

## Regular Board Meeting Minutes

June 12, 2021

Leisure Time RV Park Subdivision Homeowners Association

Meeting Location: 514 Sawyer St., Cascade, ID—Pavilion

Date/Time: Saturday, June 12, 2021 10:00 AM

**Tracy Leinen:** Notification to members that Ron Brown, President, and Stan Stinson, Jr. have excused absences today. Tracy will be acting as President at today's meeting.

**Introduction of Martin Fewkes:** Meeting Moderator

**Meeting Call to Order:** 10:01 AM By: Martin Fewkes, Meeting Moderator

**Roll Call:** Tracy Leinen, Mary Wilkinson, Kenny Remior

**Proof of Notice** (will be attached to minutes)

**Quorum Established**

**Moderator:** Notifies association members that Robert's Rules of Order will be followed. Explains this is a Regular Board meeting with member attendance allowed as observers but no participation.

**First Order of Business:** Minutes of May 8, 2021 Regular Board Meeting

**Motion:** Tracy 2<sup>nd</sup>: Kenny "Shall the Board approve the Board Meeting Minutes of May 8, 2021 as read?" Discussion: None Call for Vote: 3 Approve Decision: Unanimous

### OFFICER REPORTS

**Financial Report:** Board Treasurer, Tracy Leinen

General Fund Checking Account	\$ 19,985.61
General Fund Reserve Account	\$ 114,131.49
Reserve Account	\$ 30,548.99
Debit Card Account	\$ 1,064.15
Activities Debit Card Account	\$ 1,680.99

Aging Report: \$157.62 (Overdue association dues/liens/late fees)

**Motion:** Mary 2<sup>nd</sup>: Kenny "Shall Board accept the financial report as submitted?"

Discussion: None Call for Vote: 3 Approve Decision: Unanimous

**Officer Report:** Tracy Leinen

- Dust Control Update**---Granite does have Leisure Time scheduled for dust control application. They are having difficulty getting product shipped to them.

## 2. 4-way Stop:

- We have installed a new 4-way Stop barrel. The signs were donated by Steve & Lorie Chandler. PLEASE STOP!

## 3. Common Area Rules & Regulations:

- 10 mph speed limit. PLEASE comply!
- Golf Carts, ATVs, UTVs and other similar vehicles---Drivers must meet all Idaho operating license standards. (Children under 18 yrs of age must wear helmets when a driver or passenger in an ATV/UTV.)
- Golf carts, ATVs, UTVs, motorcycles, trail bikes and other similar vehicles---Should not be operated by children under 16 on the roadways and streets in the LTRV Park unless they have a driving permit or drivers license. Having an adult in the vehicle and an unlicensed/unpermitted child driver is NOT ALLOWED. This is a safety issue.

## COMMITTEE REPORTS

### Communication Committee: Mary Wilkinson--- (statement from Committee Chair)

“Official communications continues to be provided via website, group emails and USPS mail and of course the Park’s reader boards. Lot owners are free to communicate on Facebook as they wish.”

### Election Committee Report: Tracy Leinen/Board sponsor (statement from Committee Chair)

#### Statement

- “The Election Committee will assume their responsibilities AFTER the ballots have been mailed out or picked up.
- The committee of five (5) shall receive, tally and report results of ballots cast.
- The committee will provide lot owners an opportunity to drop off ballots in the park pavilion provided they are sealed in the control numbered envelopes. LOOK for signage by the park reader board for these dates & times.
- The committee will invite candidates, whose names are pre-printed on the ballot, to observe counting ballots but will be excused before final tally is totaled. The election committee will email each candidate the details with date, time and location for counting ballots.”

End of Statement      Every effort has been made to conduct a fair process.

## 1. Charlie Charlton has withdrawn his nomination.

## 2. Re-affirm authorized Meet the Candidates date as July 4, 2021 10:00 AM

## 3. Political Signs---Idaho Statute allows a candidate political sign on private property. Complainant was notified.

### Activities Committee: Mary Wilkinson/Board sponsor (bullet points from Committee Chair)

- Many conversations with Sherry Chidichimo, Kenny Remior, Sue & Bert Patrick and Mary Wilkinson to discuss ways to support each other and ensure clear communications regarding events and activities.
  1. Pavilion reservations
  2. Hours—8:00am-10:00pm
  3. Equipment condition

4. Reader Board
  5. Games—set up days
  6. Gardening---areas, cleanup, plant selection, plant donations
- Welcome Back BBQ a huge success. 130 attended. Delicious food, great band & decorations. Thanks to the Tabby Jolley family for their sponsorship and very hard work.
  - Received report that C & H St party was fun.
  - Spring Fling orchestrated by Fewkes Family was successful. Great fiddle music!
  - Next Activities Meeting scheduled for July 6<sup>th</sup> 3:00pm
  - Dance & Tai Chi classes will continue through July.
  - July 4<sup>th</sup> LTRV Park Parade—1:00pm---details under discussion
  - Aug. 7<sup>th</sup>—Annual Yard Sale at Pavilion---details under discussion

**Storage Lot:** Tracy Leinen

All usable areas are now assigned. A waiting list has been started. If you are not using your space please notify Tracy.

**OLD BUSINESS**

**Employee Policy & Procedures:** Tracy Leinen (statement from Committee Chair)

Statement

“The Committee continues to work on the SOPs which will take some time before ready for review. All other Committee goals have been fulfilled and are pending Board approval.”

**Request for approval of previously submitted documents:** Tracy Leinen

The Employee Handbook

Counseling Record Instructions

Job Performance Counseling Record

**Motion:** Mary 2<sup>nd</sup>: Tracy “Shall the Board approve as reviewed & read, The Employee Handbook, Counseling Record Instructions and Job Performance Counseling Record, as submitted by the Employee Policy & Procedures Committee, understanding that the Standard Operating Procedures Guidelines will be provided at a later date?” Discussion: None Call for Vote: 3 Approve Decision: Unanimous

**Wood Windows Update:** Tracy Leinen

Remains in litigation.

**NEW BUSINESS**

- **Repairing Frost-Free faucets Report**—Kenny Remior  
Contact the Caretaker with any issues at your lot.

- **Weed & Lot Cleanup Notification to Web**---Mary Wilkinson  
Communications Committee will be posting cleanup reminders.

- **Security Licensing—1 yr annual rate**---Tracy Leinen  
Annual bill of \$55 will be coming due for the Security System licensing.

**Questions Submitted by Lot Owner Ray Frechette—W28**---To be addressed by individual Board Members

**Employees:** Tracy Leinen

1. Who is on the payroll or otherwise compensated for working in the park?  
Tim Stiers, Caretaker—Rick Dammarell, Asst Caretaker---Bert & Sue Patrick, Summer Workers
2. What are the compensations?  
Monthly financials posted on the web reflect expense in that category.
3. What are the duties?  
General maintenance of Common area facilities, grounds & equipment.
4. What are the hours per week and employment status i.e., hourly, salary, seasonal?  
Summer workers/seasonal, Asst Caretaker/hourly, Caretaker/salaried
5. Who is covered by insurance and Workman’s Comp?  
All workers are covered by Workers Compensation or General Liability Policies.

**Mosquitos:**

1. Who is doing the spraying?-- Kenny  
Caretaker
2. Are they trained and licensed?—Mary  
Caretaker is trained in application of General Use products. Application License is not required per Idaho Dept. of Agriculture

**Riparian Areas:**

1. What is the plan to manage the Riparian Areas in the Park?—Mary  
As problems arise, the Board will take appropriate action to resolve the issues.
2. Was weedkiller sprayed at the edges of the Park over the Memorial Weekend?---Kenny  
Absolutely not. A blue dye is used which lasts about a week.

**Election Committee:** Tracy Leinen

1. Why is a Non-Disclosure Agreement required to serve on the Election Committee?

We want security of election tally & results until after announcement has been made at the Annual Meeting, therefore one must sign a disclosure to not leak out information.

2. Why are we not having a third party administer the election?

We previously had a management company . In last years Recall Complaint case the judge felt processes were followed accurately and he found no concerns with the way ballots were handled. We think if a court of law can support that process then we think this Election Committee will make the same good process choices. It will be done professionally.

**Ride-On Lawnmower:** Mary

1. The green ride-on lawnmower that was parked and abandoned in the shed was taken to Boise Small Engine for evaluation and repair, if it was economical, was repaired and refurbished for about \$700. We were unable to pay for the repairs and bring the mower back to the park when the bank account was frozen. What happened to it?

A red lawnmower was located and has been returned to the park.

#### **ADJOURNMENT**

**Move to adjourn:** Tracy 2<sup>nd</sup>: Mary 10:30 am