

**Lake Spivey Civic Association
Board of Directors Meeting – Lake Spivey Golf Club
Thursday July 19, 2018**

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	√	
Ted Lawson, VP Properties	Y		√
Committee Reports:			
Dave Weikers, Lake and Fish Conservation		√	
Don McMillian, Community Affairs			√
Terri Williams, Member Services			√
Shawn Fulks, Social			√
Brent Benedetti, Dam Maintenance		√	
OPEN, IT/Communications Committee			
Home Owner Associations:			
North Shore - Anthony Dallas	Y		√
Edgewater - Joe Starr	Y	√	
Bay View – Phil Holcombe	Y		√
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	√	

Also in Attendance:

John Westervelt – former LSCA President

Lance Cunningham – HOA President, Forrest Estates

Secretary's Report: Cindy Cox

Review of Open Action Items

See APPENDIX A

Treasurer's Report: Karen Powers

Review of Budget vs Actuals and Financial Position

See APPENDIX B

President's Report: Bob Nash, President

- Need HOA Management Company to help drive consistency – Received several phone calls from new property owners confused by late lake maintenance fees, past due lake maintenance fees, and separate HOA fees.

- Motion by Cindy Cox – Seconded by Keith Kimball

ALL IN FAVOR - APPROVED

Request LSCA Administrator (Susan Butler) at annual billing cycle to request each property owner to return a signed acknowledgement they reviewed latest version of LSCA By-Laws as well as Rules and Regulations.

Report from Administrators:

Lake Administrator's Report: Susan Butler

No report

Lake Manager's Report: Brent Benedetti

No report

Other Officer Reports: First Vice President: John Chafin

No Report

Vice President for Lake Safety: Greg Sherry

- No verification from Susan Butler on fine letters; Karen will follow-up to make sure this has taken place
- Keith Kimbell – observation of officers riding too close to shore; Greg explained they are checking stickers

Vice President for Properties: Ted Lawson

No Report

Vice President – Siltation Eric Robison

See Action Item #14

Committee Reports:

Sunset Point Development John Westervelt, Past President

No Report

Lake and Fish Conservation: Dave Weikers
July 24th – conducting water testing

Community Affairs: Dr. Don McMillian, Jr.

No Report

Social: Shawn Fulks

No Report

Dam Maintenance: Brent Benedetti, Lake Manager

No Report

RMS Committee Katie Powers, Director

No Report

Home Owner Associations:

=====
North Shore: Anthony Dallas

FYI: Need to assign a LSCA BOD representative replacement for North Shore HOA

Edgewater: Joe Starr

No Report

Bay View: Brian Robison

No Report

South Bay: Rich Fair

No Report

Emerald Dr.: Don Barnett/Katie Powers

FYI: Neil Farmer organizing voluntary Emerald Drive Neighborhood Association (EDNA) – first meeting at Lake Spivey Golf 7/25/2018. Notification letters were sent to each property owner. EDNA also has a Facebook and Instagram page.

The Landings: Evonne Anderson

No Report

Forest Estates / Spivey Commons: Keith Kimbell

No Report

Lost Valley: Holly Campbell

No Report

Meeting Adjourned

8:20 pm

APPENDIX A
Action Item List as of 7/19/2018 (page 1 of 2)

	Who's Responsible	Action Item	Assigned	STATUS TO DO, DOING, DONE
1	Holly Campbell	<u>Communications Chair/Website Review</u> Holly Campbell has agreed to reconvene the Nominating Committee to help fill this open volunteer position. <i>7/19 Update: 2 Candidates to select from</i>	5/24/2018	DOING
2	TBD once #1 DONE	<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 <u>Newsletter Topic Suggestions:</u> - Holly/Shawn – Monday night fishing tournament - Ted – lake lowering dock and sea wall updates requiring review/approval	5/24/2018	
3	Karen Powers	<u>Financials</u> 1) To answer Greg Sherry's request to see revenue as well as past due receivables (for collections and other repercussions process review) – Karen will analyze data and present at next BOD meeting. 2) 7/19: What interest rate is LSCA earning at Heritage Bank?	4/12/2018	DOING
4	Greg Sherry Karen Powers Brent Benedetti	<u>Lake Maintenance Fees Collections Process</u> Greg to form/lead committee to review/update by laws, draft collection action letter, make reco to BOD <u>Suggestions:</u> - By Laws currently state we start collecting in past due fees starting May; at some point the start date was changed to after July 4 th Susan Butler/Cindy Cox – when was the past dues collection timeframe changed from May to after July 4 th ? See if documented in past BOD Minutes.	7/19/2018	TO DO

		<ul style="list-style-type: none"> - If past dues is >= 5 years: loose lake rights + pay \$55k to reinstate + remove dock if on our lake property - Steve Fincher wrote letter – Bob Nash will send out 		
5	Susan Butler	<p><u>Records Management</u> Schedule offline meeting with Brent to determine what needs to be scanned for A/R</p>	4/12/2018	TO DO
6	John Chafin	<p><u>Records Management</u> Will share a copy of the records retention schedule with Brent.</p>	4/12/2018	TO DO
7	Holly Campbell	<p><u>HOA Management Company to manage LSCA</u> Holly reported Lost Valley uses Century (Grace) Management company. She offered to get some feedback from Lost Valley HOA board members. <i>7/19 Update: Holly sent feedback to John via email</i></p>	4/12/2018	DONE
8	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>	4/12/2018	TO DO
9	Katie Powers Ted Lawson	<p><u>RMS Annual Inspections</u> Send letters, signed by T to RMS property/boat slip owners informing them of inspection findings.</p>	4/12/2018	TO DO
10	John Westervelt	<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. <i>7/19 Update: Targeting August Meeting</i></p>	4/12/2018	TO DO
11	Greg Sherry Brent Benedetti	<p><u>Lake Safety – wakeboard boats</u> <i>7/19 Update: Greg and Brent will draft response letter to Resident Step Johnson to address his concerns from 5/24 Executive BOD Meeting.</i></p>	5/24/2018	TO DO
12	Susan Butler	<p><u>Lake Safety</u> Create a flyer to send to LSCA property owners informing them of VHF radio monitoring and how to purchase for their personal boats.</p>	4/12/2018	DONE
13	Susan Butler	<p><u>Lake Safety</u> Order/reimbursement for a VHF radio to help with request for patrol calls she receives.</p>	4/12/2018	DONE
14	Eric Robison Brent Benedetti	<p><u>Siltation Project</u> Eric/Brent will have a follow-up meeting to mitigate project risks: Vendor Contract, Corp of Engineers approval, EPD approval</p>	7/19/2018	TO DO

		<p>Vendor Contract: Needs to be contingent upon 2 approvals: 1) Corp of Engineers, 2) Clayton County permit</p> <p><i>Per Brent:</i> Need to finalize the bid and what true elevations will be (how many cubic yards of silt); silt layout/erosion plan then needs to go to Tim Miller (if over 1 acre then it has to go to EPD for approval)</p> <p>Corp of Engineers: Want on-site meeting, key contact has been deployed/out of country for 2 months returning Aug 13th. Hoping for “no permit required”. Need letter by August 30th or we need to reconsider 9/9 valve opening.</p>		
15	Brent Benedetti	<p><u>Silt Removal Project</u> Informed Lake Jodeco HOA Siltation Manager of our project timelines.</p>	4/12/2018	DONE
16	Ted Lawson	Submit to Bob Nash a recently approved example of a dock project as an example for property owners during the lake lowering timeframe.	5/24/2018	TO DO
17	Susan Butler Terri Williams	<p><u>New Membership Committee</u> Bob Nash sent email requesting this begin.</p>	7/19/2018	TO DO

APPENDIX B – Chart 1 (page 1 of 2)

Lake Spivey Civic Association				
BUDGET VS. ACTUALS: BUDGET 2018-2018 - FY19 P&L				
April 2018 - March 2019				
	ACTUAL	TOTAL BUDGET	OVER BUDGET	% OF BUDGET
Revenue				
BOAT DECAL FEES	31,985.00	30,000.00	1,985.00	106.62 %
DUES COLLECTED	17,057.50	15,000.00	2,057.50	113.72 %
FIREWORKS	15,660.00	14,000.00	1,660.00	111.86 %
Interest MM	486.40		486.40	
LAKE MAINTENANCE FEES	250,380.00	242,000.00	8,380.00	103.46 %
LAKE RIGHTS	80,000.00		80,000.00	
LAKE SAFETY FINES	192.50	500.00	-307.50	38.50 %
Miscellaneous		1,000.00	-1,000.00	
RMS Funds	3,050.00	2,500.00	550.00	122.00 %
SUBDIVISIONS - Billing-Received	54,680.00		54,680.00	
SubDivisions - Dispersals	-54,690.00		-54,690.00	
Total Revenue	\$398,801.40	\$305,000.00	\$93,801.40	130.75 %
GROSS PROFIT	\$398,801.40	\$305,000.00	\$93,801.40	130.75 %
Expenditures				
INSURANCE (L Maint, Safety, Fir		23,000.00	-23,000.00	
LAKE MAINTENANCE	170,119.16	657,250.00	-487,130.84	25.88 %
LAKE-SAFETY (Boat Decals)	10,110.46	20,000.00	-9,889.54	50.55 %
LSCA MEMBER SERVICES (DUES)	3,660.38	13,000.00	-9,339.62	28.16 %
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		1,000.00	-1,000.00	
Total Expenditures	\$195,465.34	\$738,750.00	\$ -543,284.66	26.46 %
NET OPERATING REVENUE	\$203,336.06	\$ -433,750.00	\$637,086.06	-46.88 %
NET REVENUE	\$203,336.06	\$ -433,750.00	\$637,086.06	-46.88 %

APPENDIX B – Chart 2

Lake Spivey Civic Association STATEMENT OF FINANCIAL POSITION As of July 19, 2018

	TOTAL
ASSETS	
Current Assets	
Bank Accounts	201,507.00
Delta Savings	200,654.00
Heritage MM	258,785.96
LSCA_INC	102,782.61
LSCA_MM	227,207.45
United Community MM	\$990,937.02
Total Bank Accounts	\$990,937.02
Total Current Assets	
Other Assets	6,920.00
RMS ASSET FUNDS	\$6,920.00
Total Other Assets	\$6,920.00
TOTAL ASSETS	\$997,857.02
LIABILITIES AND EQUITY	
Liabilities	
Total Liabilities	
Equity	138,764.75
30000 Opening Balance Equity	655,756.21
32000 Retained Earnings	203,336.06
Net Revenue	\$997,857.02
Total Equity	\$997,857.02
TOTAL LIABILITIES AND EQUITY	\$997,857.02

APPENDIX B – Chart 1 (page 2 of 2)

APPENDIX B – Chart 2