. Book 1 will include governing documents and Book 2 approved policies/procedures
- 3) David stated that last June on the motion to abide by the governing documents that he voted wrong and wanted to clear the air. He wants this noted in the minutes.
- 4) Also, he wants guidance on whether the President votes or not which is not clearly stated in the bylaws. Bylaws committee will look into this.
- 5) Motion was approved by board for the President to vote only to break a tie (see Motion #6)

16. Owner Comments: done during earlier discussions.

17. Directives to the managers: none.

18. President stated an executive meeting was not necessary. Marvin then stated that he did have a reason for an executive meeting. Some stated that this was not stated when we approved the agenda but board allowed an executive meeting.

19. Meeting adjourned 12:45 P.M. (motion # 7).


John Gaines
Secretary

Approved: 20 SEP 2014