

**Lake Spivey Civic Association
Board of Directors Meeting – Lake Spivey Golf Club
Thursday October 18, 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	√	
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		√	
OPEN, 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	√	

Also in Attendance:

Steve & Donna Llanes

President’s Report: Bob Nash, President –

Blackhall Road Bridge Update

- Henry County condemned the LSCA easement allowing them to move forward with the project.
- Currently working on contract language regarding damage to our property

Read out of letter from Keith Kilgore commending siltation committee and contractor for doing a great job at Bay View marina.

Property Owner Presentations (5-minute limit per presentation)

RMS #2 Dock Expansion: Steve & Donna Llanes

Don Barnette made motion to approve expansion plan as presented

Karen Powers seconded motion

All in Favor

APPROVED

Emerald Drive Neighborhood Association EDNA

- Don Barnett/Katie Powers – request LSCA By Law change to **recognize EDNA** (to go before General Membership for vote in March 2019)
- EDNA asking to provide Emerald Drive candidates for 2 upcoming Emerald Drive open board positions
- EDNA requesting LSCA to provide billing services for membership

Closed Session

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 Business Items Bob Nash, President

-Nominating Committee 2019 – recruiting needed for upcoming board open positions before the General Meeting in March 2019.

-2151 Emerald Dr. – Request for Lake Rights via email. Susan Butler responded to email with criteria with no promise of a slip – access to marina to launch your boat. No further communication with property owner.

Report from Administrators:

Administrator’s Report: Susan Butler, Lake Administrator

-Collected The Landings past due LSCA fees – netted \$5k

-Lost Valley – another property in foreclosure talking to LSCA Attorney to clear past dues fees

Lake Manager’s Report: Brent Benedetti, Lake Manager

-Updated website with dock update procedures with examples

-Approved 20 projects since taken over *interim* VP Properties; some pending engineer approvals

-Dam Maintenance – end of Aug report – 2 minor issues to review that will be resolved while the lake is down.

Other Officer Reports: First Vice President: John Chafin

No Report

Vice President for Lake Safety: Greg Sherry

No Report

Vice President for Properties - *interim*:

see Brent’s report above

Vice President – Siltation Eric Robison

See Action Item #10

Committee Reports:

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Sunset Point Development John Westervelt, Past President

No Report

Lake and Fish Conservation: Dave Weikers No Report

Community Affairs: Dr. Don McMillian, Jr.
Golf Tournament – Lake Spivey Golf Club Oct 19th – followed by family event

Social: Shawn Fulks No Report

Dam Maintenance: Brent Benedetti, Lake Manager No Report

RMS Committee Katie Powers, Director No Report

2019 Nominating Committee: Holly Campbell, Chairman See Action Item #1

Don McMillian
John Westervelt
John Chafin
Charlotte Black
Susan Butler

Home Owner Associations:

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North Shore: Adam Kogelman No Report

Edgewater: Joe Starr No Report

Bay View: Brian Robison No Report

South Bay: Rich Fair No Report

Emerald Dr.: Don Barnett/Katie Powers No Report

The Landings: Evonne Anderson No Report

Forest Estates / Spivey Commons: Keith Kimbell

Lost Valley: Holly Campbell No Report

Meeting Adjourned 8:30 pm

APPENDIX A

Action Item List as of 10/18/2018

	Who's Responsible	Action Item	Assigned	STATUS TO DO, DOING, DONE
1	Nominating Committee Holly Campbell Don McMillian John Westervelt John Chafin	<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 10/18: The NC wants to sponsor the name of Rob Wissel – Delta Sky Miles Marketing – his team is responsible for social media.	5/24/2018	DOING
2	Nomination Committee	<u>VP Properties – open position – To Be addressed in 2019 NC</u> Interim: Brent Benedetti is currently covering the duties of this position with help from John Chafin	9/13/2018	DONE
3	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	5/24/2018	
4	Karen Powers	<u>Financials</u> Keith, John, Karen to form an ad hoc committee to report out at next BOD meeting. Objective is to look at cash flow to plot out how money will be spent over the next few months given the current projects in progress. UPDATE 10/18: Review of Cash Planning Numbers	9/13/2018	DONE
5	By Law Change Comm	<u>Lake Maintenance Fees Collections Process</u> Form/lead adhoc committee to review/update LSCA By Laws related to collection process, draft collection action letter, and make recommendation at next BOD. <i>Potential options to consider:</i> - If past dues >= 5 years: lose lake rights + pay \$55k to reinstate + remove dock if on lake property	7/19/2018	TO DO

	<p>Karen Powers Susan Butler Cindy Cox</p> <p>Don Barnette</p>	<p><i>UPDATE 10/18: They will meet with Steve to draft recommendation to BOD</i></p> <ul style="list-style-type: none"> - By Laws currently state we start collecting past due fees starting in May; a procedural change was made to collect after July 4th during John Westervelt LSCA Presidency. However, the By Laws were not updated to reflect this date change. <p><i>UPDATE 10/18:</i></p> <ul style="list-style-type: none"> - Review By Law wording and make reco to LSCA BOD for send out of proxy card to General Membership to recognize EDNA as LSCA entity. 		
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><i>UPDATE 10/18:</i> 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
7	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><i>UPDATE 9/13:</i> RFQ is ready to go out week of 9/17/2018</p> <p><i>UPDATE 10/18:</i> 3 Companies to respond– 60 days from 10/15/2018</p>	4/12/2018	DOING
8	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><i>NO UPDATE PROVIDED 9/13 as Katie was not able to attend BOD meeting.</i></p> <p><i>UPDATE 10/18:</i> <i>Brent drafted 1st letter to RMS 10– sent to Bob and will mail once approved. Brent will then create letters for other properties.</i></p>	4/12/2018	DOING
9	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>	4/12/2018	TO DO

		UPDATE 10/18: Waiting on siltation project results to confirm options for Sunset Point		
10	Eric Robison Brent Benedetti	<u>Siltation Project</u> 10/18 Update: -Ahead of schedule by a month (end by end of Nov) - \$5,000 bonus if done by Jan 4th -Sunset point – working on a wall issue -Slightly over budget (more silt since last mapping includes wall repair – addressing boundaries of dig) -Rum Creek - biggest source of silt infiltration - issues being addressed by digging 8 ft hole beyond water level -Docks – 8 with small pad and handicap accessible ramp - \$80k – same as Bay view construction -Need Permanent Channel Markers – 7 or 8 – Eric, Joe will help -Log needs to be pulled out of gate valve – Brent can get our contractors to do that Valve closing – not earlier than Jan 1	7/19/2018	DOING
11	Susan Butler Terri Williams	<u>New Membership Committee</u> Bob Nash sent email requesting this begin. UPDATE 9/13: Susan will reach out to Terri Williams UPDATE 10/18: <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>	7/19/2018	TO DO
12	Bob Nash	Follow-up with Dave Weikers, Lake and Fish Conservation to review and understand the Water Quality Report as a result of lake testing in July. UPDATE 10/18: Testing occurred by Pace Analytic in June 2018 at ten points around the lake. The report results were difficult to understand. A representative from CCWA reviewed the report and confirmed we were within the normal range of parameters and indicated no problems. David Wayne can review and help set parameters to put explanation on the page.	9/13/2018	DONE
13	Bob Nash	Will draft letter and share with BOD before sending to property / slip owners regarding the condition of the dock at The Landings.	9/13/2018	TO DO

APPENDIX B – Chart 1 of 2

LAKE SPIVEY CIVIC ASSOCIATION
Budget vs Actual/Cash Planning Nov 2018-March 2019

Revenue FY 2018-2019

	Actual	Budget	Budget Remaining	% of Budget	NOV	DEC	JAN	FEB	MARCH	TOTAL
Total BOAT DECAL FEES	\$ 31,985.00	\$ 30,000.00	\$ 1,985.00	106.62%						
Total DUES COLLECTED	\$ 17,607.50	\$ 18,000.00	\$ 2,392.50	116.72%						
FIREWORKS	16,035.00	14,000.00	\$ 2,035.00	114.54%						
Interest MM	1,366.59		\$ 1,366.59							
Total LAKE MAINTENANCE FEES	\$ 269,100.50	\$ 242,000.00	\$ 27,100.50	111.20%						
LAKE RIGHTS	80,000.00		\$ 80,000.00							
LAKE SAFETY FINES	567.50	500.00	\$ 67.50	113.50%						
Miscellaneous		1,000.00	\$ (1,000.00)	0.00%						
RMS Funds	3,100.00	2,500.00	\$ 600.00	124.00%						
Total Revenue	\$ 419,664.09	\$ 308,000.00	\$ 111,664.09	137.99%						
Gross Profit	\$ 419,664.09	\$ 308,000.00	\$ 111,664.09	137.99%						

Expenditures FY 2018-2019

	Actual	Budget	Budget Remaining	% of Budget	NOV	DEC	JAN	FEB	MARCH	TOTAL
INSURANCE (L Maint, Safety, Fir		23,000.00	\$ (23,000.00)	0.00%						\$ 23,000.00
LAKE MAINTENANCE										\$ -
Total Administration (LAKE)	\$ 42,821.27	\$ 87,000.00	\$ (44,178.73)	61.46%	\$ 5,493.33	\$ 5,493.33	\$ 5,493.33	\$ 5,493.33	\$ 5,493.33	\$ 27,466.65
Total Dam Maintenance (LM)	\$ 10,094.20	\$ 20,250.00	\$ (10,155.80)	49.85%	\$ -	\$ 10,155.00	\$ -	\$ -	\$ -	\$ 10,155.00
Total Lake Conservation (LM)	\$ 16,527.00	\$ 20,000.00	\$ (3,473.00)	82.64%	\$ -	\$ -	\$ -	\$ -	\$ 3,473.00	\$ 3,473.00
Total Legal Fees (L Maint)	\$ 8,296.24	\$ 30,000.00	\$ (21,703.76)	27.65%	\$ -	\$ 8,300.00	\$ -	\$ -	\$ -	\$ 8,300.00
Total PROPERTIES (Lake Maint)	\$ 7,039.00	\$ 95,000.00	\$ (87,961.00)	7.41%	\$ 505.50	\$ 505.50	\$ 85,505.50	\$ 505.50	\$ 505.50	\$ 87,527.50
Total SILTATION (LM)	\$ 366,988.40	\$ 425,000.00	\$ (58,011.60)	86.35%	\$ 76,150.00	\$ -	\$ 76,150.00	\$ -	\$ 76,150.00	\$ 229,650.00
Total LAKE MAINTENANCE	\$ 481,466.11	\$ 657,250.00	\$ (205,783.89)	68.69%	\$ 82,548.83	\$ 24,453.83	\$ 167,548.83	\$ 5,998.83	\$ 86,021.83	\$ 366,572.15
Total LAKE SAFETY (Boat Decals)	\$ 16,380.48	\$ 20,000.00	\$ (3,719.52)	81.30%						\$ 450.00
Total LSQA MEMBER SERVICES (DUES)	\$ 4,631.05	\$ 13,000.00	\$ (8,368.95)	35.62%	\$ -	\$ 150.00	\$ 3,545.00	\$ 150.00	\$ 4,490.00	\$ 8,305.00
RMS'S EXPENSES (RMS Income)	600.00	2,500.00	\$ (1,900.00)	24.00%			\$ 1,900.00			\$ 1,900.00
Total SPEC. EVENTS (Fireworks, Dues,	\$ 10,975.34	\$ 22,000.00	\$ (11,024.66)	49.89%	\$ -	\$ -	\$ -	\$ -	\$ 10,500.00	\$ 10,500.00
TAXES										\$ -
INCOME TAX (Interest)		800.00	\$ (800.00)	0.00%				\$ 1,200.00		\$ 1,200.00
PROPERTY TAX (Lake Maint)	1.54	900.00	\$ (898.46)	0.31%	\$ 498.46					\$ 498.46
Total TAXES	\$ 1.54	\$ 1,000.00	\$ (998.46)	0.15%	\$ 498.46	\$ -	\$ -	\$ 1,200.00	\$ -	\$ 1,698.46
approx CASH REQUIRED					\$ 84,000.00	\$ 25,000.00	\$ 174,000.00	\$ 7,400.00	\$ 102,000.00	\$ 392,400.00

CA 10/18/2018
confidential

Chart 2 of 2

CASH PLANNING

	approx CASH REQUIRED	NOV	DEC	JAN	FEB	MAR	
SunTrust Checking	\$ 40,297.00	\$ 21,297.00	\$ 11,297.00	\$ 14,090.80	\$ 6,690.60	\$ 6,690.60	
SunTrust Money Market	\$ 52,804.46	\$ 27,804.46	\$ 12,804.46	\$ 12,804.00	\$ 12,804.00	\$ 12,804.00	
United Community	\$ 227,746.64	\$ 227,746.64	\$ 227,746.64	\$ 227,746.64	\$ 227,746.64	\$ 125,746.64	
Heritage Bank	\$ 255,788.49	\$ 255,788.49	\$ 255,788.49	\$ 240,788.49	\$ 240,788.49	\$ 240,788.49	
Delta Community	\$ 201,793.60	\$ 163,793.60	\$ 163,793.60	\$ -	\$ -	\$ -	
	\$ 778,430.19	\$ 696,430.19	\$ 669,430.19	\$ 495,429.73	\$ 488,029.73	\$ 386,029.73	\$ -
Potential xtrs		\$ 540,000	\$ -	\$ 562,000.00	\$ -	\$ 102,000.00	
		delta		delta		United Comm	