

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

General Open Meeting  
April 19, 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 By-Laws; Tommy Walker, Activities, Equipment, Owner Relations; Ricky Carter, By-Laws, and Assistant Buildings, and Marvin Hill.

**Absent:** None.

2. David Stover, President, called the meeting to order at 8:30 A.M. in the Clubhouse Building. Pledge and prayer was conducted and all were welcomed to the meeting.

3. Gary Bryan asked for the floor and apologized for an incident last night in clubhouse.

**4. Motions follows:**

- 1) The motion to approve today's agenda was made by John and seconded by Tommy. The vote was 4 YEA (John, Tommy, Beth, and David) to 3 NAY (Ricky, Gary, and Marvin). The motion was approved.
- 2) The motion to approve the minutes of the March 15, 2014 General Board meeting with adding the Area 6 Maintenance Report was made by John and seconded by Beth. The vote was 6 YEA and 1 Abstain (Beth). The motion was approved.
- 3) A motion was made by Gary and seconded by Ricky to accept the policy for opening and closing of upper and lower pools dated October 19, 2013 and opening and closing of Resort. Vote was unanimous. Motion was approved. See attachment to these minutes.
- 4) Motion made by Tommy and seconded by Beth for seasonal staff to work 32 hours per week (8 hours in the security building) for a total of 19 weeks. The vote was unanimous. The motion was approved.
- 5) Motion by John and seconded by Tommy to rescind last month's motion to not accept 2014 proposed budget. It had too many requirements which cannot be met in a timely manner. The vote was 4 YEA (John, Tommy, Beth, and David) and 3 NAY (Ricky, Gary, and Marvin). The motion was approved.
- 6) Motion made by Beth and seconded by John to accept proposed 2014 Budget as presented. The vote was 4 YEA (Beth, John, Tommy, and David) and 3 NAY (Ricky, Gary, and Marvin). The motion was approved.
- 7) Motion by Ricky and seconded by Gary to put out bids for auditing services to be brought back for May meeting. The vote was unanimous. The motion was approved.
- 8) Motion made by Tommy and seconded by Beth to buy two 2011 RXV Golf carts at \$7597.00 taxes included from Carts and Barrels of Stockbridge, GA. The vote was unanimous. The motion was approved.
- 9) Motion made by Gary and seconded by Marvin to adjourn meeting at 12:25 P.M. The vote was unanimous. The motion was approved.

**5. Business Managers Report**

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Business Managers Report  
Joyce Tallman  
April 19<sup>th</sup>, 2014

Maintenance Fees collected as of March 31 <sup>st</sup> , 2013	\$578,678.58
Maintenance Fees collected as of March 31 <sup>st</sup> , 2014	\$694,726.99

There are 110 accounts that the 1<sup>st</sup> portion of the maintenance fees have not been paid

There are 221 ownerships for sale

11 Golf cart spots available

6 owners waiting for RV storage

When will the swimming pools open and close this season? What is the heating period?

Request for Seasonal staff to work 32 hours per week (8 hours in the security building) for a total of 19 weeks

**6. Maintenance Manager Report by Steve Tallman:**

Maintenance Managers Monthly  
Report, April 2014

March 6, 2014

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

To: Board Members

Work completed by maintenance personnel from 3/7/2014 thru 4/14/2014.

**Park improvement work**

- Continued upgrade work in area 6. Holding for ruling on wall 316
- Repaired cabin 41 HVAC. Repaired leak and replaced heat relay \$400.00. Work performed by Peak Performance and Air.
- Ordered new roof air conditioner for rental 65. Purchased from stage Parkway \$500.00.
- Patched hole on roadway at site 128
- Checked septic tanks for sludge levels
- Installed 2 new aerators in septic tanks 11-12
- Cut hazardous trees from sites 170,277,139,152,160

**Administration:**

- Moved 258 campers.
- Daily well readings
- Monthly enzymes

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Gary provided information to Steve Tallman that on site 48 a tree is leaning. Gary asked for the status of the hole in the road at the top of Cardiac Hill near site 128. Steve reported that an interim quick fix was concrete but, they would dig up the area and repair it upon receipt of supplies.

Steve Tallman apologized for Area 6 not being complete (two sites pending due to wall issue). Steve presented a rough draft drawing for a possible solution for the wall issue. It added dead-men and the pouring of a new patio on the site.

Ricky asked for an update of costs for Area 6. Steve said that he would have to get that data. **Steve has the lead for this data.**

Discussion followed about the two sites with the wall. Local inspector will be contacted to possibly determine a fix for the wall. **Steve has the lead on this.**

7. Ricky discussed a letter to Grounds / Ricky Carter from the Jordan's about flowers/plants and Area 6 plantings. Ricky stated that he was not the Grounds Director and had not been since November 2013. This surprised most if not all the board members. Ricky stated "I resign as the Grounds Director". He stated that the board needs to establish committee parameters.
8. Ricky requested for the May meeting a detailed report of cost overrun of Area 6 be presented to the board. The following was asked for: why the cost overrun; who approved it; who approved the change of the scope of work to include the four extra sites? **Steve and Beth have the lead for this cost.**
9. Discussion about golf carts included: the cost of cart maintenance, the age of the carts (some are 15 years old), repair of one that was bought last year; decision last October to purchase nine carts over three years, reading of October 13 minutes, and we need to look at cart bodies, as well as, the drive trains.
10. Break 10:00 – 10:10.
11. Treasurer's report presented by Beth and approved by the board. She reported and provided some of the data asked for last month and stated that she contacted the accounting service for assistance with determining the best way of gathering and reporting the data. Beth will again contact the accountant and establish an appointment for this discussion and communicate it with the board.

Some of the data requested does not have enough definition and the board needs to better define such as the cost analysis for on/off fees - how detailed does the board want? LP gas breakout – what format do we use? What specifics does the board really want?

Beth explained the increase in the insurance costs. We now have to pay for the income of Maintenance fees which in the past we did not. The new budget shows Capital improvements being paid for with carryover funds. The salary increases includes a full staff for the first time in years.

Deck repair question as to where covered in budget was given as on the first page of the budget under Repairs.

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History is used to assist with the creation of the proposed costs. Comment was made about this being the fourth proposed budget for this year. **We, the board, need to determine the requirements, establish priorities, and fund accordingly.**

Ricky asked if the 25% rental income was based on gross or net. His figures do not match the ones in the budget. He understands what was done in the transfer of funds for this but, did not understand why the board did not approve it prior to the action.

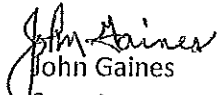
Beth asked if the board wanted an annual audit. Motion made and approved for bids to go out for an audit.

Gary asked why does staff have to go into boxes to retrieve data. Are we not automated for this? Beth answered that the past boards provided specific data to be input into spreadsheets. The data being asked for now is different. The board was asked what data they want. What specific data and what format are required? **Board has the lead to define.**

12. Equipment report – Tommy. The bids from last month for the 2011 models there are only two left. He made motion to buy them (motion # 8 above). Motion was approved.
13. Gary presented the flags purchase and it was approved without a motion since this purchase comes out of the activities budget.
14. Owner relations-- Tommy.
  - 1) Protection of human life -- suggestion to fix the gates at the two ball courts above the propane tank so balls will not roll down the hill with kids running chasing them into the road without looking; install white signs with red lettering "No bikes above the propane tank" in an attempt to stop kids from riding down the hill and into traffic; and consider using plants/shrubs along the walkway to and from the courts which might help with this, as well.
  - 2) Playground – add sand/dirt, fix fences, and equipment. Possibly replace golf course with volleyball with focus on teens. Comment made about this was the elevation was too low. Another comment made that larger kids observed swinging looked as if the swings were unstable. Beth stated that we need volunteers for a feasibility study for all amenities.  
**Maintenance needs to check the swings.**
15. Owner Comments
  - 1) Grounds letter was written because it seemed that the committee planting actions were out of line, so out of concern it was written. They changed the title to Garden Club for volunteers that want to improve the park/resort with flowers and vegetation.
  - 2) Board actions toward members' causes' embarrassment.
  - 3) Open board meetings – owners want to know the business of the park. Not who knows all the details. People calling and checking on who is in or out of the park is not right.
  - 4) Praise given to Steve and his crew of maintenance workers -- great job and thank you.
  - 5) Last October nine golf carts were discussed and it was agreed to buy them. Y'all (board) do a good job for time and efforts. Beth, thank you for your hours of input. Thank Joyce and her staff for a good job.
  - 6) Question asked if the decision about the flowers and plants was made to continue or not. Answer was yes they continue.

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16. Meeting adjourned 12:25 P.M.

  
John Gaines  
Secretary

Approved: May 17, 2014

Attachment:

Open/Close Shutdown Standard Policy.

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Opening/Closing Shut Down  
Standard Policy

1. September 1<sup>st</sup> office is to stop taking reservations for the areas approved for winter project of that year.
2. Maintenance the First Tuesday after Labor Day, close the upper pool and winterize pool and pump house. Remove salt cell to keep from freezing and drain water line under wood deck. The Second Tuesday of September, turn heater off the lower pool leaving lower pool open until the Last Friday of September. Both Pools to be open and heat on lower pool Monday before Memorial Day.
3. Maintenance, by Second Monday of October, cover all bath houses natural vents, check all electric heaters in bath houses for proper operation.
4. Housekeeping, November 1<sup>st</sup>, start deep cleaning rentals in the approved winter shut down areas. Maintenance will winterize all rentals and bathhouses as they are finished being deep cleaned. All rentals will be de-winterized before being rented.
5. Maintenance December 1<sup>st</sup> shut down wells that will not be needed for the winter project areas. Drain water system. Make sure heat lamps are working at well houses.
6. Designate January 2nd as closing entire park date and reopen March 1st of each year for areas other than winter project areas. Winter project areas to reopen the Third Monday in March.

This policy was approved by Board of Directors during April 19, 2014 meeting.