

**Indian Cove RV Resort**

1053 Sandbridge Rd.

Virginia Beach, VA. 23456

**ICR Board Meeting Minutes**

**President:** Jeff Miller

Saturday,

2 November 2023

Lounge

**Meeting Commence:** 7:00 PM

**Meeting Closed:** 8:20 PM

1. Call to Order.

a. Board of Directors Roll Call.

i. In Person/Present:

1. Jeff Miller
2. Bonnie Herring
3. Bill Placek
4. Jason DiPietro

ii. Via Telephone:

1. Suzanne Jenkins

b. Management in attendance:

i. In Person/Present:

1. Jackie Livingston
2. Dan Ault

c. Members desiring to speak before the board or having questions for the board were requested to email the Board, namely Suzanne Jenkins. All members requesting time will be afforded time (2 min) to speak to the Board, all items brought before the Board that are not addressed during this meeting, will be tabled and addressed as old business during the next Board Meeting.

d. Please silence all phones for the duration of this Board Meeting.

e. Please maintain decorum when observing the Board Meeting. Verbal outbursts during the meeting will not be acknowledged. Please show respect to all speak when they have the floor.

- f. The Board Meeting will follow the process provided from the Agenda that was provided to all members in good standing, previous to this meeting.
- g. Bonnie provided on behalf of Suzanne Jenkins to the body that she would be stepping down as the Board President, but would remain on the Board and complete her term as a Board member. Due to this movement in leadership, the Board designated Jeff Miller as the Board President and Jason DiPietro will act at Vice President until the next Board elections are completed. Bonnie Herring will remain as Treasurer and Bill Placek will remain as Secretary.

2. Manager's Report was provided.

- a. The Campground store is now using a new Point of Sale(PoS) called Light speed. This was required as the previous system was retired. The store is transitioning to an Off-Season mode. Winter hours for the office in January and February will be Tuesday through Saturday from 10AM to 3PM. Firewood and ice are still available through security when the store is closed.
- b. The Winter Camping Reservation Meeting conducted on 30 October was a success. January and February reservations can now be made for participating winter campers. The fee each month will be \$650 and a \$100 deposit for each month is required on the day you choose your site. As of this meeting, 54 members have reserved sited this year.
- c. Security is now in winter mode, which means there will only be one officer working at any one time. Please use the posted security phone number if the guard is not in the guardhouse when you need something.
- d. We are currently down two maintenance employees. Rob Sassano will be returning this month and will be assisting with winter projects. Winter lists are listed but not restricted to power pedestals, regrade laundry parking lot, grade front trailer storage, riser replacements, address pot holes throughout the park, and bathhouse rehabilitation.
- e. Halloween was a success. We made more money this year, over last.
- f. The boat ramp area now has had it's bulkhead repaired and rubber bumpers have been added to the pier pylons. Pavilion 1 and 3 are now open for use as well.
- g. Housekeeping is now down to one employee handling the whole facility. The previous contract for janitorial services ended on 1 November.
- h. We now are gaining more available storage spaces for golf carts and trailers due to the transfer of several deeds. We will be opening them up and notifying those who are on the waiting list to fill those spots. We will not be adding any names to the waiting list until that waiting list is reduced to 20 members in the waiting line.

- i. The sewer treatment plant(STP) is being monitored under a new service company(ESS). This company is currently training and certifying our employee to handle the plant as well. We are still working through the process of estimates for the next system we will be investing in.
  - j. The water plant is now a full filtered system. As we see issues in the water at this time most of those issues are due to the buildup inside the existing water piping throughout the park.
  - k. We are already beginning our process for hiring for the next season.
  - l. We have a Landscaping company who is maintaining the park on a bi-weekly basis until March. This will allow for hiring processes to gain employees for the next season.
3. Treasurer's Report was provided.
- a. Bonnie provided the statement for all in attendance. Copies will be provided to all members with a request to Management.
  - b. We have 1388 deeds amongst 1055 members.
  - c. Deeds in Collections/Delinquency: 208
    - iv. note that all that are in collections are being sought out for the cost of deed, late fee, and legal fees.
  - d. We have a list of members who desire the financial statement be emailed to them. If you would like to be added to this list, please contact Management.
  - e. A member asked if the annual dues for the 2024 season will increase. Bonnie stated that we do not have accurate numbers to make that determination yet. The Budget meeting will be conducted in February and more information on fees, to include dues, should be provided after that meeting.
  - f. A member asked if a reserve study has begun yet. Bonnie stated that it had not commenced yet, but an informal study is planned. Bonnie also stated that we do have a reserve account that sees deposits on a monthly basis.
4. Old Business.
- a. Jeff Miller spoke on the fact that no preventive maintenance has not helped with infrastructure of the park. He noted that our top priorities were to ensure the stability of Power, Water , and Sewer equipment. He also stated that the Board is being deliberate in the planning and execution of the maintenance of those fundamental requirements for the park.
5. New Business.
- a. Ratified Votes.
    - i. Motion to ratify contract for Magnolia Landscaping to conduct our landscaping needs bi-weekly until 1 March 2024 by Bill Placek. (\$28,830)
      - 1. Seconded by Bonnie Herring.
      - 2. Carried by unanimous vote.

- ii. Motion to ratify contract for Safety Clean Janitorial Services four days a week From 1 July 2023 until 1 November 2023 by Jeff Miller. (\$10,000)
  - 1. Seconded by Bonnie Herring.
  - 2. Carried by unanimous vote.

6. Jeff opened the floor for member questions/ comments.

- i. Member inquired about derelict RVs in storage and the movement of management to remove those RVs.
  - 1. Management stated that the removal of those RVs is in progress and does take time. Bill Placek reminded that the contracts for storage states that the vehicles in storage are required to be servicable and a derelict vehicle is in violation of that.
- ii. Member inquired about finding a new pool company and what it would take for Indian Cove to hire their own Lifeguards.
  - 1. Management stated that the issues with Lifeguards and the pool company were common across Hampton Roads. They also stated that the insurance and additional fees associated with hiring our own lifeguards would outweigh the value. Bonnie also added that we have received a refund for all the days that our front pool was unable to be open.
- iii. Member recommended that we place a fence between the two front pools to allow for possible answer to the shortage of lifeguards.
  - 1. Management stated they would investigate if that would allow for the smaller pool to be open in front, but they did not think that would fulfill the requirement to not have a lifeguard there.
- iv. Member mentioned that the back pool is in need of maintenance and repair. They pointed out that the pool needs to be recaulked/ grout, chipped concrete at the bottom of the pool, and recommend that a white coat be added.
  - 1. Management stated they would get that into the repair plan and provide further information to the Board.
- v. Member stated that they were concerned with erosion issues in the park and if there were any ways to add soil to areas to lessen the puddles and erosion throughout the park.
  - 1. Board and Management noted the strict restrictions that are set for wetlands and stated that they would look into the issue. They also stated that the process to gain the ability to add soil to the property may be costly in the matter of permits and contracting.

vi. Member inquired if a water piping replacement plan had been created, or if it would cost a lot.

1. Management stated that we have been flushing our pipes currently whenever we have a chance to, allowing for some of the debris to be cleared from the piping.

vii. Member requested that the pool monitor be revisited at the back pool. Several members that were present reiterated the request. Member also stated that the 13yr old rule should be enforced better at the pools as well.

1. Management stated they would revisit the possibility of returning the pool monitor next season.

7. Jeff Miller made a motion to Adjourn at 8:20PM

- a. Motion seconded by Bonnie Herring.
- b. Motion carried by unanimous vote.