

Indian Cove Resort Associations, Inc.

Board of Directors' Meeting

October 6, 2016

Approved

CALL TO ORDER: Herb Glaser called the Board of Directors meeting to order at 7:00 pm in the Indian Cove Resort Clubhouse.

PRESIDING OFFICERS' COMMENTS: Herb Glaser asked that all beepers and phones be turned off so that the meeting will not be interrupted. Herb reminded everyone that the meeting would be recorded. This meeting is held to conduct the business of Indian Cove Resort Association, Inc. As a reminder, the meeting will follow the agenda. Scheduled agenda items would be discussed first in order of the agenda. Discussion of items not on the agenda would wait until the end of the board meeting. This would allow time to discuss scheduled agenda items. At the end of the meeting, we will open it up to the member's forum.

ROLL CALL: The Secretary called the roll. Board members in attendance were: Gary Martin, Chris Shaw, Herb Glaser, Sandy Knowles and Suzy Burlock. Herb announced that all board members were present and that we had a quorum.

MINUTES: Herb Glaser waived the reading of minutes as all board members had received them by email. Minutes approved by the board. Sandy made motion to accept the minutes as provided. Chris seconded the motion and the minutes were approved.

TREASURER'S REPORT: Gary Martin read the Treasurer's Report.

Cash Balances as of October 1, 2016	Town Bank Checking & Savings*	\$450,119.19
	Bank CDs & Stocks	\$23,540.04
	Cash on Hand	\$1,100.00
Grand Total:		\$473,613.58
*includes CDs that matured in September		

Breakdown of request for funds transfer:

Robin Helfant has requested a funds transfer of \$98,009.85 to the Operations account. The current outstanding balance on the line of credit is zero.

Planned Bills & Expenses	\$62,509.85	\$74,000.00
Operating Expenses	\$1,000.00	
Gross Wages	\$31,000.00	\$34,500.00
Gross Wages Taxes – Employer	\$3,500.00	
Total Expenses		\$98,009.85

Account Balances	Current	Transfer From	Transfer To
Money Market	\$450,119.19	\$98,009.85	
Line of Credit	\$0		
Assessment Account	740.29		
Pre-Paid Dues Account	\$8,969.93		
Operations	\$741.29		\$98,009.85
Payroll	\$68.08		
Store	\$12,787.90		
Grand Total	\$330,195.35	\$98,009.85	\$98,009.85

OFFICER'S REPORTS:

OLD BUSINESS:

Pending Projects:

Small Pool: Completed on 10/3. Worked on it for 8 days and it looks awesome.

Bathhouse #3 roof: Completed. Roof is done. Damage was less than anticipated on the underlining and come in under budget.

Pedestrian Crossover Bridge: Not started yet. Robin said that we have to get a barge to lift the bridge to replace the rotted beams underneath. She is aiming for November/December to complete this project as it will be cooler and not as busy. Planned to be completed by opening in March.

Halloween at the Cove: Halloween at the Cove is always be the weekend before Halloween and this year it lands on October 29th. Robin is planning on Haunted Hayride through the storage area. Staff has inventoried the decorations. Chris asked about the activities for the weekend. Trick or Treat at 5 PM. Golf carts during Trick or Treat are not allowed with the exception of people who need it due to disabilities. The Haunted Hayride through the storage area all evening with orchestrated scary decorations and volunteers that help. There may be a second hayride this year to allow more people through. Robin has put up signs saying there will be clowns to allow folks to know there will be clowns in the area and may do a couple of rides through where the clowns sit it out. Friday the DeLoreans will be playing and Saturday a DJ. Costume contest and RV decorating contest with a point system using people who are not participating. Herb asked about having golf carts going through the Haunted Hayride, Robin said it is very hard for the group to reset in between the hayride. They may have to go with the hayride. Suzy suggested if you get two hayrides, don't allow carts. Hayrides starts when it gets dark. Robin is expecting a lot of people. Reservations are full and there are only 20 sites left. Robin has arranged for extra security.

ICR Deeds Sold: No deeds were sold.

NEW BUSINESS:

Well/Water update: Robin said there was a problem with the well. Wayne has had to regenerate the filter head manually and constantly clean the filters since it is not doing it automatically. Robin contacted the company about the well head. Robin explained the logistics of the well and how it is supposed to work. She stated of the design of the works well when the park is busy. However, when the park is not at capacity, water in the holding tank does not cycle through the well head and over the years crude has built up and the teeth on the well head has corroded. The owner of the company suggested that we need to keep water flowing through the filter head using bladders to push the water through the filter head when the pump is not running. Robin has ordered the bladders and they are about 2 thousand. Chris asked if the water is potable and wanted members to know that ICR is on a well not city water. Robin said we fall under the health department rules and the well is tested twice a month. While it is aesthetically not pleasing, but the water is clean and passes State requirements.

Site Maintenance: Robin wants to do something for when members come off a site after 28 days and with rain, the sites become mud. Member suggested put timbers down to block in a section and fill it with pea gravel to prevent the mud. Chris suggested that we need to get away from Band-Aid fixes and that we need to put concrete pad extensions on every site over the next few years. Herb said to table this to February budget meeting and have maintenance get cost estimates on the extensions.

Manager and Maintenance Report: See Manager's Report attached below.

Member's Forum:

A member asked about night patrol. Do they have permission to tell people that they have to be off the street by midnight? Driving around in their golf carts at 1:30 in the morning talking and drinking. Where is the night patrol? Robin said there is no rule that they have to go back to their site at midnight. However, quiet time starts at 11 PM and the patrol will talk with them if they are not following quiet time rules. Suzy said if they are not following quiet time rules, call security about it.

Member asked about Coast to Coast and how it works. Robin explained how Coast to Coast affiliate works. Discussion was held about how the program works with members of Coast to Coast coming into ICR. Robin also explained how ICR members can also purchase a Coast to Coast membership and camp at other affiliate parks across the country.

Member asked about the Blue Pete's truck. Robin said it is gone but the property that it was parked on is City property not ICR. If there is a problem, members can contact the City of Virginia Beach regarding the truck.

Member asked what kind of corporation is Indian Cove. Gary said we are a privately owned for profit company but we budget all money brought in to budget items for both operations and maintenance of the park. Member said we aren't allowed to up charge on activity fees. Discussion was held about how activity fees go into the budget and how budget lines are determined and allocated monthly depending on how full the park is each month. Everything has a budget including activities. The activities fees charged are also budgeted as income and gets logged into the general fund. If the budget in activities needs to be higher, give a plan of what activities you want to do for next year and present a plan with costs for the board to consider at the budget meeting in February.

Member said he does not like the tank tops the staff were wearing cutting grass. He felt they were inappropriate. Robin liked them as they are cool to wear and more comfortable in the sun.

Member asked if there is a maintenance fund for the buildings if it was part of the normal budget. Herb explained maintenance is budgeted for, however, major repairs are usually budgeted separately. Herb asked if the member had attended the April Town Hall meeting when the budget is presented to the members. He also mentioned the 5 year plan as a way to improve and repair as well as the capital fund to do other major improvements and upgrades as they come. Safety of the staff is also a consideration for what repairs are done in house or if someone is hired to do the job. Suzy suggested the member get a copy of the budget from the office.

Member asked about cable and internet for the Club House to be able to use the smart TV features. Robin said the cable can be hooked up by Cox. Herb said that internet, not using the WiFi, can be hooked up as well by running cable over from the office because it is within the distance allowed. There is a cost to having it hooked up and a monthly cost about \$40 per month. Discussion was held regarding the WiFi and infrastructure needed to support it as well as cost estimates given by Cox last year.

A motion was made to adjourn: Chris made a motion to adjourn. Suzy seconded and the motion passed. The meeting adjourned at 8:47 pm. Next board meeting is Thursday, November 3, 2016.

Respectfully submitted, _____

Certified as accurate: _____ (Secretary)

Approved: _____ (President)

Manager's Report

October 6, 2016 – Board Meeting

Incident Reports for the month of September

Number: 2

- Rules Violation (2) not picking up dog waste (\$50), speeding warnings

Activities

- Haunted Hayride
- Entertainment

Administration/Bookkeeping

- Collecting past dues and late fees – Totals for In-house collections for September 2016
- Collection Company - Totals for September 2016

Bathhouse 1

- The scaffolding from Bathhouse 3 was needed to complete the repairs. September 26.

Bathhouse 3

- Roof construction complete September 23.
- The hot water heater went out and was replaced September 13.

Deeds

- ICR has 23 deeds
- Have at least 10 messages from people looking for deeds

Employees

- Several Workampers are staying through October to help with storm damage clean up, Halloween festivities and security

Equipment

- Tow truck right rear brake caliper went out. Wayne repaired September

Grounds

- The ground is extremely wet from rain during September
- Sites are very muddy
- Ground is saturated around trees. The staff has had to take trees down for safety.

Security

- Flutter flags have been placed with 5 MPH Starts Now!

Store

- New Sweatshirts are in with new colors
- Getting ready to put items on sale for the Halloween Weekend

Water Treatment Plant

- Rust color due to system not regenerating
 - Filter was cleaned by Kenetico twice in September.
 - Valve was ordered and replaced October 5. We are waiting for bladder tanks to help with flow.
- Main break – water was shut off for a two hours September 27

PROJECTS:

- Putting together ideas and pricing for site maintenance due to mud and high occupancy
- Bridge – refurbish
- Bathhouse 2 – replace women's door
- Bathhouse 4 – family bathroom upgrade
- Bathhouse 4 – door knob replacement