

Two (2) Amendments to these minutes was made on November 22, 2020. An agenda item that was discussed, motioned and voted upon was inadvertently omitted from the written minutes. Records and recordings verify this motion. That item has been highlighted for your convenience in yellow. Additionally, a wrong name was entered for a Committee Chairperson. That has been corrected after verification. That item has been highlighted for your convenience in green. If you are using a mobile device, these colored sections may not appear, therefore they are also **BOLDED** and **UNDERLINED**.

BOARD MEETING MINUTES

NOVEMBER 12, 2020

Under Robert’s Rules “Board Meeting” definition: A type of meeting of a specified group of members who make decisions on behalf of the organization. Today’s meeting is not a “Regular Board Meeting”, as a “Regular Board Meeting” must be noticed to all members in a required timeframe. As a result of the recent court judgment and the desire of your new Board to act quickly on many issues, they have called this other type of allowed Board Meeting. Typically, this type of meeting is for Board Members only. There will be posted minutes of this meeting and any other subsequent meetings of this type. All meeting minutes will be reviewed and when approved will be posted on the leisuretimervparkonline.com website.

Meeting Called to Order: 9:30 am by Board Member Ron Brown

Proper Notification was given to all Board Members

Roll Call: Ron Brown, Stan Stinson, Jr, Tracy Leinen (ZOOM), Kenny Remior, Mary Wilkinson
Invited Guest: Kathleen Stinson All Present

Nomination of Officers:

President:	Ron Brown	Motion: Tracy	2 nd : Kenny
Vice President:	Stan Stinson, Jr	Motion: Kenny	2 nd : Tracy
Treasurer:	Tracy Leinen	Motion: Mary	2 nd : Stan
Secretary:	Mary Wilkinson	Motion: Kenny	2 nd : Stan
Director at Large:	Kenny Remior	Motion: Stan	2 nd : Tracy

Page 1

Motion: Mary 2nd: Tracy

“Shall the Board approve Ron Brown/President, Stan Stinson/Vice President, Tracy Leinen/Treasurer, Mary Wilkinson/Secretary & Kenny Remior/Director at Large as Officers of the Board?” Call for Vote: 4 Approved Decision: Unanimous

Voting Authority of President:

The Board must establish the voting and motion authority of the President.

Motion: Tracy 2nd: Kenny

“Shall the Board establish a new procedure for President motion & voting action, reaffirming August 8, 2015 vote that a President may only vote to break ties and not make motions stands, but President is allowed to discuss an issue with the Board while maintaining an aura of neutrality?” Call for Vote: 4 Approved Decision: Unanimous

Term of Board:

As promised to Association, the newly elected Board agreed to serve a term of less than one year.

Motion: Mary 2nd: Stan

“Shall the newly elected Board serve through July 31, 2021, at which time results of the Annual Meeting Elections held in July 2021 will have provided five (5) new Board Members whose terms will range from one (1) to three (3) years and who will commence their terms August 1, 2021?” Call for Vote: 4 Approved Decision: Unanimous

Treasurer’s Report:

Discussion Results: Financials will be added to the leisuretimervparkonline.com Web site as we receive and review the statements provided to us by Riverside Management.

Balances effective 11/12/20. Does not reflect any Outstanding Checks or Unpaid bills.

\$ 37,411.15	General Fund Checking Account
38,640.54	General Fund Reserve Account
50,462.51	Reserve Account
<u>1,666.07</u>	Debit Card Account
\$128,180.27	Total

Thank You:

President Ron Brown offers a sincere thank you from the Board to all who have expressed support and/or donated to the Legal Fund the their efforts on behalf of Leisure Time.

OLD BUSINESS

Idaho Labor Dispute Complaint:

The Idaho Labor Board Complaint past employee filing has been verified by the recalled Boards Attorney to the new Board Attorney.

Bill McFarlane:

Bill McFarlane (2015-2020) and his wife Jean Mae have moved to Texas. He declined a position with Leisure Time RV Park.

Pool Room Construction Project:

What happened to the down payment of \$12,500.00 paid by Recalled Board?

Where & what are the materials and labor costs to date?

Where are the materials?

Board Vice President Stan Stinson, Jr. will contact Wood Windows (the vendor) to see what the standing is on this project and to review any contracts made by the Recalled Board.

An alternative solution for the project was discussed. The possibility of reframing existing sliders, replace fogged glass as needed and provide proper emergency exits. Additionally, wrought Iron exterior shutter type grills which would allow sliders to be opened for air circulation but prohibit ingress/egress from those areas with member entrance/exit through clubhouse only, other than for emergencies.

Authorization of Board Demands:

At the time of the new Board's election at the Special Meeting, a list of demands was presented to Riverside Management, the Borton-Lakey Law Firm and the Recalled Board. Affirmation of that correspondence is necessary.

Motion: Stan 2nd: Tracy

“Shall the newly elected Board authorize all changes necessary to implement new requirements regarding Riverside Management, Recalled Board of Directors, Banking Institutions and Legal Representatives, including all Security, Corporate and unknown information, as needed, to transfer power and ability to function to the newly elected Board of Directors, resulting from Recall Vote taken at Special Meeting held August 27, 2020?” Call for Vote: 4 Approved Decision: Unanimous

Color Charts:

Discussion of 2015 Color Charts that were approved by a previous Board for use when association members desire to paint or stain exterior improvements on their property. The old charts were not located so new ones have been made available.

Motion: Mary 2nd: Stan

“Shall the Board approve use of the provided Color Chart for ensuring the compatibility of all sheds, trim, fences, additions and/or Park Model painting/staining projects exterior colors?” Call for Vote: 4 Approved Decision: Unanimous

NEW BUSINESS

Meetings Schedule:

Discussion of the need to provide transparency to Association Members by ensuring there are numerous Regular Board Meetings held which they have the opportunity to attend.

Motion: Mary 2nd: Tracy

“Shall the Board approve adoption of a “Regular Board Meeting Schedule” to be embodied in new Bylaws that would require present and future Boards meet for Regular Board Meetings on the second Saturday of each month at 10:00am in the pavilion, May through October, with any other additional meetings scheduled as needed?” Call for Vote: 4 Approved Decision: Unanimous

Locks/Keys:

Discussed the need to have all locks re-keyed or replaced for security purposes.

Motion: Stan 2nd: Tracy

“Shall ALL locks be replaced or re-keyed and Stan Stinson, Jr. be responsible for implementing this change?” Call for Vote: 4 Approved Decision: Unanimous

Human Resources Committee:

Discussion of need of a Human Resources Committee for reviewing Employee Relationships.

Motion: Tracy 2nd: Kenny

“Shall the Board create a Human Resources Committee, which shall consist of the five (5) member Board, to handle all employment relationships?” Call for Vote: 4 Approved Decision: Unanimous

Board Communication:

Discussed preferred methods of Board communication.

Motion: Tracy 2nd: Mary

“Shall the Board communicate through the Save the Park Chat Group (a 5 members only site) with all LTRV business communications be handled strictly by via email?” Call for Vote: 4 Approved Decision: Unanimous

Web Page:

The Web Page can be accessed at this time: leisuretimervparkonline.com

There is a new email contact for members use: membersltrvcascade@gmail.com

This Web Page is in the process of an update. Watch for details.

Legal Representation:

New legal representation is found to be necessary.

Motion: Stan 2nd: Tracy

“Shall the Board authorize Laura Burri, Attorney, to represent Leisure Time RV Park Subdivision Homeowners Association to advise the new Board and with her billable hours covering November 9, 2020 forward be payable by LTRV HOA account?” Call for Vote: 4 Approved Decision: Unanimous

Ten Year Rule:

Discussion on the need for adherence to the 10 Year Rule on RV age for new occupancies with NO variances given as has been legally advised to Boards in the past. If a valid Emergency exists temporary use could be considered. It is apparent this CC&R on the 10 Year Rule has not been followed in the past.

Motion: Mary 2nd: Tracy

“Shall the Board Re-affirm the ten (10) year age rule passed August 13, 2016 “to follow the CC&Rs and not make exceptions” but include for clarity that it applies to all Travel Trailers, Fifth Wheels, Motorhomes and other Recreation Vehicles with NO variances to be given for new occupancies unless a documented EMERGENCY exists, in which case the Temporary Permit Form must be completed and submitted to the Board for approval or denial?” Call for Vote: 4 Approved Decision: Unanimous

Email Address & Snow Storage Request Form:

Boards have repeatedly asked for email addresses of owners so that we may contact them. These addresses will not be sold or provided to anyone. They will be accessible to the Board and Management only. They would be used to make notifications to owners. A form has been constructed for use in the Annual Dues mailer and for all new owners. Included on that one page insert is a permission form for snow storage on an owner's property.

Bank Accounts:

In discussion, Tracy Leinen, Treasurer, advises that the two (2) signature requirement indicated in the Bylaws must be adhered to for all transactions. Riverside Management will no longer sign on the LTRV accounts. She stresses the need for a financial audit to be conducted.

Traci Callan, a lot owner, who is very experienced in this field has volunteered to perform this basic audit at no charge to the park. She applied to the previous Board for financial records several months ago but was not given access. If she questions any transactions or unusual practices she would advise the Board that a CPA should be hired to do a deeper investigation.

Motion: Mary 2nd: Stan

"Shall the Board authorize a financial audit of all bank records, accounts payable, accounts receivable, contracts/agreements, commitments and/or any other Leisure Time records that have impacted the financial state of Leisure Time RV Park Subdivision Homeowners Association 2016-2020?" Call for Vote: 4 Approved Decision: Unanimous

Additionally, all Revenue will be deposited to the General Fund Reserve Account. Each month an approximate dollar amount needed will be transferred to the General Fund Checking for projected monthly expense use. After completion of years end transactions, any funds remaining that are deemed "extra" will be transferred to the regular Reserve Account.

Storage Application Update:

Mary indicated the previous board discussed a decrease of Storage Application Fee from \$240 to \$120 annually but we have no record of a motion or vote taken. Previous board referred to a storage space as a rental. It is not. A member completes an application and pays an application fee.

Motion: Mary 2nd: Kenny

"Shall the Board decrease Storage Space Application Fee from \$240 to \$120 annually (January 1 through December 31), stipulate this is a non-refundable fee/non-prorated fee and update the

verbiage of the application and Storage Rules?" Call For Vote: 4 Approved Decision: Unanimous

Page 6

Caretaker Job Description

Caretaker Job Description packet was reviewed and found adequate for use.

Property Management Criteria:

The Board has reviewed Riverside Managements contracts 2008-2015, as well as an amendment to the contract in 2009. Typically the Boards have renewed the existing contract annually. To date we have not seen the 2016-2020 contracts. We will be discussing these contracts and the services provided by other companies other than Riverside for comparison. We will compare costs, services, accessibility, reputation, etc.

Motion: Stan 2nd: Mary

"Shall the Board compile a Required Services List for presentation to prospective Property Management Companies, review their responses, interview their representatives and make the decision on what company could best fulfill LTRV Park needs?" Call for Vote: 4 Approved Decision: Unanimous

Cash & Coin Laundromat Worksheets:

Discussed a Cash & Coin Deposit Worksheet. There is a need to have such a worksheet for tracking the revenue collected from the laundromat machines and the deposits made. It should be a form that is used from year to year by those appointed to collect & deposit these funds.

Motion: Tracy 2nd: Stan

" Shall the Board compose and adopt the use of a Cash/Coin Deposit Worksheet to always be used when counting and depositing laundromat income?" Call for Vote: Decision: Unanimous

Pre-Approval Exterior Improvement Permit Application:

The Pre-Approval Permit in the past was a triplicate form. It worked well for record-keeping. To date we have not been provided any recent or active permits to review. We know there is much confusion regarding permits. We will be forming a FEMA/Building Permit committee to define just what actions the Board might take to remedy the confusion, working with the city to get some real clarification or changes.

Motion: Mary 2nd: Stan

“Shall the Board compose and adopt an updated Pre-Approval Exterior Permit Application to be in triplicate form, accompanied by the Improvement Rules and adopt a Pre-Approval Exterior Color Permit Application?” (for painting & staining projects) Call for Vote: 4 Approved
Decision: Unanimous

Page 7

Liability Waiver:

We have reviewed the Liability Waiver the previous board had posted on the Web and feel it needs updating. We shall update and receive legal opinion on its content before implementing.

Temporary Permit Request Form:

Boards have been using Temporary Permit Request Form for limited occupancy of lots for tents, pull trailers, fifth wheels and motorhomes. It authorizes a lot owner temporary use. It should clarify that there is only one (1) RV per lot allowed and a maximum stay.

Motion: Mary 2nd: Tracy

“Shall the Board update the existing Temporary Permit Request Form and specifically include that there is one (1) RV per lot (a Park Model is an RV) allowed and increase the maximum stay period to 14 days?” Call for Vote: 4 Approved Decision: Unanimous

Owner/Renter Agreement:

The past board has had an Owner/Renter Agreement in use. The purpose of the agreement was that both owner and renter are aware of park rules and that owner is responsible for renter following the rules. It needs a few tweaks, but most importantly a legal opinion from the HOA attorney before implementing.

Motion: Stan 2nd: Kenny

“Shall the Board update the current Owner/Renter Agreement and provide it to the HOA attorney for approval or edit before implementing its use?” Call for Vote: 4 Approved
Decision: Unanimous

Association Building Rules:

We have been reviewing all forms and information sheets on the park Web Page. The Association Building Rules needs a bit of updating.

Motion: Mary 2nd: Stan

“Shall the Board update and implement new Association Building Rules/General Information for posting on the Web Page?” Call For Vote: 4 Approved Decision: Unanimous

Expense Reimbursement Form:

In reviewing recent reimbursement submissions to Riverside from previous Board members it is evident a standard submission form be implemented.

Motion: Mary 2nd: Stan

“Shall the Board approve a standardized expense submission form to be used by all Board Members when submitting pre-approved expenses?” Call for Vote: 4 Approved Decision: Unanimous

Page 8

Mileage Expense Reimbursement Form:

After reviewing recent gas mileage reimbursements submitted, it is evident a standardized form is necessary for Board use rather than individuals creating their own. The purpose for the travel expense should be pre-approved.

Motion: Kenny 2nd: Stan

“Shall the Board approve the standardized form for submission of gas mileage expense, to be used when submitting mileage expense after having agreed the travel expense would be necessary?” Call For Vote: 4 Approved Decision: Unanimous

Swimming Pool/Clubhouse/Facilities Usage:

Motion: Tracy 2nd: Kenny

“Shall the Board adopt the edited Swimming Pool/Clubhouse/Facilities Usage Rules & Regulations form to replace existing form used by last Board?” Call To Vote: 4 Approved Decision: Unanimous

Committee Chairpersons & Members:

Human Resources Committee: (already established previous motion)

The following three committees research and function will overlap.

Bylaws Committee: Chair/K. Stinson Board Rep: **S. Stinson** Member: Carla Fewkes

CC & R’s Committee: Chair/K. Stinson Board Rep: S. Stinson Member: -----

FEMA Committee: Chair/S. Montgomery Board Rep: S. Stinson Member: K. Stinson

Storage Lot Committee: Chair: Tracy Leinen

Laundromat Revenue: Chair: Mary Wilkinson

Caretaker Liaison: Chair: Kenny Remior

Activities Committee: Chair: ----- Board Reps: T. Leinen M. Wilkinson

Motion: Kenny 2nd: Stan

“Shall Board authorize all chairpersons of committees & its members and provide a Charter for each Committee which will indicate that Committee’s functions & parameters?” Call For Vote: 4 Approve Decision Result: Unanimous

Page 9

Computer:

Discussed the need for a laptop computer system for Secretary of the Board where all Board actions, member emails, minutes, financials, etc can be archived. It will have the ability to perform key fob programming function. This computer would be passed from Secretary to Secretary and never be for personal use.

Motion: Kenny 2nd: Stan

“Shall the Board approve the purchase of a laptop computer system with backup with total cost not to exceed \$1500 plus any training expense necessary?” Call for Vote: 4 Approved Decision: Unanimous

Pavilion Use:

Ron notified Activities committee that the pavilion would be closed to reservations after November 19, 2020.

Motion: Kenny 2nd: Stan

Motion: “Shall Board adopt an association member use of pavilion season to be April 1 through October 31?” Call for Vote: 4 Approved Decision: Unanimous

Meeting Adjourned: 3:55 PM

Respectfully submitted by,

Mary Wilkinson, Secretary

