

**Lake Spivey Civic Association
Board of Directors Meeting – Lake Spivey Golf Club
Thursday January 17, 2019**

Call to Order:

Bob Nash, President

6:35 pm

Meeting Attendees:

Board Members	Voting Member	Present	Absent
Bob Nash, President	Y	√	
John Chafin, First Vice President	Y	√	
Susan Butler, Administrator		√	
Brent Benedetti, Lake Manager		√	
Karen Powers, Treasurer	Y	√	
Cindy Cox, Secretary	Y	√	
Other Officer Reports:			
Greg Sherry, VP Lake Safety	Y	√	
Eric Robison, VP Sediment and Siltation	Y	√	
OPEN, VP Properties	Y		
Committee Reports:			
John Westervelt, Past President		√	√
Dave Weikers, Lake and Fish Conservation			√
Don McMillian, Community Affairs			√
Terri Williams, Member Services			√
Shawn Fulks, Social			√
Brent Benedetti, Dam Maintenance		√	
Rob Wissel, IT/Communications Committee		√	
Home Owner Associations:			
North Shore – Adam Kogelman	Y		√
Edgewater - Joe Starr	Y	√	
Bay View – Brian Robison	Y		√
South Bay – Rich Fair	Y	√	
Emerald Drive – Don Barnette	Y		√
Katie Powers	Y		√
The Landings – Evonne Anderson	Y		√
Forest Estates / Spivey Commons – Keith Kimball	Y	√	
Lost Valley – Holly Campbell	Y		√

Closed Session

Secretary's Report:

-12/6/2018 Minutes approved

Cindy Cox, Secretary

Treasurer's Report:

-Review of Financial Statements – closed Delta account

Karen Powers, Treasurer

Eric Robison motion to approve Treasurer's report

John Chafin seconded motion– all in favor

APPROVED

President's Business Items

Management Company Proposals (limit 20 minutes per presentation)

- Ardent Residential Stephan Conner (Ardent Residential)
- Sentry Management Mike Reis (Sentry Management)

NEXT STEPS: Implement better financial controls.

- Karen Powers will obtain bids by 2 local Accounting Firms to take over A/R, bank reconciliation, etc.
- By March 1st - migrate Susan's records from Sage to Quickbooks

- Date for 4th of July Fireworks – on Thursday, July 4th

Eric Robison motion to approve date for 7/4/2019 fireworks

John Chafin seconded motion– all in favor

APPROVED

- Proposed Bylaw Changes of Article V and Article VIII

Eric Robison motion to approve proposed by law changes as presented

John Chafin seconded motion – all in favor

APPROVED

- Dam Inspection Contract Renewal, WALDEN, ASHWORTH & ASSOCIATES, INC. (up \$300)

Keith Kimball motion to approve dam inspection contract renewal as presented

John Chafin seconded motion – all in favor

APPROVED

- Kimco Properties Contract Renewal(cut grass April – Oct once a month at Sunset Point plus buffer)

Removal of debris; sidewalks blown = \$7,000(700 month/10 months)

Joe Starr motion to approve sunset point contract renewal as presented

Eric Robison seconded – all in favor

APPROVED

- Georgia Wake Series – wakeboard competition on 5/18/2019

Eric Robison made motion to allow wakeboard competition on 5/18/2019 subject to a contract

Brian Robison seconded - all in favor

APPROVED

- Siltation report – close valve on Monday, 1/21/2019 – little more work on North Shore canal

- Budget meeting scheduled to develop a 5 year plan; – if anyone has any items please send in.

Report from Administrators:

Administrator's Report:

Susan Butler, Lake Administrator

Lake Manager's Report:

Brent Benedetti, Lake Manager

Other Officer Reports:

John Chafin, First Vice President

Greg Sherry, Vice President - Lake Patrol Report

Steve Maddox – Lake Patrol

(Brent Benedetti) - Open, Vice President

Eric Robison, Vice President Siltation

Committee Reports:

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Nomination Committee Holly Campbell

Don McMillian

John Westervelt

John Chafin

Charlotte Black

Susan Butler

Sunset Point Development John Westervelt, Past President

Lake and Fish Conservation: Dave Weikers Community Affairs:

Dr. Don McMillian, Jr. Social:

Shawn Fulks Dam Maintenance:

Brent Benedetti, Lake Manager - Dam Inspection Contract RMS Committee

Katie Powers, Director RMS Committee

Home Owner Associations:

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North Shore / Edgewater: Adam Kogelman Joe Starr No Report

Bay View: Brian Robison No Report

South Bay: Rich Fair

Emerald Dr.: Don Barnett/Katie Powers No Report

The Landings: Evonne Anderson

No Report

Forest Estates / Spivey Commons: Keith Kimbell

No Report

Lost Valley: Holly Campbell

No Report

Meeting Adjourned

8:40 pm

APPENDIX A
Action Item List as of 01/17/2019

	Who's Responsible	Action Item	Assigned	STATUS TO DO, DOING, DONE
1	Nominating Committee Holly Campbell Don McMillian John Westervelt John Chafin Charlotte Black	<u>Fill LSCA Communication Chair (non voting mbr)</u> Holly Campbell has agreed to reconvene the Nominating Committee to help fill this open (currently volunteer) position. <i>Includes: Facebook, Twitter, Instagram, Webmaster, Email blast</i> UPDATE 12/6: 2019 BOD recommendations in advance of March Annual LSCA Meeting. Rob Wissel is the newly nominated IT/ Communications Director.	5/24/2018	DOING
2	TBD once IT / Communications Director in place	<u>Newsletter</u> Volunteered to help with content and take the lead to meet with Susan and Neal to determine: 1) What content is needed 2) How best to divide roles	4/12/2018	TO DO
		*Points to Consider: Audience/Objective, News feed (social media) vs Newsletter	5/24/2018	
3	By Law Change Comm Karen Powers Susan Butler	<u>Lake Maintenance Fees Collections Process</u> By Laws currently state we start collecting past due fees starting in May; a procedural change was made to collect after July 4 th during John Westervelt LSCA Presidency. However, the By Laws were not updated to reflect this date change <i>Potential options to consider:</i> - If past dues >= 5 years: lose lake rights + pay \$55k to reinstate + remove dock if on lake property UPDATE 12/6: Bob handed out (Steven Fincher) lawyers opinion of enforcing consequences of past dues. BOD discussed/concluded this would subject to potential lawsuit(s). Topic closed. UPDATE 12/6: BY LAWS – Susan will draft proxy card with updated wording for: 1)new collection date and certified letter date 2) request to recognize EDNA as LSCA entity. These are to be submitted and voted on at March annual general membership March meeting.	7/19/2018	DOING

4	Susan Butler	<p><u>Records Management</u> Schedule offline meeting with Brent to determine what needs to be scanned for A/R</p> <p>UPDATE 12/6: Susan has identified what needs to be scanned and getting docs ready to be scanned to cloud by next BOD meeting</p>	4/12/2018	DOING
5	John Chafin	<p><u>HOA Management Company to manage LSCA</u> Bob suggested next step is for committee to create a transition plan and timeline targeting March 2019 before the billing cycle.</p> <p>UPDATE 1/17: Ardent Residential and Sentry Management Companies presented proposal</p> <p>NEXT STEPS:</p> <ul style="list-style-type: none"> - Karen Powers will obtain bids by 2 local Accounting Firms to take over A/R, bank reconciliation, etc. - By March 1st - migrate Susan's records from Sage to Quickbooks 	4/12/2018	DOING
6	Katie Powers Brent Benedetti	<p><u>RMS Annual Inspections</u> Send letters, signed by LSCA rep to RMS property/boat slip owners informing them of inspection findings.</p> <p>UPDATE 12/6: Brent to create letters for other properties. No updates on RMS 10 from letter sent.</p>	4/12/2018	DOING
7	John Westervelt Eric Robison Don McMillian John Chafin Keith Kimball	<p><u>Sunset Point development</u> Schedule committee meeting to draft business plan to include how this will be paid for and maintained. Include LSCA Attorney Steve Fincher on these discussions when appropriate.</p> <p>NO UPDATE 12/6: Waiting on siltation project results to confirm options for Sunset Point</p>	4/12/2018	TO DO
8	Eric Robison Brent Benedetti	<p><u>Siltation Project</u></p> <p>UPDATE 1/17: Target to close valve between by 1/21/2019</p>	7/19/2018	DOING
9	Susan Butler	<u>New Membership Committee</u>	7/19/2018	TO DO

	Terri Williams	<p><i>Need a welcome package – RR, bylaws, map of lake, how to access website, invitation for safety boat ride, welcome member letter from Bob</i></p> <p><i>UPDATE 12/6: Susan waiting on welcome letter from Bob. Susan has new directory ready for March meeting.</i></p>		
10	Bob Nash	<p><i>UPDATE 12/6:</i> Will draft letter and share with BOD before sending to property / slip owners regarding the condition of the dock at The Landings.</p>	9/13/2018	TO DO

APPENDIX B – Chart 1 of 3

	ACTUAL	TOTAL BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
BOAT DECAL FEES		30,000.00	-30,000.00	
JET SKI	12,450.00		12,450.00	
LSOAT	2,085.00		2,085.00	
PROAT	17,450.00		17,450.00	
Total BOAT DECAL FEES	31,985.00	30,000.00	1,985.00	106.62 %
DUES COLLECTED				
Dues - LSCA	20,062.50	18,000.00	2,062.50	111.46 %
LSCA DUES PAST DUE COLLECTIONS	292.50		292.50	
Miscellaneous	2.00		2.00	
PREPAYMENT DISCOUNT	-2,789.50	-3,000.00	210.50	92.84 %
Total DUES COLLECTED	17,567.50	15,000.00	2,567.50	117.09 %
FIREWORKS	16,080.00	14,000.00	2,080.00	114.86 %
Interest MM	1,628.45		1,628.45	
LAKE MAINTENANCE FEES	246,385.50	242,000.00	4,385.50	101.81 %
LAKE MAINTENANCE PAST DUE COLLECTIONS	24,060.50		24,060.50	
Total LAKE MAINTENANCE FEES	270,446.00	242,000.00	28,446.00	111.75 %
LAKE RIGHTS	80,500.00		80,500.00	
LAKE SAFETY FINES	97.50	900.00	87.50	113.50 %
Miscellaneous		1,000.00	-1,000.00	
RMS Funds	3,200.00	2,500.00	700.00	128.00 %
SUBDIVISIONS - Billing Received	59,755.00		59,755.00	
SubDivisions - Dispersals	-59,755.00		-59,755.00	
Total Revenue	\$421,464.45	\$305,000.00	\$116,464.45	138.19 %
GROSS PROFIT	\$421,464.45	\$305,000.00	\$116,464.45	138.19 %
Expenditures				
INSURANCE (L. Maint, Safety, Fir		23,000.00	-23,000.00	
LAKE MAINTENANCE				
Administration (LAKE)	53,507.93	67,000.00	-13,492.07	79.86 %
Dam Maintenance (LM)	11,594.20	20,250.00	-8,655.80	57.26 %
Lake Conservation (LM)	16,527.00	20,000.00	-3,473.00	82.64 %
Legal Fees (L. Maint)	9,076.24	30,000.00	-20,923.76	30.25 %
PROPERTIES (Lake Maint)	48,023.40	95,000.00	-46,976.60	50.55 %
SILTATION (LM)	105,037.00	425,000.00	-319,963.00	24.71 %
Construction	339,214.60		339,214.60	
Misc.	2,506.80		2,506.80	
Planning	31,315.00		31,315.00	
Total SILTATION (LM)	478,073.40	425,000.00	53,073.40	112.49 %
Total LAKE MAINTENANCE	618,802.17	657,250.00	-40,447.83	93.85 %
LAKE-SAFETY (Boat Decals)	15,280.46	20,000.00	-3,729.54	81.30 %

Cash Basis Thursday, December 8, 2016 02:48 PM GMT-8

Chart 2 of 3

	ACTUAL	TOTAL		% OF BUDGET
		BUDGET	OVER BUDGET	
LSCA MEMBER SERVICES (DUES)	5,045.83	13,000.00	-7,954.17	38.81 %
RMS's EXPENSES (RMS Income)	600.00	2,500.00	-1,900.00	24.00 %
SPEC. EVENTS (Fireworks, Dues,	10,975.34	22,000.00	-11,024.66	49.89 %
TAXES	444.22	1,000.00	-555.78	44.42 %
Total Expenditures	\$650,128.02	\$738,750.00	\$ -88,621.98	86.00 %
NET OPERATING REVENUE	\$ -228,683.57	\$ -433,750.00	\$205,066.43	52.72 %
NET REVENUE	\$ -228,683.57	\$ -433,750.00	\$205,066.43	52.72 %

Chart 3 of 3

Lake Spivey Civic Association	
STATEMENT OF FINANCIAL POSITION	
As of December 6, 2018	
	TOTAL
ASSETS	
Current Assets	
Bank Accounts	201,793.60
Delta Savings	200,751.39
Heritage MM	103,625.66
LSCA_INC	52,818.09
LSCA_MM	0.00
United Community MM	\$558,988.74
Total Bank Accounts	\$558,988.74
Total Current Assets	\$558,988.74
Other Assets	6,920.00
RMS ASSET FUNDS	\$6,920.00
Total Other Assets	\$6,920.00
TOTAL ASSETS	\$565,908.74
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	
30000 Opening Balance Equity	138,764.75
32000 Retained Earnings	655,807.56
Net Revenue	-228,663.57
Total Equity	\$565,908.74
TOTAL LIABILITIES AND EQUITY	\$565,908.74