

**Lake Spivey Civic Association
Board of Directors Meeting – Lake Spivey Golf Club
Monday February 22, 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 Kimbell	Y	√	
Lost Valley – Holly Campbell	Y	√	

Closed Session

Treasurer's Report: Karen Powers, Treasurer - Proposed 2019/20 Budget President's Business Items

2019 Budget Overview

John Chafin – motion to increase lake maintenance fees to \$675 and approve new watercraft fee schedule as presented.

Joe Star seconded motion

ALL IN FAVOR APPROVED

Accountants Review:

Loggins, Kearns and McCombs – LSCA receiving nonprofit discount fee. They will assist LSCA Treasurer and Administrator with A/P, A/R, taxes, and help simplify financial tracking/reporting.

\$2,000/year + \$2,000 one-time fee to convert to Quickbooks (from Quicken) and work with Susan and Karen to migrate all A/R data from Peachtree Sage to Quickbooks

John Chafin motion to accept Loggins, Kearns and McCombs bid to move forward including authority to sign contract

Keith Kimbell seconded motion

ALL IN FAVOR APPROVED

President, Bob Nash - General Membership Meeting Prep

Reviewed Draft 2019 LSCA Calendar – discussion/suggestion to move meetings to another day; Bob to make adjustments

Reviewed Draft of General Membership Meeting Agenda – request for BOD to review and send any changes to Bob via email by March 4th

Karen and Brent agreed to work on general meeting ppt preparation

Report from Administrators:

Administrator's Report:

Susan Butler, Lake Administrator

Lake Manager's Report:

Brent Benedetti, Lake Manager

Dam Maintenance – fighting weed control in spillway; weather has been problem

Other Officer Reports:

John Chafin, First Vice President

Greg Sherry, Vice President - Lake Patrol Report

Lake Orientation Course for new boaters – May 4th(12 and up; State of GA online safety class; then an orientation)

Peter deGuzman has volunteered to give the lake tours.

Steve Maddox – Lake Patrol

(Brent Benedetti) - Open, Vice President

- Dock Construction Requests

Eric Robison, Vice President Siltation

- Final report on 2018/19 Siltation Project and Dock Installation

Committee Reports:

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Nomination Committee Holly Campbell - recused from committee
Don McMillian
John Westervelt
John Chafin
Charlotte Black – representing Emerald Drive
Susan Butler

2019 LSCA BOD Recommendations:

President– Holly Campbell
VP = Eric Robison
VP Properties – Bob Nash
Secretary- Cindy Cox
Treasurer – Karen Powers
Siltation – Mike Thomas
New Directors – Emerald Drive – Evan Black and Diana Delaney

John Chafin approved LSCA BOD nominations
Don Barnett seconded motion

ALL IN FAVOR - APPROVED

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

Dock improvements complete – looks great

Shoreline marina is complete – looks great

Bay View: Brian Robison

No Report

South Bay: Rich Fair

Buddy Cooper – trying to resolve building issues with lot runoff

Emerald Dr.: Don Barnett/Katie Powers

Improvements in RMS on Emerald Drive

The Landings: Evonne Anderson

No Report

Forest Estates / Spivey Commons: Keith Kimbell

No Report

Lost Valley: Holly Campbell

No Report

Meeting Adjourned

7:32 pm

APPENDIX A
Action Item List as of 02/25/2019

	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> 2019 BOD recommendations in advance of March Annual LSCA Meeting.	2/25/2019	DONE
2	Rob Wissel Communications Director in place	<u>Newsletter</u> Help with content and take the lead to meet with Susan 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>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.</i>	2/25/2019	DONE
4	Susan Butler	<u>Records Management</u> Schedule offline meeting with Brent to determine what needs to be scanned for A/R <i>UPDATE 12/6:</i> Susan has identified what needs to be scanned and getting docs ready to be scanned to cloud by next BOD meeting	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: Arden Residential and Sentry Management Companies presented proposal</p> <p>NEXT STEPS:</p> <ul style="list-style-type: none"> - Karen Powers obtained bids by 2 local Accounting Firms to take over A/R, bank reconciliation, etc. - By March 1st – plans to migrate Susan’s records from Sage to Quickbooks 	2/25/2019	DONE
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>	2/25/2019	DONE
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	ON HOLD
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>	2/25/2019	DONE
9	Susan Butler Terri Williams	<p><u>New Membership Committee</u> Need a welcome package – RR, bylaws, map of lake, how to access website, invitation for safety boat ride, welcome member letter from Bob</p> <p>UPDATE 12/6: Susan waiting on welcome letter from Bob. Susan has new directory ready for March meeting.</p>	7/19/2018	TO DO