

**Lake Spivey Civic Association
Board of Directors Meeting – Lake Spivey Golf Club
Monday July 15, 2019**

Call to Order:

Holly Campbell, President

6:35 pm

Meeting Attendees:

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

Secretary's Report

Cindy Cox, Secretary

- Minutes from June Board Meeting – approved – Bob will post on LSCA website
- Open Action Item Review/Update

APPENDIX A

Treasurer's Report

Karen Powers, Treasurer

- Balance Sheet review – Susan is working on up to date past due accounts

APPENDIX B

Questions from BOD:

- 1) Karen to ask Accountants on Other Assets amounts (RMS Asset Funds, Suspense)
- 2) Karen to separate doubtful/probable list of A/R

- Profit and Loss Review –

On track – have not sent out past due letters yet

APPENDIX C

- Online payment is working well per Susan

Questions from BOD:

- 1) \$51k Boat Decal Fees – how does that compare to last years fees
- 2) Add budget vs. actual to report

Bob Nash made motion to accept Treasurer's report as stated

Eric Robison seconded

ALL IN FAVOR APPROVED

President's Business Items

Holly Campbell, President

- LSCA website – seeking a long-term, sustainable option to manage website; request bios and photos from board members; documents will be updated to both website and google docs (agenda and minutes posted/up to date).
- Newsletter – much thanks to Jessica Mayo
- Holly will send a test of pass through LSCA emails
- New Board Members Packet in a new binder: include copy of By Laws (roles and responsibilities – make sure everyone is clear and aligned).
- Susan will send email list of BOD and get new binders for BOD for next meeting. She has hard copy of last update of by laws.

Report from Administrators:

Administrator's Report:

Susan Butler, Lake Administrator

\$275k past due accounts

Past Dues Recommendation – suggesting letter comes from Treasurer from each of HOA

Forrest Estates – Greg Sherry has a collections process that works well; he now only has 1 past due

Susan will partner with HOA and use same email to collect past dues in The Landings, Forrest Estates, North Shore, Emerald Drive(director names), South Bay(director names)

Lake Manager's Report:

Brent Benedetti, Lake Manager

- July 4th – fireworks were a success. Band and pizza were provided. Communication plan for social events will be reviewed and enhanced under Toni's leadership.
- Lake Safety – notified by homeowner of new boats bought on 7/3; notified patrol and they pulled them over and gave them pass for weekend
- Dam – requested extension of dam fencing 10 feet in; got 1 quote. Problem caused by DOT.

- Lost Valley - next to emergency spillway; heavy equipment clear cut. Identified as LSCA property; LSCA permission was not obtained and it is not known who executed the work. Concerned about erosion control. This was done once before back in 2007/2008.

Bob Nash next steps: –

- 1) get survey done
- 2) Get fence repaired working with DOT
- 3) Erosion control
- 4) Shawn – deer cameras

Other Officer Reports:

VP Lake Safety

Shawn Fulks

Moved directional buoy near peninsula island (Steph Johnson) so traffic comes more toward Emerald Drive

VP Sediment and Siltation Report:

Mike Thomas, Vice President Siltation

No report

VP Properties Report:

Bob Nash, VP Properties

- DOT rep about Blackhall – road closed closer to mid-August
- RMS #2 – Mac Hand – he will work on changing the dam to create a better flow
- 3359 Lake Park Drive dock – Several issues/concerns: 1) abandoned dock aesthetics 2) safety concern 3) illegal from the start – never got approval. LSCA could remove dock because it is on LSCA lakebed property and is not touching land. 4) \$16k LSCA past dues. Bob get cost estimate to remove dock; Holly will send email about where to get bids. LSCA can vote at next meeting (and possibly bill the homeowner). Additional considerations: 1) Send homeowner letter for notice before removal 2) Possibly have attorney – Steve Fincher - review and sign off to ensure LSCA is properly covered.

Committee Reports:

Lake and Fish Conservation: Dave Weikers

Community Affairs: Dr. Don McMillian, Jr.

Social: Toni Fulks \$4,000

- July 4th event – communication issue with band set up – will learn and improve
- Suggesting more \$\$ to get the word out – August
- LSCA BOD party in August – nothing in budget
- Will look at doing another movie night on the water - getting quotes – Captain Marvel

Joe Starr made motion to raise Social budget to \$6,000 and identify added line items

Shaun Fulks seconded

ALL IN FAVOR APPROVED

RMS Committee: Evan Black, Director/Chair

Did assessment of all RMS – looking for dangerous trees that could fall on adjoining properties (leaning, dead, diseased) – both committee members out of country – Jason D’Arcy will be back Friday night and will make recommendation to take them down. Bob Pallos – tree man

Home Owner Associations:

=====
 North Shore / Edgewater: Adam Kogelman Joe Starr

Edgewater is about to spend \$16k to remove vegetation and landscaping

Bay View: Brian Robison

No Report

South Bay: Rich Fair
Emerald Dr.: Evan Black / Diana Delaney
The Landings: Evonne Anderson

No Report

No Report

Forest Estates / Spivey Commons: Keith Kimbell
Showed pictures of his cleanup of Sunset Point

Lost Valley: Tony Smalls

No Report

Meeting Adjourned

8:26 pm

APPENDIX A

Action Item List as of 7/15/2019

	Who's Responsible	Action Item	Assigned	STATUS TO DO, DOING, DONE
1	Safety Meeting	<p><u>Attendees to include:</u> Diana, Rich, Holly, Susan, Shaun, John Flaherty</p> <p>UPDATE 7/15: Setup before next meeting – Susan to send email with proposed dates.</p> <p>Meet to discuss details, action items to help with safety of current and new boat drivers</p>	4/8/2019	TO DO
2	Karen Powers	<p><u>Treasurer's Follow-Ups</u></p> <p>Questions/Suggestions from BOD:</p> <ol style="list-style-type: none"> 1) Karen to ask Accountants on Other Assets amounts (RMS Asset Funds, Suspense) 2) Karen to separate doubtful/probable list of A/R 3) \$51k Boat Decal Fees – how does that compare to 2018 fees 4) Karen to add budget vs. actual to report 	7/15/2019	TO DO
3	Jessica Mayo <i>interim</i>	<p><u>Newsletter –</u> Help with content and take the lead to meet with Susan to determine:</p> <ol style="list-style-type: none"> 1) What content is needed 2) How best to divide roles <p>UPDATE 7/15: Anchor Newsletter was sent via email on 7/1</p> <p>Propose next Anchor – 4Q2019</p>	4/12/2018	DOING
4	Eric Robison Brent Toni	<p>Google LSCA BOD emails</p> <p>UPDATE 7/15: Confirm cost estimate (\$600/year for up to 25 email addresses) and present at next BOD meeting for vote</p> <p>Benefit is these can easily be passed on to new BOD and maintain history.</p>	7/15/2019	TO DO
5	Toni Fulks Holly Campbell BOD Directors	<p>LSCA website updates</p> <p>UPDATE 7/15:</p> <ul style="list-style-type: none"> • Toni having trouble logging in as Admin; Susan to resend login info 	7/15/2019	TO DO

		<ul style="list-style-type: none"> BOD Directors need to send Toni/Holly bio + picture 		
6	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 7/15: DONE 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	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>UPDATE 7/15: Eric to gather and present back to BOD info on fuel truck to be used on Saturdays NO UPDATE 12/6: Waiting on siltation project results to confirm options for Sunset Point</p>	4/12/2018	TO DO
8	Susan Butler Terri Williams	<p><u>New Membership Committee</u> <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>UPDATE 7/15: Susan to email new BOD and bring to next meeting New Board Member Binder to include By Laws</p>	7/19/2018	TO DO
9	Susan Butler	<p>Past Dues Collection Process</p> <p>Susan will partner with HOA and use same email to collect past dues in The Landings, Forrest Estates, North Shore, Emerald Drive(director names), South Bay(director names)</p>	7/15/2019	TO DO
10	Bob Nash	<p>Lost Valley fence line – clear cut without LSCA knowledge or permission</p> <ol style="list-style-type: none"> 1) get survey done 2) Get fence repaired working with DOT 3) Erosion control 4) Shaun to give Bob deer cameras 	7/15/2019	TO DO
11	Bob Nash	<p>3359 Lake Park Drive abandoned dock</p> <p>Bob to get cost estimate to remove dock; Holly will send email about where to get bids. LSCA can vote at next meeting (and possibly bill the homeowner).</p>	7/15/2019	TO DO

APPENDIX B

7:02 AM

07/15/19

Accrual Basis

Lake Spivey Civic Association Balance Sheet As of July 15, 2019

	<u>Jul 15, 19</u>
ASSETS	
Current Assets	
Checking/Savings	
HERITAGE BANK TIME DEPOSIT	227,055.48
SUNTRUST CHECKING 8006	375,881.74
SUNTRUST MM SAVINGS 0704	52,829.83
Total Checking/Savings	<u>655,767.05</u>
Accounts Receivable	
Accounts Receivable	266,559.98
Total Accounts Receivable	<u>266,559.98</u>
Other Current Assets	
Undeposited Funds	6,542.00
Total Other Current Assets	<u>6,542.00</u>
Total Current Assets	<u>928,869.03</u>
Other Assets	
RMS ASSET FUNDS	6,920.00
Suspense	-7,388.18
Total Other Assets	<u>-468.18</u>
TOTAL ASSETS	<u><u>928,400.85</u></u>
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Total Liabilities	<u>-1,534.68</u>
Equity	
Retained Earnings	1,088,278.43
Net Income	-158,342.90
Total Equity	<u>929,935.53</u>
TOTAL LIABILITIES & EQUITY	<u><u>928,400.85</u></u>

APPENDIX C

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	Apr 1 - Jul 15, 19
<div style="display: flex; justify-content: space-between;"> <div style="width: 20%;"> <p>7:00 AM 27/15/19 Cash Basis</p> </div> <div style="width: 60%; text-align: center;"> <p>Lake Spivey Civic Association Profit & Loss April 1 through July 15, 2019</p> </div> </div>	
Ordinary Income/Expense	
Income	
BOAT DECAL FEES	
JET SKI	11,095.24
LBOAT	3,520.90
PROAT	36,985.23
Total BOAT DECAL FEES	61,607.37
DUES COLLECTED	
Credit Card Convenience Charge	472.37
Dues - LSCA	19,636.43
LATE FEES	900.00
PREPAYMENT DISCOUNT	-2,570.00
Total DUES COLLECTED	18,138.80
FIREWORKS	19,158.13
LAKE MAINTENANCE FEES	
LAKE MAINTENANCE PAST DUE COLLE	2,268.53
LAKE MAINTENANCE FEES - Other	284,002.75
Total LAKE MAINTENANCE FEES	286,271.28
LAKE SAFETY FINES	150.00
Miscellaneous	
RMS Street Light	288.64
Total Miscellaneous	288.64
REDEPOSIT	2,115.00
Returned Check Charge	90.00
RMS Funds	2,905.29
SUBDIVISIONS - Billing-Received	
ForestEstates	897.37
NorthShore	1,002.42
South Bay RMS (Not LSCA)	0.00
TheLandings	652.70
Total SUBDIVISIONS - Billing-Received	2,552.49
Total Income	380,277.00
Gross Profit	380,277.00
Expense	
LAKE-SAFETY (Boat Decals)	
Equipment	
Boat-Expense	769.33
Equipment - Other	1,586.23
Total Equipment	2,355.56
Lake Safety Admin	
LAKE SAFETY POSTAGE	385.00
LAKE SAFETY PRINTING	3,758.62
Total Lake Safety Admin	4,143.62
MISC LAKE SAFETY	
Patrol	10.79
Total LAKE-SAFETY (Boat Decals)	5,420.00
LAKE MAINTENANCE	
Administration (LAKE)	
MISC LAKE ADMIN	601.56
Staff Salary - Brent, Lake Co-o	10,319.97
Staff Salary - Susan, Admn.	6,300.00
	11,929.97

APPENDIX C

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<p>7:00 AM 07/15/19 Cash Basis</p>	<p>Lake Spivey Civic Association Profit & Loss April 1 through July 15, 2019</p>	
		<u>Apr 1 - Jul 15, 19</u>
Total Administration (LAKE)		17,221.53
Dam Maintenance (LM)		
Labor	500.00	
Materials	500.00	
Dam Maintenance (LM) - Other	3,700.00	
Total Dam Maintenance (LM)		4,700.00
Lake Conservation (LM)		
Fish	7,630.00	
Lake Conservation (LM) - Other	7,650.00	
Total Lake Conservation (LM)		15,280.00
Legal Fees (L Maint)		
MISC LEGAL FEES	86.00	
Total Legal Fees (L Maint)		86.00
PROPERTIES (Lake Maint)		
SUNSET POINT/CAMP RD Maint.	42,773.40	
Total PROPERTIES (Lake Maint)		42,773.40
SILTATION (LM)		25,000.00
Total LAKE MAINTENANCE		105,062.93
LSCA MEMBER SERVICES (DUES)		
BOARD/GENERAL MTG EXP	150.00	
DUES-LSCI (dues)	4,880.00	
POSTAGE	110.00	
SOCIAL (Dues)	750.00	
Total LSCA MEMBER SERVICES (DUES)		5,890.00
Total Expense		122,862.90
Net Ordinary Income		257,394.10
Net Income		257,394.10