

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

General Open Meeting
January 11, 2014

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; Ricky Carter, Grounds, By-Laws, and Assistant Buildings, and Marvin Hill.
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) The motion to approve today's agenda as amended by adding 3 items (Chapel maintenance, smoking, and dedication of kitchen) was made by Ricky and seconded by Gary. The vote was unanimous. The motion was approved.
 - 2) The motion to approve the minutes of the November 16, 2013 General Board meeting was made by John and seconded by Marvin. The vote was 6 yes with 1 abstaining (Ricky, since he was absent last month). The motion was approved.
 - 3) During Treasurer's report it was discussed to retain or change accounting services, a motion to obtain bids for USCR accounting services which will include the criteria of services and submission instructions was made by Tommy and seconded by Gary. The vote was unanimous. The motion was approved.
 - 4) A motion to adjourn for lunch was made by Tommy and seconded by Marvin. The vote was unanimous. The motion was approved.
 - 5) A motion to table the 2014 proposed budget until the March 2014 meeting was made by Marvin and seconded by Tommy. The vote was unanimous. The motion was approved.
 - 6) A motion to go into Executive session was made by Marvin and seconded by Tommy. The vote was unanimous at 3:03 PM. The motion was approved.
 - 7) A motion to re-open general meeting was made by Marvin and seconded by Tommy at 5:05 PM. The vote was unanimous of all board members present. Gary was absent. The motion was approved.
 - 8) Motion to adjourn the General Open meeting at 6:20 PM was made by Marvin and seconded by Tommy. The vote was unanimous of all board members present. Gary was absent. The motion was approved.

4. Business Managers Report
January 11, 2014

Maintenance Fees collected as of December 31, 2013	\$317,900.44
Maintenance Fees collected as of December 31, 2012	\$320,327.24

Currently the Resort has 218 ownerships for sale

11 Travel Trailers and 3 cabins have been deep cleaned.

There are 8 golf cart spots available the 3 owners waiting for RV storage spots

The 2013 Inventory is complete with no discrepancies.

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

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Joyce reminded all of the USCR Special Sale to be conducted at the Atlanta RV Show during 24-26 January 2014.

Discussion among board members and Joyce included name tags; handicap setup/hookup includes water, sewer, and electric; and site survey for possible Wi-Fi enhancement.

Both managers submitted requests for vacation time during June 2014.

5. **Maintenance Manager Report by Steve Tallman:**
Maintenance Managers Monthly
Report, December 2013

December 31, 2013

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

To: Board Members

Work completed by maintenance personnel from 11/7/2013 thru 12/31/2013.

Park improvement work

- Continued upgrade work in area 6
- completed work on winter freeze protection
- Finished cabinets kitchen project
- Installed new pressure tank and pressure pump to water system

Administration:

- Moved 253 campers.
- Daily well readings
- Monthly enzymes
- Monthly reports
- Monthly report to state for water system.

Discussion: tank cleaning – additional bids are required and we have another year on EPD requirements. Recommend that we delay until next year. Board agreed.

Area 6: on schedule but with the severe weather, we need 3 weeks of good weather to stay on schedule.

Water lines near clubhouse and activity buildings were frozen. Need to plan to bury these lines. Options: determine which line feeds the clubhouse, activity, and chapel buildings and protect the lines from freezing or bury the lines in place. **Steve Tallman has the lead on this.**

Inclement weather work – rentals upgrade / repair / sealant.

6. Treasurer's report was accepted as presented by Beth.

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**Unicoi Springs Treasurer Report
Board Meeting January 11, 2014**

- I. Reviewed and audited check ledgers and cash summary for November and December.
- II. Reviewed Payable Receipts.
- III. The bank balance in investment account is \$105,165.90 as of December 31st, 2013. Our investment earned \$114.28 YTD
- IV. The bank balance in Payroll account is \$45,642.77
- V. The bank balance in Operations account is \$72,662.49

- VI. Southern Bank & Trust earned \$14.78 YTD with balance of \$5,917.78.
- VII. CertusBank earned \$910.03 YTD with balance of \$185,726.49.
- VIII. Rabun County Bank with balance of \$3,646.57.

- IX. Three CD'S will renew this Month. Mountain Valley Activity CD will be cashed in and put in a savings for replacement Vehicle and Rental Replacement Fund. One is \$100,000 CD at CBT. One is Southern Bank & Trust \$104,000. We will look for best CD rates and communicate via email on action taken.

- X. I will give update on Account Write Offs.
- XI. Joyce worked on a schedule of leases and contracts for our review. 10/17/13
- XII. Joyce and I will inventory the safe deposit box at United Community Bank, when we renew CD sometime between January 21st and the 25th.
- XIII. Unicoi Springs Camp Resort Annual Inventory is complete. Joyce and her staff did a great job.
- XIV. Joyce, David and I reviewed the General Insurance coverage of the resort with Mike Musselwhite. Will give summary of premium increases and why.
- XV. Joyce prepared the final actual budget for David and I to review. We made a few changes to 2014 budget with new information from actual.
- XVI. Joyce, David and I reviewed the Employee Health Benefits Package. Give options and recommendation.

December cash summary issues from the accountant needed corrections and will be sent to the board at a later date. Repetitive issues with the accountant's products require action. This report led to motion #3 to obtain bids for our accounting services to be approved. Beth will attempt to have bids by the March 2014 meeting for further discussion.

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10. Owner relations– Tommy.

- 1) Smoking issue question from Joe Reynolds. We will discuss during the work session on February. In the 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 "Motion to move the smoking area from in front of the outside fireplace to the upper south west corner deck only." No Smoking sign had been moved from the outside fireplace. 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.**
- 2) **Tabled all other until March meeting.**
- 3) 3rd Night Out – John
- 4) Chapel Maintenance (added at beginning of meeting)

11. Activities report – Tommy. **TABLED UNTIL MARCH!**

12. Kitchen project - Gary. **TABLED UNTIL MARCH!**


13. Rules and Regulations report – John. **TABLED UNTIL MARCH!**

14. Old business: **ALL TABLED UNTIL MARCH!**

- A. Grounds Director Duties Policy – 5th Reading – Ricky
- B. Equipment Usage Policy – 3rd Reading – Ricky
- C. Surplus Property Policy – 2nd Reading - Ricky
- D. Security - David
- E. Truck Purchase – Tommy
- F. Missing photo (Unicoi property) pending actions - Ricky
- G. Rental camper rotation / replacements needed - Gary
- H. Veteran Form decision – Gary
- I. Other? Dedication of Kitchen - Gary

15. New Business: **ALL TABLED UNTIL MARCH!**

16. Meeting adjourned 6:20 P.M.


John Gaines
Secretary

Approved March 15, 2014