

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

General Open Meeting
March 15, 2014

1. Attendance. Present: David Stover, President, Safety; Gary Bryan, Vice President, Buildings, Assistant Grounds; 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. Absent: Beth Cruz, Treasurer.

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 was made by John and seconded by Gary. The vote was unanimous. The motion was approved.
- 2) The motion to approve the minutes of the January 11, 2013 General Board meeting without changes was made by Tommy and seconded by Ricky. The vote was unanimous. The motion was approved.
- 3) A motion was made by Marvin and seconded by Ricky to add to the monthly maintenance report all rental unit repairs which cost over \$100.00 by the unit number. Vote was 4 yea (Marvin, Ricky, Gary, John) and 1 nay (Tommy). President did not vote. Motion was approved.
- 4) Motion made by Tommy and seconded by John to accept computer bid from Tek/Choice-ATS Option #1, which is to upgrade our server and 5 PC's at a cost of \$8867.71. The vote was unanimous. The motion was approved.
- 5) Motion by Gary and seconded by Marvin to accept the Accounting Services bid from Duncan & Kitchens, CPA at \$4015.00 annually to begin our bookkeeping services on April 1, 2014, second quarter. The vote was unanimous. The motion was approved.
- 6) Motion by Ricky and seconded by Marvin follows:

Motion to not accept 2014 proposed budget due to items 1-2-3- and until the following 4-8 is done:

- 1- All directors were not involved as has been requested many times and by laws states.
- 2- This proposed budget was (dictated) to this board with 2013 estimated values. Directors were asked to make decisions on employee raises using these estimated values, The directors that were not involved in any way with the preparation made a good faith decision only to find out later that these estimates were off considerably. 2013 Actual revs. Were 1,230,749.00 Estimate was 1,199,786.00 Difference of 30,963.00 this was to our favor. 2013 actual expenses were 1,241,115.00 estimated expenses were 1,146,824.00 difference of 94,291.00. more expenses than projected. This is not to our good.
- 3- Decisions on moving funds were also (dictated) to this board and should have been decided by majority vote not by a few.
- 4- 7 members of this board prepares the budget as stated in by-laws Art. III Board of Directors, C Section 15 Powers and duties. States The board of directors shall have the power to and be responsible for the following, item (a) preparation of an annual budget in which there shall be established the contribution of each owner to the common expense.
- 5- This board goes over the entire budget in detail along with all expenses such as Insurances etc.
- 6- Comes up with a balanced budget with contingency funds.
- 7- Comes up with written and board approved policies, and procedure and internal controls on all financial dealings including any transfers etc. To protect from fraud and insure proper procedure is followed.

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8- Board sits down and creates a priority of thing we truly need and to do and use this to drive the budget instead of creating a budget that does not consider any needs. Then go out and see what we can do.

We will use 2013 budget and make cuts where necessary to balance for 2014 due to extra insurances cost due to cancellation of our policies due to too many claims. And health care increases until we can go over budget.

Mr. President and board, On March 1-2000 the Unicoi By Laws were amended one of the revisions was to allow for a 7 member board instead of 3. I can only assume that these people done this so they would have seven sets of eyes and minds instead of only 3 watching their finances and making decisions for USCR.

The vote was unanimous. The motion was approved.

- 7) Motion made by Gary and seconded by Marvin to table golf carts bids until budget has been approved in April 2014 Board meeting. The vote was unanimous. The motion was approved.
- 8) Motion by John and seconded by Gary to correct the Rules and Regulations to read "to move the smoking area from in front of the outside fireplace to the upper South West corner deck only". The vote was unanimous. The motion was approved.
- 9) Motion made by Ricky and seconded by Marvin to allow cleaning staff, during normal work hours, to accomplish deep cleaning inside the chapel on a one-time bases. Point of Contact for the chapel is Bill Fricks. The vote was 4 yea (Ricky, Marvin, Tommy, John) and 1 Abstain (Gary). The motion was approved.
- 10) Motion made by Ricky and seconded by Marvin to direct staff to gather all needed information presented during meeting titles "Unicoi Board of Directors Info Request" (2 pages). The vote was unanimous. The motion was approved. The requests follows:

Unicoi Board of Directors Info Request

Original request by email Jan 20th.

Listed on revenues but shows no or little expenses. I stated that we need to know these cost.

1-Coast to coast on Rev. shows no expenses, stated in Feb, we have no expenses at all, why listed on expenses

2-Fines on rev. shows no expenses, stated in Feb, have no expenses maybe a few stamps??

3-Laundry on rev. shows no expenses, stated in Feb for me to tell them how to do this.

4-On-Off fees listed on rev. Shows no expenses, stated in Jan. and Feb. that at one time several years ago a study was done and they come up with cost to move campers was \$17.52 each time but did not know what criteria was used and some thinks it cost \$20.00 each time. Charge today is \$15.00 each time Stated in Feb. need to tell them what to use.

5-Storage income revenues, No expenses other than billing etc.??

6-Trailer rentals in revenues, Shows very little expenses Stated in Feb that gas was listed separately so we can list that, Again need criteria on how to do this how to do this.

By-laws states in Article III Board of Directors Sec.15 Powers and duties Item (n) Shall be responsible for Keeping books with detailed accounts of receipts and expenditures affecting the association and its administration, SPECIFYING the maintenance and repair expenses and any other expenses incurred;

Other info requested -

1- List of a breakdown of all fines that were written in 2013. No names, Stated in Feb. here is a folder if you wish to look through it. (My request again will be same as above need breakdown for rule committee to be able to see what is going on so maybe it can do something to Change things. These should be on computer.)

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- 2-A-Statement from Insurance co. Stating reason for non renewal of our policy. (Got)
B- Statement from Ins. Co. with detailed report on all claims filed on USCR insurances for past 10 yrs. These should state dates filed, who filed, what caused claim, settlement details, which was paid to settle or repair etc. All details. What I got was back to 2008 With not all details I ask for. (Again I request the above with these additions. Go back to original effective dates on all policies, I have now 3 different policy no.s)
- 3- Marvin wants a list of all Stag and or Camper parts and supply companies for last 3 years. Stated in Feb. That if anyone wants to go through these they are in file in storage room. (Again we will request this info above please contact said companies and they can send you a printout of all purchases that are requested as we should be able to do this.)
- 4-Written list of all board approved written policies for fraud protection, checks and balances, internal controls, etc. used by USCR dealing with all finances. Stated in Feb. We have none in writing. (Concerns me)
- 5-Board policies on how all financial transfers are handled. Got 0000 in Feb. (Concerns me)
In Jan mtg. we discussed Ins. I ask if we can get copy of all ins. Details Beth said she had a book. Gary asked why we did not have one of these. It was stated we would get one. I asked in Feb. Had one copy which I have now and it does not have all we need. Requesting this book expanded to have premium cost of all insured items listed with them.

USCR expense criteria

Requested from me at Feb mtg.

Fines- All administrative cost associated with fines. Man hrs spent on working on fines etc., paper stamps, any forms used. Security cost
(At October mtg. we were told that it cost more money in administrative cost to collect late fee than we collect.)

Laundry- cost of equipment prorated over expected life time, All man hrs and materials for any maintenance, cleaning etc. electrical, power company can help with this, gas, gas company can help with this, insurances on bldg and equipment.

On- Off fees- All administrative cost such as scheduling billing, collecting, paper work etc., cost of truck/s prorated over expected life. Man hrs, fuel, maintenance such as oils ,tires, repairs etc, insurances required for this service, all equipment cost hitches etc.

Storage income- All administrative cost such as scheduling, billing, papers , forms ,postage, etc. electrical usage etc. all buildings such as cart barn and all maintenance cost of building plus insurances required for bldgs, camper or cart storage. May should isolate campers from cart.

Trailer rentals- All administrative cost, billing, reserving, scheduling. Cost of trailers prorated for life expectancy, all man hrs. and supplies for maintenance, cleaning repairing etc., gas used, All insurances required. Electrical usage estimated power co can help with this.
If we know the gas cost on these rentals and can see what the electrical cost could be if we got new ones with a heat pump.

- 11) Motion made by John and seconded by Tommy to adjourn meeting at 7:20 P.M. The vote was unanimous. The motion was approved.

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4. Business Managers Report

Business Managers Report
Joyce Tallman
March 15th, 2014

Maintenance Fees collected as of February 28 th , 2014	\$534,674.21
Maintenance Fees collected as of February 28 th , 2013	\$520,388.35

There are 263 accounts that have not paid the 1st portion of the 2014 maintenance fees, compared to 295 last year at this time.

Currently the Resort has 221 ownerships for sale

There are 8 owners waiting for RV storage and 6 golf cart spots available

Discussions:

- 1) John asked if storage fees could be added to this report. Joyce agreed that they could.
- 2) Ricky provided two lists of information requests which are shown in motion #10 above.

5. Maintenance Manager Report by Steve Tallman:

Maintenance Managers Monthly
Report, March 2014
March 6, 2014

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

To: Board Members

Work completed by maintenance personnel from 1/1/2014 thru 3/6/2014.

Park improvement work

- Continued upgrade work in area 6
- Repaired rentals 22,135 and 150 in shop
- Repaired water leaks due to freezing throughout park
- Patched repairs on roadways and walkways w/concrete
- Repaired broken line in lift station B
- Checked septic tanks for sludge levels

Administration:

- Moved 8 campers.
- Daily well readings
- Monthly enzymes
- Yearly water sample to state for nitrates.

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Discussions:

- 1) What costs are still pending in Area 6? Estimate was given about \$1500.00. Led to more discussion on type of ground cover or shrubs to be used for the new construction area.
- 2) Lift station control panels/electrical boxes – two of them requires ongoing maintenance. Do we need to replace them or continue with repairs? Is this an emergency need or not? If replacement is required, then we will need bids using proper bid procedures and will be a budget item. This discussion topic was tabled until David and Steve can define the requirements. **Lead – David and Steve Tallman.**
- 3) Rental units repair costs over \$100.00 per repair needs to be captured. This led to motion #3 – see above.

6. Treasurer's report presented by David in the absence of Beth.

Two recommendations from the Treasurer as presented by David led to board approval of bids for computer upgrades and accounting services. See motions #4 and #5 above.

Discussions:

- 1) Ricky asked what would happen to the old computer equipment. Answer given was upon installation, ask the service company for the best way to dispose of data on old equipment, as well as, the best way to dispose of computer equipment.
- 2) Questions were asked about movement of some funds and who was making the decisions and if the board was aware or approved it. Why are not all board members involved with the budget process?
- 3) Ricky made motion to disapprove the proposed budget with multiple stipulations. See motion #6 above.
- 4) Where is the 25% rental income that was approved in July 2012 shown in the budget being input into a savings account?

General meeting adjourned at 12:15 PM. Board will go into Executive meeting to discuss personnel matters at 1:00P.M.

General meeting re-opened at 2:40 PM. All present except Beth Cruz, Treasurer was absent.

7. By-laws / Covenants – Ricky reported that the covenants review that the Lawyer provided us is not what was expected. Discussion followed that we thought we would get a clean copy of the covenants with updated requirements due to law changes. Question was asked if the committee had met with the lawyer and was told no they had not. **Ricky has the lead to contact the lawyer about the requirement for a clean copy of the covenants.**
8. Buildings report - Gary
 - 1) Dedication of the kitchen project will be on July 12, 2014.
 - 2) Kitchen project final costs is still pending.
 - 3) CD movement to proper accounts should have been into the General Fund. See January 11, 2014 minutes.

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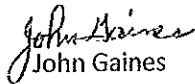
- 4) Note: bath house #5 has a 4" base which does not allow handicap/wheelchair into the shower.
9. Grounds report – Ricky reported that this had been covered in the morning meeting.
10. Equipment report – Tommy.
- 1) Received three bids for golf carts: FAT BOYS, 2009 models, \$2800 each; ACTION SPEC CARTS, \$3750 each and will deliver; and HEATH, 2011 models, \$9150.00 plus tax. A motion was made to table purchase due to uncertain budget. See motion #7 above.
 - 2) Permanent stage – table this subject since we do not have a cost analysis plus we may add the installation of the Memory Bricks around it.
11. Owner relations– Tommy.
- 1) Smoking issue question from Joe Reynolds. Correction of the wording in the Rules and Regulations were approved this morning. See motion #8 above. The board will entertain future suggestions on smoking area designation.
 - 2) Unattended Nights Out or 3rd Night Out – John had the lead to research this item and reported back to the board. The covenants does not allow for unattended nights out but in 1999 the then board approved two nights out which was in direct conflict with the covenants. John was assigned as lead to contact the lawyer and get an opinion and report back to the board.
 - 3) Chapel Maintenance – See motion # 9 above.
 - 4) Ricky received a question about who is to enforce the rule about eating in the pool areas. Discussed and determined that this type of actions should be reported to the front office or security based on which office is on duty. Tommy has lead to answer.
12. Activities report – Tommy.
- 1) Discussed a draft contract from David Brimer with a breakout of events and costs. No action required by board. If we do contracts, we must get bids in accordance with our policy/approved minutes.
 - 2) Gary asked all to assist with getting the Veteran form communicated to all veterans that are owners and ensure the form is turned into the front office for the Memorial Day Celebration scheduled for May 24, 2014.
13. Rules and Regulations report – John. Correction to wording in the Rules and Regulations about smoking. See motion #8 above.
14. Old business:
- 1) Grounds Director Duties Policy – Ricky requests board members input prior to May meeting.
 - 2) Equipment Usage Policy – Ricky will make some suggested changes and resubmit.
 - 3) Surplus Property Policy – Ricky will rework policy and resubmit.
 - 4) Use of Directives to Managers – agreed to start back doing directives.
15. New Business:
- 1) Gary has the lead to coordinate with Joyce for all contracts by due date. List of all contracts by due dates.
 - 2) Marvin has the lead to define "handicap" and costs.

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- 3) **Gary has the lead** to research charging fees in front office for transferring titles of ownerships (updating names on new deed, making a new folder, and/or data file).
- 4) **Gary has the lead** to look into/coordinate any training requirements for the front office personnel to improve determining available site vacancies during the reservation process. This was in reference to multiple questions on how to get the site that one wanted, even if it was for less than 14 nights. If the site was available for 7 nights, owners should be told that while making their reservations.

16. Four directives for the managers were signed by the board.

17. Meeting adjourned 7:20 P.M.


John Gaines

Secretary

Approved April 19, 2014

1 Attachment:

Area 6 Status Report as of March 7, 2014

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Attachment for March Minutes follows:

*Add to
15 MAR 14
minutes*

Area 6 status Report, March 2014

March 7, 2014

As of today the area 6 upgrade is at \$62,175.00, with 5 driveways still to be finished. This overage is in part due to the following.

- 1) Concrete \$7700.00 budgeted- currently at \$20,605 (-\$12,905.00)
- 2) Wire \$900.00 budgeted- currently at \$1500.00 (-\$600.00)
- 3) Gravel \$1600.00 budgeted- currently at \$4190.00 (-2590.00)

The original estimate was for 41,800.00 for 14 sites. Since the original estimate was approved the scope of the upgrade changed to the following.

- 1) 4 more sites added with no estimate. Budget increased to \$50,000.00
- 2) No patios to be extended, all patios to be removed poured new
- 3) 2 of the 4 sites added 314-316 required complete removal. Pad and patio poured new.
- 4) 4x6 wall on site 316 (60'x6') - (36'x3') wall on site 314
- 5) Pads coming out to street (eliminating asphalt drives)

(A) . Original \$41,800.00 budget would be complete at \$39120.63 for 14 sites. With 50amp service, water, new site lights, and sewage to, 313,314,315,316