

## BOARD MEETING MINUTES

January 2 & 3, 2021

**Meeting Called To Order:** 10:00am by Ron Brown, President

**Roll Call:** Ron Brown, Stan Stinson, Jr. (Zoom), Tracy Leinen, Mary Wilkinson, Kenny Remior

**Quorum Present**

**Treasurer's Report:** Tracy Leinen, Treasurer

\$ 10,039.43	General Fund Checking
\$ 2,990.37	General Fund Reserve Acct Verify
\$ 50,465.88	Reserve Account
<u>\$ 1,958.98</u>	Debit Card Account
<b>\$ 65,454.66</b>	<b>TOTAL</b>

IRS update---Tracy contacted Riverside to follow-up on a late fee due notice received from IRS. She was told by Nikki that she did not have time to handle this. Tracy called IRS spending an hour on the phone with them. They were accommodating and said to send \$25 per their records. However, LTRV had received a notice indicating a slightly larger amount was owed, so Tracy opted to pay the amount billed which was \$35. Any credit due will be reflected on next statement.

Idaho Unemployment---Tracy reported that the Board had received a request from Idaho Unemployment Dept regarding our bank accounts. Umpqua Bank notified them immediately that our accounts were no longer locked.

Aging Report---The late dues/fees report has decreased from \$1602.18 down to \$1396.12. Tracy made a phone call to a lot owner regarding their balance owed and was assured it would be paid by December 31, 2020. It has not been rectified to date.

Laundromat Revenue---An additional deposit of \$358 has been made for the month of December.

Chart of Accounts & Checks---Tracy reports she has been in contact with Marta from Frost Property Management. She has provided on-line access, passwords, etc. to Marta for accounting purposes. New checks are to be ordered.

**Secretary's Report:** Mary Wilkinson, Secretary

Notification that Dec. 2, 2020 & December 5, 2020 minutes were approved after review and posted on Web shortly after their completion.

The Association Annual Dues Notice will be mailed by mid-January, to all lot owners. It will include several inserts needing completion & return, accompanied by the dues and any Storage Application Fee. These must be returned to the indicated address. LTRV is no longer contracted to Riverside Management. Due to a later mailing date of this packet, the "must be received by" due date will be extended to March 1, 2021 for this year only. The Board encourages lot owners to return payments and forms as soon as possible, as that income is relied upon heavily for 2021.

## OLD BUSINESS

- 1) **Frost Property Management Meeting Dec. 10**—Mary reports the Board met with Frost Property Management on December 10, 2020 at Leisure Time. They toured the property, met the Caretaker, Tim Stier & Assistant, Rick Dammarell. The 2020 Web Page was discussed and the possible ability of Frost to post items as submitted from the Board after the current update & revamp is complete. They confirmed that they would be able to provide that service.

## UPDATES

- 2) **Dehumidifier:** Ron reports the de-humidifier (south side of pool) was inspected. The compressor was not functional. He was told it was 5 years old and out of warranty. Ron followed up with a call to the manufacturer, finding that based on the serial number, it was a little less than 5 years old. Therefore, the replacement parts were warranted and to be shipped at no cost to LTRV. Quotes for installing the parts were \$958.34 Boise Refrigeration Service and \$2029.00 Western Heating. Repairs, if possible, or a purchase, if necessary, was pre-approved on Nov. 18, 2020.

**Motion: Tracy 2<sup>nd</sup>: Mary---**“Shall Board approve repair to the de-humidifier be done by Boise Refrigeration Service for \$958.34 with LTRV providing all parts as warranted by the manufacturer?”

Discussion: none Call for Vote: 4 Approve Decision: Unanimous

Until work is completed, there are fans in operation in the pool room, heat set at 60\*, pool is covered and there is no humidity buildup present

### 3) Security/Wi-Fi Systems: Ron

- Accessibility by others to system: Upon inspection it was determined that the park security system was vulnerable to hacking. The control of the system will now be handled by the 5 member Board. An outside Administrator will handle all necessary changes & monitoring of functions of the system, including controlling Board membership as that changes. An update of system is highly recommended.
- Condition of system: It was determined that the Wi-Fi system signal was extended beyond the Clubhouse & Pavilion. Lot owners who accessed the system outside those areas were causing an overburden to the system, which in turn prevented users at the Clubhouse or Pavilion from access. That issue will be remedied.
- Repairs required: Parts and labor are required to bring the safety and security of the systems up to a functional level and providing for future expansion. A quote was provided for this service.

**Motion: Tracy 2<sup>nd</sup>: Stan---** “Shall the Board approve the payment of \$800 maximum, parts & labor combined, for the necessary upgrades required to make the security & Wi-Fi systems secure?”

Discussion: none Call for Vote: 4 Approve Decision: Unanimous

- 4) **Computer & Laser Printer/Scanner Installation/Cost Comparisons: Mary** Purchase price of new computer system from Best Buy included a Laptop, Laser Printer/Scanner, Office 365, Mouse & necessary add-ons totaling \$897.89. Advance quotes were: Best Buy \$1268.85, Walmart \$1283.65 & Amazon \$1318.74, for the exact same system. The Board had approved a maximum \$1500 equipment purchase price. The Board was able to achieve a significant savings (\$602.11). An Office 365 is included, allowing full board access/use for annual fee of \$69.99. The system is now up & running and should provide years of use to future Boards. The installation, also authorized, included an analysis of our security system, cost \$471.52.

- 5) **Key Fob System: Ron---** Software & Fob Inventory has been released by Riverside Management. Ron Brown is currently the administrator of the system. The Board reviewed the current protocol for Key Fobs and has agreed that owners requesting a second Key Fob for their lot may be issued one for a fee of \$10. Replacing a lost Key Fob will continue to be a \$25 fee.

- 6) **Re-Keying Buildings: Ron**---Re-keying was approved November 12, 2020. Re-keying was necessary, resulting in an additional maintenance repair expense from Anytime Lock & Key of \$300.

7) **Lift Stations: Ron/Stan**

Repair, if practical, or ordering of new pump after obtaining quotes, was approved Nov. 18, 2020. Fortunately, the park had a backup impeller for one pump. That pump is in the shop awaiting additional parts. A review of the system is being made by Tri-State Electric. Recommendations will be made.

**Meeting Recessed:** 12:30pm by Ron Brown, President

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**Meeting Reconvened:** January 3, 2020 10:00am by Ron Brown, President

**Roll Call:** Ron Brown, Stan Stinson Jr. (Zoom), Tracy Leinen (Zoom), Mary Wilkinson, Kenny Remior

**Quorum Present**

**OLD BUSINESS—continued**

8) **Communications Committee: Ron**

Communications Committee Charter was submitted for Board review.

**Motion: Mary 2<sup>nd</sup>: Tracy** “Shall the Board approve the Communications Committee Charter, which includes a new Board Representative/sponsor, Ron Brown, and with the understanding that all communications/postings will have been reviewed by the Board prior to their postings?”

Discussion: none Call for Vote: 4 Approve Decision: Unanimous

The Board will be discussing a need for a “Welcome to the Park” visit to new owners at a later date.

9) **Bylaws Committee Charter:**

The Board has previously reviewed this charter.

**Motion: Tracy 2<sup>nd</sup>: Kenny** “Shall Board approve the Bylaw Committee Charter?”

Discussion: none Call for Vote: 4 Approve Decision: Unanimous

- 10) **Activities Committee:** The Board has discussed the Activities Committee open Chairperson position with Jan Misch and Sherrie Chidichimo. They are willing to accept a co-chair position for the Activities Committee. **Motion: Mary 2<sup>nd</sup> Kenny** “Shall the Board appoint Jan Misch & Sherrie Chidichimo as co-chairs of the LTRV Activities Committee, with Tracy Leinen & Mary Wilkinson as Board Sponsors, and a Charter to be provided?” Discussion: none Call for Vote: 4 Approve Decision: Unanimous

## New Business

11) **Camp Host Part-time Position:** The Board would like to contact Bert & Sue Patrick, past LTRV Camp Hosts, to offer the same position for the 2021 season. Ron will contact them. Bert & Sue are very familiar with the park and have established many friendships in Leisure Time. The Board will contact appropriate agencies to be sure any liability waiver needed is done appropriately.

12) **City License: Mary**

The City Clerk was contacted, requesting a statement be provided indicating an annual fee of \$50 is charged based on the 1995 agreement between the City and the LTRV developer. Mary was able to locate the old invoice sent in June 2015 where 10 years of overdue fees were billed and paid. She made contact with the Clerk, providing her a copy and updating the City mailing records to reflect the Frost Management address.

13) **Mission Statement:** The current Mission Statement, as posted on the LTRV Web Page was reviewed by the Board and will remain the same.

**Motion: Stan 2<sup>nd</sup>: Kenny** "Shall the Board approve the Mission Statement as read?"

Discussion: None Call for Vote: 4 Approve Decision: Unanimous

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14) **Budget Working Committee: Tracy** A Budget Committee (5 Board Members) was approved November 18, 2020.

Proposed working committee meeting date: January 22, 2020

15) **Caretaker Emergency Contact:**

Caretaker Tim Stiers: Phone number 360-448-5490

Medical Emergency call: 911

**Meeting Adjourned:** 11:02 am by Ron Brown, President

Respectfully Submitted by:

Mary Wilkinson

Board Secretary

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