

**Unicoi Springs Camp Resort
Board of Directors Meeting
Regular Open Board Meeting
March 16, 2013**

Board Members in Attendance:

Kathy Davis – President/Personnel
Arlon Maddox- Vice-President- Rules & Regulations, Owner Relations
David Stover - Secretary
Beth Cruz – Treasurer/Personnel
Ricky Carter – Grounds/Covenants and By-Laws
Gary Bryan – Equipment/Kitchen Expansion Project
Marvin Hill – Activities

Regular Board meeting called to order by Kathy Davis at 8:30 AM.
Prayer given by Kathy Davis
Pledge of Allegiance to the American Flag by all

****Approved the Minutes for the January 19, 2013 Board of Directors Regular Meeting.**

Motion made by Beth Cruz
Motion second by Ricky Carter
Vote Unanimous

Managers Report:

Joyce Tallman – Office Manager

Maintenance Fees collected as of February 29, 2012	\$548,502.84
Maintenance Fees collected as of February 28, 2013	\$520,388.35

There are 295 accounts that have not paid the 1st portion of the 2013 maintenance fees compared to 178 last year at this time.

Currently the Resort has 230 ownerships for sale compared to 239 last year at this time.

Currently we have 21 names on the waiting list for RV storage and 13 cart spots available.

The employees have been CPR certified for two years.

Christine and Joyce will be attending a collection seminar offered by our Law firm next week.

Managers Report:

Steve Tallman – Maintenance Manager

Work completed by maintenance personnel from 12/27/2012 thru 3/13/2013

Park improvement work

Installed new 2” metal water shutoff valve at bathhouse 5

Installed new 2” metal water shutoff valve across from cabins

Site 117- Removed wood deck, poured new concrete patio with new handrail and drainage.

Site 117- Built new 4x6 wall behind patio for erosion prevention.

Assembled 2 new park benches and put in playground.

Took up section of uneven walkway behind bathhouse 3 and poured new walkway.

Worked on building work order list on rainy days.

Upgrade Area 3 Progress:

Cut approximately 30 trees from area complete.

All concrete finished

All wood decks and pads finished

All water and sewage finished

All video cable finished

4x6 wall at bathhouse #3 and drain finished

All electrical complete

Working on final cleanup and landscaping

Administrative:

Moved 81 campers

Total of 16 rainout days during area 3 upgrade

Working on bids for area 6 upgrade

Directors Reports:

Finance by Beth Griner, Treasurer

1. Reviewed and audited check ledgers and cash summary for January and February.
2. Reviewed Payable Receipts
3. The Bank Balances in investment account, payroll account, operations account and other accounts are available in office.

**** Motion to approve name change on Corporate Resolution from Norma Elizabeth Griner to Norma Elizabeth Cruz.**

Motion made by David Stover

Second by Ricky Carter

Vote Unanimous

4. Discuss Payroll issues and present options and recommendations to the Board.
Reviewed several bids for Payroll Services.

****Motion to approve Jay Green to perform our payroll services at \$2080 annually for weekly payroll effective April 1st 2013.**

Motion made by Beth Cruz
Second made by Gary Bryan
Vote Unanimous

**** Motion for Jack Green, CPA not to handle payroll wire transfers, this it to be done by Office Manager.**

Motion made by Gary Bryan
Second made by Marvin Hill
Vote 5 For & 1 no (Beth Cruz)

**** Motion to Assign Capital Dollars: \$50K site upgrades, 10K Deck upgrades, To give explanation of 37K to be earmarked for replacement of rental & vehicles in a Savings Account out of 2012 cash carryover on Budget.**

Motion made by Beth Cruz
Second by Arlon Maddox
Vote: Unanimous

Rules & Regulations by Arlon Maddox

Discussed changes on the first four pages on Rules & Regulations and tabled any actions until finished with recommended changes.

Kitchen Expansion Project by Gary Bryan

Gary is working with the White County Authorities on permit, site plans, property survey and building plans.

Signup sheet for volunteer carpenters, electricians, etc. to help build the kitchen expansion will be posted in the clubhouse.

Activities by Marvin Hill (see bulletin board in clubhouse)

Discussed Activities Schedule

March 30th - Easter Activities "Activity Building"

Easter egg hunt at 1:30 "Club House"

March 31st Sun Rise Service and Biscuits after the Service.

April 6th Karaoke for family "Activity Building"

April 20th "Elvis"

May 19th Unicoi Springs Home Coming Celebration (12:00) "Activity Building"

May 25th Veterans Recognition - Cook out - Street Dance

****Motion to open Swimming Pools March 28th. To start heating pool May 20th and Board create a Standard Policy for pool operation.**

Motion made by Ricky Carter
Second made by Gay Bryan
Vote Unanimous

**** Motion to give Doug Thomas (Elvis) a free rental on April 20th for "Elvis" Performance.**

Motion made by Marvin Hill
Second made by Arlon Maddox
Vote Unanimous

Owner Relations by Arlon Maddox

Reviewed several owner letters of concerns, request, suggestions

Grounds by Ricky Carter

Discussed several plans to improve Mini Golf Course. Bryan Kimsey with Carter Engineering about drainage issues and what were the chances to get a variance.

Discussed erosion plan and discussed upgrades on playground.

Two new benches are in place in the playground.

Discussed appointing gardening committee to make recommendations and decisions on planting and garden designs within park.

**** Motion to have Carter Engineering come out and give advice on playground & mini golf to see feasibility of getting variance from state at cost of \$300 to \$600.**

Motion made by Beth Cruz
Second made by Ricky Carter
Vote 3 for & 3 against – President Broke Tie Stover, Bryan, Hill (against)

Buildings - Kathy Davis

Reported the chairs, doors, window sills and coffee cabinet where painted during closing.

Leak in rental roof and paneling repaired.

Discussed concern of the crack in the pole in the clubhouse.

Discussed Coast to Coast rating.

**** Motion to write a letter of acceptance for a free Gazebo by Home Depot sponsored by Bob Harber to be located at upper lake side fire pit.**

Motion made by David Stover
Second made by Ricky Carter
Vote: Unanimous

Equipment by Gary Bryan

Reported service on equipment is being done
Golf carts are being service every three months.

Covenants Committee by Ricky Carter & Arlon Maddox

Reported that they will be working with owners to update the covenants and have selected the members to serve on the committee to make recommendations. Meeting dates will be posted.

Old Business:

Discussed the following Policies, Procedures, Code of Conduct

1. "Policies & Procedures Book" approved first two pages, pages 3 & 4 will be discussed April meeting.
2. Confidentiality Agreement- President Davis asked all board members to sign this document, if they agree with the Confidentiality Agreement.
3. Code of Conduct – Tabled


New Business:

Discussed electronic approval of meeting minutes
Discussed fine for non observance of rule
Discussed new motion form
Discussed new Agenda Process
Discussed recreational bingo, state law and regulations

****Motion to adjourn Regular Board meeting at 6:15 P.M.**

Motion made by Marvin Hill
Second made by David Stover
Vote: Unanimous

Respectfully submitted



David F. Stover
Secretary