

**Unicoi Springs Camp Resort
Board of Directors Meeting
Regular Open Board Meeting Minutes
April 18, 2015**

Board Members in Attendance:

David Stover - President
John Gaines – Vice President
Beth Cruz - Treasurer
Bonnie Jordan - Secretary
Tommy Walker
Aileen Conner
Gary Bryan

Regular Board meeting called to order by David Stover at 9:40 AM.
Prayer given by John Gaines
Pledge of Allegiance by all

Motions Follow:

- 1.) Motion to approve April 2015 Agenda of Board meeting as is except for line item #7 to read
Regular Board Meeting:

Motion made by Gary Bryan Seconded by Bonnie Jordan

Yeas - David, Aileen, Tommy, John, Bonnie, Beth and Gary Nays – None
Motion Passed

- 2.) Motion to approve Regular minutes for March 21, 2015:

Motion made by Tommy Walker Seconded by Aileen Connor

Yeas - David, Tommy, John and Bonnie and Aileen Nays – None Abstain – Beth and
Gary

Motion Passed

- 3.) Motion to do a feasibility study on office remodel and upgrade resulting in some cost for
architect drawings and material lists and costs. Cost not to exceed \$1500.00. Attached
request for the feasibility study is initialed by all Board members.

Motion made by Beth Cruz Seconded by Bonnie Jordan

Yeas - David, Aileen, Tommy, Beth, Gary and Bonnie Abstain – John Gaines Nays- none

Motion Passed

- 4.) Motion to Adjourn Regular meeting at 11:11 :
Motion made by Gary Bryan Seconded by Tommy Walker
Yeas – David John, Beth, Bonnie, Gary, Tommy and Aileen. Nays - none
Motion passed

Managers Reports:

Joyce Tallman-- Business Manager

Maintenance Fees collected as of March 31, 2014 \$694,726.99

Maintenance Fees collected as of March 31, 2015 \$740,031.77

There are 159 accounts that have not paid the 1st portion of the 2015 maintenance fees, compared to 110 last year at this time.

Currently the Resort has 247 ownerships for sale.

There are 8 owners waiting for RV spots and 7 Golf cart spots available for rent.

Steve Tallman - Maintenance Manager

Work completed by Maintenance personnel from 1/13/2015 thru 3/13/15.

Park improvement work:

- Finished site light list. 93 lights total repaired.
- Cut dead trees around park.
- Continues refinishing rocking chairs from porch.
- Put 4 new rentals on site and hooked up for use.
- Completed deck work on sites 201 – 203.
- Repaired fans and lights in Clubhouse.
- De-winterized new rentals.
- Completed work on path at upper side of lake - Widened and re graveled.
- Patched roadway front of clubhouse and exit.
- Worked on park cleanup.
- Installed new sump pump and level controller at lower pool.
- Started work resurfacing lower pool.

Administration:

- Moved 229 campers.
- Put enzymes in septic system and inspected playground equipment.
- Checked daily well readings.
- Sent in monthly well reports.
- Restored records on new maintenance computer.

Project work:

- Started upgrade on site 136 from wood deck to cement.
- Started work on site 250. New deck and ramp for handicap use.

Beth Cruz – Treasurer:

1. Reviewed and audited check ledgers and cash summary thru March.
2. Reviewed payable receipts thru March.
3. The complete Treasurer Report is in the Office which lists Banks and balances as well as investment information.
4. Beth will present proposals for the annual audit this month.
5. Beth continues to research Wi-Fi hot spots.

New Business:

David brought to the owner's attention that 3 of our Maintenance men have passed the exam to test the pool water and Danny passed the exam to test our well water and complete the monthly report for our wells.

Reports:

Activities: Aileen reminded us a list for any_low inventory will be in the supply closet. Be sure to plan ahead for needed supplies when_planning events and Memorial Day list is needed by May 1.

Special Reports –By Laws: Bonnie gave all Board members a copy of the Duty of Confidentiality which will be included in our By Laws and on the back of the application to run for the Board. We are down to one concern in the By Laws and she has an additional call in to Rebecca to clarify how we will be counting our votes which will be very different due to our Attorney's interpretation of Article VI Section 8. The new By Laws are rewording that section allowing us to do all of our voting the same way we always have – by counting all eligible U#s. Please read our introduction letter and our new By Laws as soon as you get them and most important- Please VOTE. Thank you for your interest and for joining us in our open meetings.

Buildings: John requested input from members, bringing to his attention problems you may see with any of our buildings. Also, remember there are forms in the office to fill out when finding a problem.

Equipment: Tommy reminded us that the replaced campers and golf carts are at the bottom of the hill. They are available for viewing and bidding on

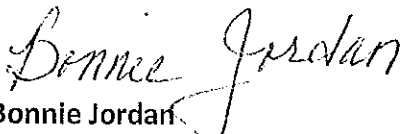
Rules and Regulations: If any owner has a suggestion for Rules and Regulations please submit them in writing, signed, dated and with your U#, to Aileen Connor or to the office. The office will place them in the proper Board folder. Suggestions will be presented to the Board for consideration.

Grounds: Bonnie reported on the area known as Lacey Curtains in area 3. The additional work required to help rectify the long time drainage problems and eliminate numerous rotting trees that posed a safety problem for campers as well as the walking trail. The end result is better run off for surface waters by building up the last two pads and cement patios and a layer of gravel under those sites to add underground drainage. The patios and pads are larger. A bonus is the wider lighted walking trail with a lighted path to the shuffle board. Also a reminder to owners, don't just verbally tell staff about a problem. People get busy and forget. Write up site reviews (found in the office), give your U# and sign them, when a problem is seen. If it is a Safety Issue, please mark it on the review so we can get quicker attention. Bonnie will be keeping track of the reviews, dating when received, when complete and action taken.

Owner Relations: Gary read a short letter regarding Dog walk areas and dogs wetting on lamp posts. A written response will follow.

Old Business: The Memorial Day meal meat will be Chicken and all Veterans will receive a free meal.

Meeting adjourned at 11:11. See Motion 4.


Bonnie Jordan
Secretary

Ideas for Winter Project

Attachment
to Motion
Feasibility Study

The idea for Renovation of the Unicoi Springs Camp Resort Office has been suggested. We will need to start a feasibility study of how we can improve the customer service areas in the office.

Discussions with Joyce Tallman and Staff have led to the following ideas:

- Four work stations behind a curved service counter.
- Phone lines, computer systems, cash drawer computer system, electrical requirements for each employee work station.
- The Xerox/Fax machine would need a designated phone line.
- Credit/Debit card machine would need a designated phone line.
- Filing cabinets should be moved closer to the service counter
- Replace windows with Energy Efficient Vinyl Windows
- Improved lighting
- Update HVAC system and relocate thermostat
- Designated area for postage machine

The reason for the study to be done in a timely manner is to obtain designs, Architect, cost and feasibility of the project. It should be in place and presented at the June 19, 2015 board meeting.

After the November 9th Thanksgiving Lunch the office staff will be relocated to the Activity Building until completion of renovation.

In order to move forward with the renovation of the Customer Service area Windstream will need to be contacted as soon as possible in regards to phone system, internet system and any electrical requirements before November 1st 2015

gw
BC
4/15/18

MB

JGT
18 APR 15

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BJ
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