

**Unicoi Springs Camp Resort**  
**Board of Directors Regular Meeting Minutes**  
**May 20, 2016**

**Board Members in Attendance:**

David Stover – President  
Arlon Maddox – Vice President  
Beth Cruz – Treasurer  
Bonnie Jordan - Secretary  
Tommy Walker, John Gaines and Frank Ward  
Absent - Beth Cruz left the meeting at 11:17

Meeting called to order by David Stover at 9:03 AM.  
Prayer given by Frank Ward and Pledge of Allegiance led by David Stover.  
Welcome and Comments by David Stover

**Motions Follow:**

1. Motion to approve May 20<sup>th</sup>/2016(Regular) Meeting Agenda as presented.  
Motion made by Beth Cruz   Seconded by Arlon Maddox  
Yeas – David, Beth, Arlon, Bonnie, John, Frank and Tommy   Nays – none  
Motion Approved
2. Motion to approve Regular Board of Directors Minutes for April 15,2016.  
Motion made by Beth Cruz   Seconded by Tommy Walker  
Yeas – David, Arlon, Beth, Bonnie, John, Frank and Tommy   Nays - none  
Motion Approved
3. Motion to replace the office air conditioner and hear pump by Watson Heating and Air  
@ the cost of \$4200.00. Also, to purchase a new thermostat.  
Motion made by Tommy Walker   Seconded by Frank Ward  
Yeas – David, Arlon, Beth, Bonnie, John, Frank and Tommy   Nays - none  
Motion Approved
4. Motion to have a pilot program, allowing 2 of our older campers to be used as pet  
friendly rentals. The camper choices will be decided by housekeeping and maintenance.  
A nonrefundable fee of \$25.00 additional will be included in the rental cost.  
Owners must bring a copy of their shot records.  
Motion made by Bonnie Jordan   Seconded by Frank Ward  
Yeas – Arlon, Bonnie, Frank and Tommy   Nays – David and John   Absent – Beth

Motion Approved

5. Motion to Adjourn at 12:03 PM

Motion made by Bonnie Jordan Seconded by Tommy Walker

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

Motion Approved

**Manager's Report:**

**Joyce Tallman – Business Manager**

Maintenance Fees collected as of April 30, 2016	\$833,638.62
Maintenance fees collected as of April 30, 2015	\$837,208.95

There are 82 accounts that have not paid the first portion of the 2016 Maintenance Fees, compared to 107 owners last year, at this time.

There are 49 accounts that have not paid the 2<sup>nd</sup> portion of 2016, compared to 45 owners last year at this time.

Currently the Resort has 255 Ownerships for sale.

There are 3 RV storage spots available and 7 Golf Cart storage spots available for rent.

In addition, Joyce discussed with the Board the age of the AC/ heating unit serving the office area and Board room. It is from 1999 and recently needed repair. At that time, the serviceman recommended replacing it with an energy efficient new model.

Considering the age and condition of the current model, we decided not to wait until another possible breakdown during the summer season. See Motion 3.

**Steve Tallman – Maintenance Manager**

Work completed by Maintenance personnel from 4/13/16 to 5/18/16.

**Park Improvement work:**

- Area 1 is 99% complete.
- Installed new heater in lower pool.
- Installed new water valve in pump house for the lower pool.
- Currently working on staining upper pool deck.
- Cut grass, weeded and trimmed bushes as needed.
- Broke down four rental units to be sold and placed them at parking lot near upper pool.

- Set up four new rentals.
- Relocated and set up five rentals back into area 1.
- Expedited work orders.
- Both pools have been inspected by the county and have passed.
- Purchased four new sofa sleepers for the rentals.

#### **Administration:**

- Moved 316 Campers.
- Put enzymes in septic system and inspected the playground equipment.
- Checked daily well readings.
- Sent in monthly well reports.
- Filled rental propane tanks.
- Maintenance conducted their monthly safety meetings.
- Service complete on trucks and shop equipment.

#### **Project work:**

- Putting in place area 1 posts and grass seeds.
- Upper pool deck is being sprayed with Thompson Water Sealer.
- The kitchen and pools have been inspected and received 100%.
- The Board of Health gave us a written suggestion that the dumpsters should be on concrete or blacktop to prevent mold from building up under them.
- The rear end of the 250 truck had to be rebuilt.
- Small googles were found in the water flow pipe to the lower pool pump causing it to flow very slowly.

#### **Director Reports:**

#### **Treasurer's Report by Beth Cruz**

- Reviewed and audited check ledgers and cash summary thru April.
- Reviewed Payable Receipts thru April.
- The complete Treasurer's report is available in the office which lists Banks and balances, as well as investment information and is available to all Owners.
- We had a **Finance Committee** meeting on Thursday, May 19<sup>th</sup> @ 10am.

**The next meeting will be June 16 @ 10am. We are looking for new committee members. Please come if interested.**

**Bylaws and Covenants by Bonnie Jordan**

A signup sheet will be put in Clubhouse on the bulletin board for those interested in working on the Covenants Committee. It is not the same as the ByLaws. We need to identify which Covenants rules need amending and what else needs to be added. Our attorney will write the amendments. Each amendment will require a yes vote by 2/3 of all memberships. Bonnie will be up north for 5-6 weeks starting in the end of June and is hoping to find a motivated group to start working on them this summer. The Covenants are currently 33 years old.

**Activities by David Stover**

Frank Ward is preparing the plans for our Memorial Day celebration. A complete schedule of planned events will be available in the next few days.

David also reminded us that decisions must be made in June, as to what projects will be worked on this winter of 2016-2017. We need to give Steve time to compile costs.

**Grounds by Bonnie Jordan**

Bonnie asked members to remember that the potted plants dry out quickly and if members notice them drooping, please water them. The water can is by the Office door and faucets are near the ramp to the front porch below the window, across the driveway on the side of the Activity Building and a hose is next to the front porch ramp at the Activity Building. It is a shame to allow our plantings to just dry out and die. More hoses are also going to be placed by these faucets in the near future.

**Buildings by John Gaines**

John again asked the Board members about the copy of the break down needed for possible repairs, originally presented last year. The Board passed a Motion last year requiring Maintenance and Housekeeping to come up with a plan for repairs, which has not been done. It was noted that David and Arlon have volunteered to get the information reorganized to show what is complete and a plan for the remainder.

**Equipment by Tommy Walker**

Tommy presented Board members with a break down on the current sales of our replaced rental campers. The following winning bids were:

Camper #64	John Hammond	\$ 4,500.00
Camper #66	Paul Walters	\$ 4,025.00
Camper #125	Steve Paintin	\$ 5,050.00
Camper #135	Paul Walters	<u>\$ 4,000.00</u>
Total		\$17,575.00 to go into our replacement account.

We continue studying all the issues involved in having 3 golf carts available for rent daily by owners.

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

Discussion continues on the current Pet Policies. Any additional action on the Pet Policy is tabled until next month. After additional discussion, a pilot program was passed to allow 2 older campers to be used as **Pet Friendly – see Motion 4**. In addition, Arlon suggested we look at Article 2 Section 2 of the Covenants regarding tarps.

Work continues on rewriting the Surplus Policy.

#### **Owner Relations by Frank Ward:**

Frank read a letter regarding Tarps and the visual effect they have.

He also again spoke about the need for a pet run/exercise area somewhere in the Resort. Several areas were suggested and we need a cost for fencing.

A letter from an owner requested we put a dog walk in the open area above the extra parking near the propane tank.

#### **Old Business:**

The above discussions carried over to Old Business.

A verbal report was made to the Board regarding the Cook Books being sold by the Ladies Day Out group of Unicoi Springs. There have been 200 plus recipes submitted and presales have already covered the printing costs. They continue to be presold until June 20<sup>th</sup>.

#### **Tabled for June:**

Beth will provide the Board with pertinent information regarding our open/closing policy after we stayed open this past winter to get updated information on costs and usage for the months of January and February.

The Board will prepare a Ballot in June so that Members may vote on whether it will be closed during January and February or open year round.

Beth provided the Board with the necessary forms provided by our attorney. The forms must be signed by owners and workers to reduce any chance of the Resort being held responsible if an injury occurs, while working for owners after hours. There was a Motion passed on 10/20/12 that put a moratorium on staff doing any after hours work for owners, but no end date was given and it remains.

John requested on/off fees be restudied. The last study showed it cost \$17.50 per move and our fee is \$15.00.

Respectfully,

A handwritten signature in cursive script that reads "Bonnie Jordan". The signature is written in black ink and is positioned above the printed name.

Bonnie Jordan  
Secretary