

Regular Board Meeting Minutes

August 14, 2021

Leisure Time RV Park Subdivision Homeowners Association

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

Date/Time: Saturday, August 14, 2021 10:00 AM

Meeting Call to Order: 10:00AM By: Carla Fewkes, President

Roll Call: All Board Members Present

Proof of Notice (will be attached to minutes)

Quorum Established

President Carla Fewkes thanks Board and Association Members for their attendance & confidence in the Board. Instructs members that they may only observe and make no comments. Please visit website for information.

First Order of Business: Carla Fewkes—The request that minutes of Annual Meeting be approved as read or edited as may be needed was tabled as the President needed proof that passing of these minutes from Annual Meeting on July 24th was allowed at today's meeting. She felt Association Members would need to approve those minutes at the next Annual Meeting.

OFFICER REPORTS

Presidents Report: Carla Fewkes, President

President advises attendees that pool room litigation (Wood Windows) continues and outcome will be made to all as it is determined.

At this time a scheduled Agenda item report on Sewer Lines issues that was to be made by Carla Fewkes for Ron Brown due to a scheduled excused absence was handed off to Ron as his attendance was possible.

Sewer Lines: Ron Brown--Ron reports that he has been working with the Cascade Mayor on grant writing possibilities to be shared with the City of Cascade. There are grant programs for rural communities for sewer projects. The Mayor is willing to share the grant writer. She will be participating in a meeting which will hopefully have a positive outcome for Leisure Time.

Financial Report & Storage Lot Report: Board Treasurer, Tracy Leinen

General Fund Checking	\$ 12,168.56
General Fund Reserve Account	\$ 80,617.97
Reserve Account	\$ 18,868.34
Debit Card Account	\$ 879.29
Activities Debit Card Account	\$ 2,205.17

Aging Report \$ 100 approx. Overdue dues, liens, late fees

Motion: Tracy Leinen 2nd: Mary Wilkinson “Shall the Board approve the financial report as presented?” **Discussion:** Tracy advises Board that she was not able to log into the HOA accounts until the last minute due to signal accessibility. **Call for Vote:** 4 Approve **Decision:** Unanimous

Secretary of State Records Update: Tracy Leinen---Lamm & Co CPA (Jolene Johnson) is our registered agent for reports to the Secretary of State. As required, we have forwarded the necessary information to her on the names and officer positions of the newly elected Board for her to transmit to the State.

COMMITTEES: Carla Fewkes--Advises that Re-affirmations, Dissolvments, Appointed Chairpersons as is required be performed by Board of Directors at the beginning of new terms of committees. She thanks all members who have volunteered their time to the park, as well as Board sponsors.

Activities Committee: Mary Wilkinson--Sherry Chidichimo has resigned as co-chairperson. Jan Misch has agreed to chair another year. Communication is provided, when necessary, through the sponsors.

Motion: Mary Wilkinson 2nd: Ron Brown “Shall Board re-affirm Activities Committee Charter with Chairperson, Jan Misch, and with Mary Wilkinson & Tracy Leinen as Board sponsors for 2021-2022 with committee members as needed?” **Discussion:** Tracy thanks Jan for all Activity successes she has made possible. **Call for Vote:** 4 Approve **Decision:** Unanimous

Architectural Committee: Carla Fewkes--This is a Board members only committee and any permits issued require three Board member signatures.

Motion: Tracy Leinen 2nd: Ron Brown “ Shall the Board approve the Architectural Committee with said committee to consist of Board Members only?” **Discussion:** None **Call for Vote:** 4 Approve **Decision:** Unanimous

Audit Committee: Tracy Leinen--The Preliminary Audit is a work in progress for 2014-2020 tax years. A report will be provided upon its completion. Communication with the Board will be through the Board sponsors.

Motion: Tracy Leinen 2nd: Ron Brown “Shall the Board re-affirm the Audit Committee Charter and Chairperson with Tracy Leinen, Mary Wilkinson & Carla Fewkes to be co-sponsors for 2021-2022?” **Discussion:** Carla advises she felt it was necessary for the Board President to be a part of this committee. Mary advises Committee Chair was specifically withheld so that he/she would not be disturbed with inquiries. **Call for Vote:** 4 Approve **Decision:** Unanimous

Budget Committee: Tracy Leinen--2020-2021 budget was written by Tracy Leinen & Mary Wilkinson, based on review of past years records and future needs expected , then reviewed, edited as needed and approved by the Board. They have volunteered to take on the task again. This is a Board member only committee.

Motion: Ron Brown 2nd: Mary Wilkinson “Shall the Board approve the Budget Committee with Tracy Leinen & Mary Wilkinson as Co-Chairpersons and for them to provide a detailed budget to the Board for review, discussion and editing as necessary for the 2022 fiscal year? **Discussion:** None **Call for Vote:** 4 Approve **Decision:** Unanimous

Bylaws Committee: Carla Fewkes—Newly adopted Bylaws can be found on the LTRV website: leisuretimervparkonline.com. She advised she has resigned from the chairperson position. Advises that Rick Dolan will continue to serve on the committee on an as-needed basis. Advises she will be the committee Board sponsor. She requests that time be taken to read the Bylaws and follow the codes.

Motion: Ron Brown 2nd: Kenny Remior “Shall the Bylaws Committee be kept intact? **Discussion:** Mary Wilkinson asks for clarification. Will committee only be acting upon a Board request. Carla Fewkes advises, yes. **Call for Vote:** 4 Approve **Decision:** Unanimous

Communication Committee: Carla Fewkes—Communication Committee chairperson is Cindy Gillett. Carla advises she has resigned from the committee. She acknowledges the committee has been extremely helpful to LTRV. There is the web page, email notifications, Newsletter and announcements which keep the association members informed. She advises she will be the Board sponsor.

Motion: Tracy 2nd: Mary “Shall the Board re-affirm the Communications Committee Charter and Committee Chairperson, Cindy Gillett and appoint Carla Fewkes as Board sponsor for 2021-2022, with Chris Dolan remaining in charge of the quarterly Newsletter?” **Discussion:** Ron Brown clarifies notifications. **Call for Vote:** 4 Approve **Decision:** Unanimous

Election Committee: Tracy Leinen--Chris Dolan has resigned as Election Committee chairperson. The Committee performs a valuable function for the HOA. Annual Elections must be handled efficiently, ethically and accurately. Chris Dolan has spearheaded the park through two elections. She will be available to mentor the next chairperson and committee members. Communications with the Board will be through the Board sponsor.

Motion: Mary Wilkinson 2nd: Ron Brown “Shall Board re-affirm Election Committee Charter knowing a new Chairperson and committee will be appointed for future election needs, at a later date, and that Tracy Leinen will remain as Board sponsor for 2021-2022?” **Discussion:** None **Call for Vote:** 4 Approve **Decision:** Unanimous

Employee Policy & Procedures Committee: Ron Brown--Chris Dolan has resigned as committee chairperson. She submitted, and had approved, an Employee Policies guide. Ronald “Kay” Panter has agreed to assume the chairperson position and will continue his efforts on a Standard Operating Procedures Guide. Communications with the Board will be through the Board sponsor

This committee has completed their Employee Policy objectives but the Standard Operating Procedures guide is an on-going work in progress.

Motion: Mary Wilkinson 2nd: Tracy Leinen “Shall the Board re-affirm the Employee Policy & Procedures Committee Charter with Chairperson to be Ronald “Kay” Panter who will see that a Standard Operating Procedures Guide is composed for presentation to the Board, with Ron Brown as Board Sponsor for 2021-2022?” **Discussion:** Ron advises it will take time, but he and Kay will be working to get one to present as soon as possible. They are thanked for their efforts. **Call for Vote:** 4 Approve **Decision:** Unanimous

FEMA Committee: Ron Brown--The assigned objective has not been completed to date. It is currently in discussions with the City of Cascade. There are two parts to the FEMA issue. **Part 1:** The City of Cascade City Council will vote at their last meeting in August. Time dates for occupancy will be removed. The City would inspect all RV’s remaining in park on Nov. 1st. The owners would be sent a form for completion. They would be asked to confirm that: The original legs are in use, the water line is a hose connection only, sewer hookup is RV type hose, electric is direct plug-in to electrical pedestal and that any oversized propane tank in use has a quick disconnect. Any skirting used must be able to fall away in case of an emergency removal from lot is needed. Form will go to grandfathered & year-rounders as well. **Part 2:** Current FEMA ordinance requires that base of a park model be 2 ft above the flood plain. Example: Any new park model installed on P-St would need to be 2 ft higher than current park models in that location. This would violate the CC&Rs 16ft height limit. Ron is in hopes this 2ft additional height will be thrown out.

Motion: Kenny 2nd: Tracy “Shall the Board re-affirm the FEMA Committee Charter with Chairperson to be Scott Montgomery and with Ron Brown as Board sponsor for 2021-2022, so that work can continue on relaxing Park Model and 180 day rule ordinances?” **Discussion:** None **Call for Vote:** 4 Approve **Decision:** Unanimous

Human Resources Committee: This is a committee consisting entirely of Board Members only. This committee addresses all Employee related issues.

Motion: Mary 2nd: Tracy “Shall the Board re-affirm the Human Resources Committee which shall consist entirely of Board Members only and whose majority decisions will be considered that of the Board?” **Discussion:** None **Call for Vote:** 4 Approve **Decision:** Unanimous

Tracy Leinen thanks all committee members. We truly appreciate you.

UNFINISHED BUSINESS

Signage: Tracy Leinen---Tracy provided an update on signage costs/quotes as requested to have for comparison when considering future signage for park. Document provided shows these are 12" x 18" standard size metal signs. Speed limit signs, non-reflective metal are \$20.00 each, & reflective signs are \$26.94 each. Design signs in same sizes & metal are \$30.00 & \$36.94. Carla comments we should use Chandler's for signs needed. Tracy encourages using same type signs throughout the park.

Motion: Ron Brown 2nd: Tracy Leinen "Shall Board approve purchase of six (6) 10mph signs, non-reflective? **Discussion:** None **Call for Vote:** 4 Approve **Decision:** Unanimous

Weed Notices: Mary Wilkinson---Records Update---42 /1st notices were sent to owners whose lots were in need of attention. Of those, 11 owners, to date, have received 2nd notices and 4 have been sent 3rd notices.

Electrical Inspection Report: Ron Brown---Ron has met with the Idaho State Electrical Inspector and with Tri-State Electric, the park source for electrical repairs. All issues not complying with code were resulting from 27 years of different caretakers and outside services. The inspector signed off on all issues, including lift stations. Any access to electrical in the storage areas were also corrected.

NEW BUSINESS

Pool Analysis: Tracy Leinen---Steve Chandler & Rick Dolan have requested a pool committee be approved with them as chairs to impartially evaluate pool costs. When discussing reopening of the pool and taking a vote of owners present at the annual meeting after a motion was made by Rick Dolan, there was insufficient votes to approve re-opening. The board advised the membership that they would analyze data and get back to them on basic cost comparisons. Shortly after that meeting Tracy & Mary gathered documents for the past 7 years which reflect electric and propane costs for year-round usage vs seasonal. Those figures will be compiled and presented at the Sept. 4, 2021 Board Meeting. Should further research be necessary the Board could consider a meeting at that time. Ron Brown---Ron reports that the humidity is astronomical in the pool room. To avoid winter issue we need to keep the pool water and room temperature within three (3) degrees of each other. Tracy Leinen---A new pool cover and motor is needed before considering opening pool in winter. It is an enormous cost. Mary Wilkinson---Utility usage information can be presented for Board review. The Board agreed to table further discussion until their next Board meeting. Carla Fewkes wanted to know if open dates could be changed to allow for opening in March. She was informed any changes to dates might require a ballot process.

Dumpsters Relocation Request: Carla Fewkes--A group of owners have requested the dumpsters be relocated from G-St behind clubhouse to the storage area. They have complained of flies, bees, stench, and banging of the dumpster lids. They are requesting a Board decision on this request. Carla suggests a discussion regarding relocating all or some of the dumpsters, increasing pickup times in the summer and the health hazards associated with summer heat & full dumpsters. Ron Brown---A two week period around 4th of July weekend was not serviced adequately by Lakeshore Disposal. They had a truck out of service and no replacement. The dumpsters were repeatedly compacted which created bag breakage and led to excessive odors. Ron advises we did not react quick enough. Mary Wilkinson--When caretaker saw Lakeshore arrive he immediately washed down the interior of the dumpsters with a bleach mix (2 weeks in a row). Ron Brown--There are no extra dumpsters available so Lakeshore doesn't have the ability to bring us a power washed and sanitized dumpster(s) in exchange for ours and there is only once a week service to the park. Additionally the road in that area was coated with a product to reduce the

dust (paid for by a lot owner). It, too, had an odor so it was also sprayed with the bleach mix. Kenny Remior—We shouldn't relocate the dumpsters. All we would be doing is transferring a problem to another area of the park. We would have to keep the storage lot area accessible year round if it was utilized. Additionally it would cause traffic issues. Ron Brown—Ron advises the dumpsters have been located in the current area for approximately 25 years. Suggests we find a product that can be used to power wash the dumpsters ourselves. Tracy Leinen—Tracy advises to utilize the storage lot area would eliminate a minimum of three(3) spaces currently in use by owners. There was no motion to approve the relocation of the dumpsters.

CC& R Suggestions: Mary Wilkinson---There were 21 suggestions or comments placed in the suggestion box for the Board to review. As mentioned at the annual meeting, there is a process for CC&R changes. A ballot is required. The Board will discuss these and the items they feel are most important to be amended. The outcome will be discussed at a future meeting. Carla Fewkes—Huge task to rewrite, but is a needed change. Ron Brown—Ron advises there is a “working copy” of the CC&Rs on the park web page. It is not a legal document but is helpful when reading the CC&Rs. It is not recorded. It combines the recorded CC&Rs with the Amendments and makes an easier read. The actual recorded documents are available there as well.

Idaho Extension Educator: Carla Fewkes---A group of owners are interested in learning about the natural systems of Leisure Time. They have requested a University of Idaho Extension Educator come and identify plants, birds and bugs that exist in our community waterway. They wish to take dip net samples from the ponds and then meet in pavilion for a discussion followed by a catered lunch. She has concerns about LTRV liability and with any issues that might arise. Tracy Leinen: Tracy questions if this is a University of Idaho project (as mentioned in request) and possible parking issues. Ron Brown—Ron suggests more questions need to be asked. An agenda should be presented to the Board. Mary Wilkinson—Mary suggests Carla Fewkes contact them and report back to Board. Attendees are asked if there is any person from the group at today's meeting. There is, so Carla is to meet with her after the Board meeting adjourns.

Street Light Repair Request: Mary Wilkinson--- An owner has submitted a repair request for a street light that has been out for two years. Mary suggests a night check on all street lights might be warranted. It has been two years without operational street light at this location. This is the first this Board had been advised of the situation. Ron Brown—Ron advises Board that photo cells in past cost approximate \$25 each and bulbs \$100. Lights on in the daytime can also suggest an issue. Kenny Remior—Kenny advises caretaker is swamped right now and suggests this repair project be put off until fall if possible. Kenny will check out the situation.

Receptacles Hygiene Products: Mary Wilkinson---Will request Board to consider two disposal receptacles for the women's restroom to help eliminate products being disposed down toilets. A small sign at each location would also be needed. A bottom release for disposing safely, bags and signage could probably be had for less than \$100. Tracy Leinen—Tracy owner/attendee has provided her a sign suggestion for restrooms.

Motion: Ron Brown 2nd: Mary Wilkinson “Shall the Board approve the women of the Board to explore receptacles, bags and signage for the women's restroom?” Discussion: None Call for Vote: 4 Approve Decision: Unanimous

Electric Scooters & Electric Bicycles: Mary Wilkinson---We have received an email from a lot owner that has asked that we do something about the electric bicycles and scooters on our greenbelt around the ponds as they are being ridden at excessive speeds given the nature of these walking paths. A consideration might be to amend the Common Area Rules & Regulations prohibiting their use on these trails. Ron Brown—Ron suggests we police ourselves & promote common courtesy to slow down the traffic on the pond trails. Suggestion was made to have a notification posted regarding the matter.

ADJOURNMENT

Time: _____ By: _____