

REGULAR BOARD MEETING MINUTES

August 1, 2023

Leisure Time RV Park
514 N. Sawyer St.
Cascade, ID 83611

Date: August 1, 2023
Time: 5:30pm
Place: Leisure Time Pavilion

Call Meeting to Order: 5:30pm By: Paul Davis, a Board Director--- There was no Zoom meeting today. Paul advised that he will be going through the formalities needed for this meeting as a Director. There would be no owner member comments today.

Roll Call: Paul Davis, Fairn Foshay, Ron Brown, Dennis Hinrichs, Mary Wilkinson

Proof of Notice: Attached to file records

Quorum Established

Purpose of Meeting:

- 1) Appoint Officers
- 2) Sign Code of Ethics
- 3) Sign Required Bank Documents

Appointment of Officers:

Paul explains that newly elected members and any carryover or appointed members of the Board officially start their Director terms today, August 1, 2023. We will appoint our Board Officers. They will assume those positions at end of this meeting.

- Four(4) new directors were elected at the July 15, 2023 Annual Meeting.
- Tracy Leinen, who was a carryover member of the Board, resigned at that meeting effective end of day July 31st.
- There was one candidate from the election that had not received adequate votes to obtain a seat on the Board.
- The Board approved the appointment of that candidate, Dennis Hinrichs, to fill that one (1) year remaining term held by Tracy after her resignation took place.
- **The new Board of Directors are:**

Ron Brown	1 year term
Paul Davis	3 year term
Fairn Foshay	2 year term
Dennis Hinrichs	1 year term
Mary Wilkinson	3 year term

Further Information Provided:

Any vacancy occurring on the Board of Directors will be filled by appointment and the affirmative vote of a majority of the remaining Directors. That position may only be held until the next Annual Meeting & Elections. Any remaining years of that term will be available at that election. A Director vacancy caused by a resignation occurring within three (3) months of being elected to the Board shall be filled by the next highest unelected vote getter. **Bylaw 3.5 dictates any vacancy of the President, Treasurer or Secretary must be filled immediately.**

Is there a motion to appoint a Board President?

Motion: Mary Wilkinson 2nd: Fairn Foshay “I motion the Board appoint Paul Davis to be President of the Board of Directors.” **Discussion:** Mary Wilkinson: Paul was appointed Board President July 12, 2023 following the sudden resignation on July 10, 2023 of that President. He has stepped up to the plate and done a good job working on the completion of the pool project.

Call for Vote: 4 Approve **Decision:** Unanimous

Is there a motion to appoint a Board Vice President?

Motion: Paul Davis 2nd: Ron Brown “I motion the Board appoint Fairn Foshay to be Vice President of the Board of Directors.” **Discussion:** Dennis Hinrichs: Dennis indicates he was only interested in this position.

Call for Vote: 3 Approve 1 No **Decision:** Majority

Is there a motion to appoint a Secretary?

Motion: Paul Davis 2nd: Fairn Foshay “I motion the Board appoint Mary Wilkinson to be Secretary of the Board of Directors.” **Discussion:** Paul Davis: Advises this is a tough job.

Call for Vote: 4 Approve **Decision:** Unanimous

Is there a motion to appoint a Treasurer?

Motion: Mary Wilkinson 2nd: Fairn Foshay “I motion the Board appoint Dennis Hinrichs to be the Treasurer of the Board of Directors with Tracy Leinen remaining on the HOA accounts so that she may assist the new Treasurer and Board during new Board Officers transition period.”

Discussion: Mary Wilkinson: Tracy Leinen has agreed to assist the new Treasurer & the Board as long as necessary so that all transactions & records are recorded accurately. Paul Davis: Paul asks Tracy (who was attending this meeting) if she agrees to accepting this responsibility and asks her to explain some basics. Tracy Leinen: Tracy does accept. She explains bills are submitted to accountant generally once a month. A list is compiled and presented to Jolene (CPA firm). Jolene remains with the firm but Kelsey will be handling our account with Jolene’s oversight. Tracy will work with Dennis to see that he understands the process and will get together with him soon. Financial duties will be uninterrupted. Mary Wilkinson: Mary provides Tracy a Code of Ethics for signature. All records will remain available for inspection.

Call for Vote: 4 Approve **Decision:** Unanimous

Paul announces the remaining seat on the Board is not an officer position. Ron Brown will be a Director-at-Large on the Board. This is any member who has been elected or appointed to the Board but does not have officer duties as prescribed in the Bylaws.

Paul informs the Board that the appointment of the Employee Liaison will take place at the August 12, 2023 Board Meeting as Board will know by that time just what this relationship should include. Also, the 60 day Probationary Period Employee Evaluation will have taken place for the Caretaker by then. Paul thanks Ron Brown for filling this role until an appointment is officially made.

CODE OF ETHICS

You've all had the opportunity to review the Code of Ethics and your signed document has been submitted. Paul emphasizes the importance of this document.

BANK DOCUMENTS

The Secretary will be having the necessary Bank Documents for the Board of Director's signatures after the August 12th meeting. After they are completed & signed we will deliver the forms to Umpqua Bank. All signators will then need to go to Umpqua Bank. They will request some basic information and need to see driver's licenses.

The new Board's signatures on the forms will authorize all changes to the accounts.

Is there a Motion for Adjournment?

Motion: Mary Wilkinson 2nd: Dennis Hinrichs "I motion the meeting be adjourned."

Call for Vote: 4 Approve **Decision:** Unanimous

Respectfully submitted,

Mary Wilkinson
Board Secretary