

**Unicoi Springs Camp Resort  
Board of Directors Meeting Minutes  
January 22, 2016**

**Board Members in Attendance:**

David Stover - President  
Arlon Maddox – Vice President  
Beth Cruz - Treasurer  
Bonnie Jordan – Secretary  
Tommy Walker, Frank Ward, John Gaines

Meeting called to order by David Stover at 9:00 A.M.  
Prayer given by Frank Ward  
Pledge of Allegiance led by David Stover

**Motions Follow:**

- 1.) Motion to approve January 22, 2016 Agenda. (Regular Board Meeting)  
Motion made by Tommy Walker   Seconded by Frank Ward  
Yeas – David, Tommy, Arlon, Bonnie, Beth, John and Frank   Nays – none  
Motion Approved
  
- 2.) Motion to accept no Executive meeting January 22, 2016. John requests for a March Executive Meeting.  
Motion made by David Stover   Seconded by Tommy Walker  
Yeas – David, Arlon, Beth, Bonnie, John, Tommy and Frank   Nays – none  
Motion Approved
  
- 3.) Motion (to correct) November minutes – show John Gaines as absent.  
Motion made by Bonnie Jordan   Seconded by Arlon Maddox  
Yeas – David, Beth, Bonnie, Arlon, Frank and Tommy   Nays – none   Abstain – John  
Motion Approved
  
- 4.) Motion to approve with correction. Correction on Motion 2. Beth abstained because she was absent in October. Approval of Nov. 20, 2015 Executive meeting.  
Motion made by Frank Ward   Seconded by Tommy Walker  
Yeas – David, Arlon, Beth, Bonnie, Tommy and Frank   Nays - none   Abstain – John  
Motion Approved
  
- 5.) Motion to approve plan to redo miniature golf- replacing old, correcting drainage and adding a small water feature. Also including a volleyball (sand based) court.

Using the financial figures provided @ \$15,374.31. Excluding lights, carpet, seating, and gazebo. Projected completion by end of March, weather permitting.

Motion made by Bonnie Jordan Seconded by Beth Cruz

Yeas – David, Beth, Frank, Tommy, John, Bonnie and Arlon Nays - none

Motion Approved

- 6.) Motion to approve Joel Irvin to do the project resurfacing the basketball and tennis courts(s). In addition, Mr. Irvin will paint proper lines for basketball and one pickle ball court and paint lines for tennis and (2) two pickle ball courts. Completed when warm above 40o (degrees) for several days, at a cost of \$8,900. Yearly inspection must be maintained. Lights, storage, and equipment (are a) separate cost.

Motion made by Bonnie Jordan Seconded by Arlon Maddox

Yeas – David, Beth, Arlon, Bonnie, Frank, John and Tommy Nays – none

Motion Approved

- 7.) Motion for area #1 driveways to be concrete with asphalt road, with new water lines from the main to the sites. Repave the road by Curb Appeal with 3" asphalt and 10 year warranty @ \$69,700.00. Sites 1-31

Motion made by Bonnie Jordan Seconded by Arlon Maddox

Yeas – David, Arlon, Beth, Bonnie, Frank, John and Tommy Nays – none

Motion Approved

- 8.) Motion to accept Curb Appeal's bid to complete the area 5 Lakeside Road and driveway from the laundry to (the) storage road. Clean and fill cracks and groves and reseal for \$4,800.00. Cost does not reflect (the) parking lot, between Laundry and propane.

Maintenance will repair and even out any pot holes or repairs.

Motion made by Bonnie Jordan Seconded by David Stover

Yeas – David, Arlon, Beth, Bonnie, Tommy, John and Frank Nays – none

Motion Approved

- 9.) Motion to approve Tru Vision's contract for 3 years at the same cost as we are currently paying.

Motion made by Bonnie Jordan Seconded by Tommy Walker

Yeas – David, Arlon, Beth, Bonnie, John, Tommy and Frank Nays – none

Motion Approved

- 10.) Motion to open rentals on sites 2, 3 and park model 41. Starting today, 1-12-2016.

Motion made by Arlon Maddox Seconded by Bonnie Jordan

This was an electronic Motion and Votes attached. Dated 1-12-2016

Yeas – David, Arlon, Beth, Bonnie, John, Frank and Tommy Nays – none

Votes by email attached to original motion.

Motion Approved

- 11.) Motion – Area “1” to remain closed till March 31, unless improvements are completed beforehand. Then the office can take reservations with starting opening date.  
Motion made by Arlon Maddox Seconded by Bonnie Jordan  
This was an electronic Motion and Votes attached. Dated 12-30-2015  
Yeas - David, Arlon, Beth, Bonnie, Frank, and Tommy Abstain – John Nays – none  
This was an electronic Motion and Votes attached Verbal Yeas – Beth Nays - none  
Motion Approved
- 12.) Motion to keep area 6 open because of the influx of more people using the park than Expected.  
Motion made by Arlon Maddox Seconded by J. Frank Ward  
This was an electronic Motion and Votes attached. Dated 12-30-2015  
Yeas – David, Arlon, Frank, John and Tommy Verbal Yeas – Beth and Bonnie  
Nays – none  
Motion Approved
- 13.) Motion to use Rentals – 3-4-8-13-22-39-40-41 for renting till January 4<sup>th</sup> 2016.  
Motion made by Arlon Maddox Seconded by David Stover  
This was an electronic Motion and Votes are attached. Dated 12-30- 2015  
Yeas – David, Arlon, Frank and Tommy Verbal – Beth and Bonnie No vote – John  
Nays – none  
Motion Approved
- 14.) Motion to approve Employee Handbook with corrections on pages 12, 13 & 36.  
Motion made by Bonnie Jordan Seconded by Arlon Maddox  
Yeas – David, Beth, Arlon, Bonnie, Frank and Tommy Nays – John  
Motion Approved
- 15.) Motion to accept Employees Benefit Package with employees paying 15% of premium. Staying with Alliant – Medical and Unum for Dental, STD, (&) Life, paid by employer 100%. At a cost of \$92,000.  
Motion made by Beth Cruz Seconded by Tommy Walker  
Yeas – David, Beth, Arlon, Bonnie, Frank, John and Tommy Nays – none  
Motion Approved
- 16.) Motion to adjourn  
Motion made by Beth Cruz Seconded by Tommy Walker  
Yeas – David, Arlon, Beth, Bonnie, John, Tommy and Frank  
Motion Approved

Manager Reports:

Joyce Tallman - Business Manager

Maintenance Fees collected as of December 31, 2015	\$314,359.81
Maintenance Fees collected as of December 31, 2014	\$328,920.99

Currently the Resort has 256 ownerships for sale.  
 16 Rentals and 2 Bathhouses and the laundry have been deep cleaned.  
 There are 11 golf cart spots available and 26 RV spots available for rent.  
 The Inventory is complete with no discrepancies.

The newsletter will be going out early March, please advise Christine or myself of anything you would like to see in the newsletter.

**Steve Tallman -- Maintenance Manager**

**Park Improvement work:**

- Wifi posts with electric and street lights installed.
- Water tanks have been cleaned.
- Water leaks at cabin 40 and area 6, including new check valve at tanks have been repaired. (continue looking in areas 1 & 6 for leaks)
- Repaired pond stand pipe.
- Site 75 pressure washed and painted.
- Built front entrance wall including lights, power and water.
- Built wall behind clubhouse including gravel path, street light, seeded and straw. (rough grading, not finished grade)
- Excavation at Clubhouse complete including tree and stump removal and brought back to grade.
- Concrete poured at Holeyboard.

**Administration:**

- Moved 305 campers over a 2month period.
- Put enzymes in septic system and inspected playground.
- Checked daily well readings.
- Sent in monthly well reports.
- Filled rental propane tanks.
- Started monthly safety meetings.
- Inventory at maintenance building.

- Acquired boom truck.
- Winterized rentals.
- Service complete on trucks and shop equipment.

#### **Treasurers Report by Beth Cruz:**

- Reviewed and audited check ledgers and cash summary for November and December.
- Reviewed payable receipts.
- The complete Treasurer's report is in the office which lists Banks and balances, as well as investment information and is available to all owners.
- 2011 Delinquent Accounts (11) Write Offs are \$22,419.04. Collections Report
- We have 4 CD's for renewal this year.
- Joyce and I did inventory of the safe deposit box at United Community Bank on January 12, 2016.
- Unicoi Springs Camp Resort Annual Inventory is complete. Joyce and her staff did a great job.
- Financial Procedures & Policies written document is ready for a motion
- Joyce and I reviewed the General Insurance coverage of the Resort with Mike Musselwhite December 28, 2015. A summary was given.
- Joyce and I updated the approved proposed 2016 budget with actual 2015 numbers and line item adjustments for review and approval.
- Joyce and I reviewed the Employee Health Benefits Package Renewal. Tony recommended we remain with Alliant plan since there was a small decrease in premium but we would be facing a 20% to 30% increase next year. I would also recommend we stay the same as last year with the employee paying 15% of the medical premium. The dental, life and short term disability remain with Unum. We have a locked 3-year premium price. The company pays this benefit.

#### **Reports:**

##### **Rules, Regulations, Policies and Procedures by Arlon Maddox:**

The Employee Handbook has been returned from attorney and there continues to be questions. It is tabled until March as further review and changes are made.

Surplus Property Policy is tabled until March.

The Pet Policy recently passed will be reviewed for several possible changes, is tabled until March.

Meeting adjourned, see Motion 16.

Respectfully,

Bonnie Jordan - Secretary

