

# Regular Board Meeting Minutes

**August 12, 2023**

Date: August 12, 2023

Place: Leisure Time RV Park Pavilion

514 N. Sawyer St. Cascade, Idaho 83611

Time: 10:00am

**Meeting Called to Order:** 10:05 am By: Paul Davis, President

**Roll Call: New Board was Introduced & roll call taken.**

Present: Paul Davis, Mary Wilkinson, Dennis Hinrichs, Ron Brown

Excused Absence: Fairn Foshay (daughter's marriage)

**Quorum Established**

**Proof of Notice:** Notice was given and will be attached to the meeting file.

**Request for Minutes Approvals by Secretary:** Mary Wilkinson

Certain portions of Executive Sessions were found to be in violation of the park Bylaws. It was the understanding of the most recent past Board that whenever any employee hiring information, evaluations, personal info, terminations, legal items, etc. were discussed by the Board, it should be done in Executive Session as it was privileged information. The Board contacted the park attorney and had the privileged & private rule explained. It was determined that any part of an Executive Session that included what was already considered "public information" due to advertisements for open employee positions was not to be considered privileged and private. Therefore, those minutes that were affected by this determination have been reviewed & redacted where necessary. The redacted areas in these minutes remain privileged information. The other areas will be available in the posted minutes on the park website shortly after they are approved.

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Dennis Hinrichs "Shall the Board approve the written, reviewed, redacted and/or corrected minutes of Executive Sessions on Mar. 25, 2023, Mar. 26, 2023, Mar. 30, 2023 and June 10, 2023 and authorize posting of these minutes to the Leisure Time RV Park website?"

**Discussion:**

Paul advises that the Board did what the park attorney recommended. Tracy Leinen (owner/past Board Treasurer) added that the Board received the attorney counsel via phone call from Tracy (when on the Board) and Mary Wilkinson (Secretary). Paul Davis and Kenny Remior were unavailable for the call. Ron Brown will abstain as he feels he was not on the Board that these Board Meeting minutes represented.

**Call for Vote:** 2 Approve ---0---No 1 Abstain **Decision:** Majority

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Dennis Hinrichs “Shall the Board approve the written & reviewed Executive Session Minutes of May 25, 2023?”

**Discussion:**

These Executive Session minutes will not be posted. They remain private/privileged information.

**Call for Vote:** 2 Approve ---0--- No 1 Abstain **Decision:** Majority

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Dennis Hinrichs “Shall the Board approve the written & reviewed Regular Board Meeting minutes of June 10, 2023, June 12, 2023 and August 1, 2023?”

**Discussion:** None

**Call for Vote:** 2 Approve ---0--- No 1 Abstain **Decision:** Majority

**President adds a comment to clarify to owners that an Executive Session is for only private, privileged discussions/decisions.**

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Ron Brown “Shall the Board approve the written & reviewed minutes of the July 15, 2023 Annual Meeting?”

**Discussion:** Mary comments

The Annual Meeting Minutes are allowed to be approved at the next Regular Board Meeting. Per Robert’s Rules they can be approved by the Board. Quote: “Minutes of one Annual Meeting should not be held to action until the next one, a year later.” At this year’s Annual Meeting the owners were asked to present a motion to pass the 2022 Annual Meeting Minutes. Those minutes had already been approved August 13, 2022. The vote requested was taken and approved but was unnecessary. This current motion is asking for approval of this past July 15, 2023 Annual Meeting Minutes. Once approved, those minutes will then be posted on the website for all the owners to be able to read in a timely manner.

**Call for Vote:** 3 Approve ---0--- No ---0--- Abstain **Decision:** Unanimous

**President’s Report:** Paul Davis

- 1) Paul requests Ron Brown to continue as Liaison to Employees. He has had that position temporarily but is asked if he will continue that duty on behalf of the Board. Ron is asked if he agrees to continue in that position? Ron responds yes, for balance of his term. Paul advises that any questions or concerns about employees or their duties be only addressed to Ron. This includes Board Members.

## 2) Pond Pump Update

Ron Brown asks for permission to speak.

He advises the Board that he was contacted and delivery date of new pond pump is delayed due to aftermath of COVID, backorders, etc. It will be possibly another month. Repair shop indicates they have a used part but it is unclear if it would work on our unit. It would cost about \$600 to find that out. Paul adds our pump was as old or older than the park. Mary adds that this would just be a bandaid on the problem. Board agrees to move forward on original plan approval to replace the pump.

Paul advises the pump was originally repaired & returned. It was damaged during installation. It slipped during setup and fell, damaging the unit. Thankfully, no one was hurt. The current estimate for replacement is \$5,000+. Installation will be done as soon as possible but is subject to the river levels and shipment arrival date.

## 3) Dust Control Complaint

The Board received a complaint from an owner regarding the June 28<sup>th</sup> Dust Control Application. The owner had received the initial notification advising owners of that date. **That notice read: “The application of the Magnesium Chloride will take place June 28<sup>th</sup>. That was the earliest available date we could schedule. It is subject to weather conditions. The roads will be watered by Granite Excavation prior to the application.”** The owner assumed that meant all the streets and feels that since he pays the same dues he should benefit equally.

Certain portions of the park roads had an application of the product. To do the entire park roads would have been approximately \$16,000. The portion of the most heavily trafficked roads was \$9,000. At the June 10<sup>th</sup> Board meeting the Board once again confirmed the application date. Owners were advised if they were paying for portions of their road frontage areas their checks would have to be received before that date or hand deliver to Kenny Remior, who was arranging the additional treatment areas. Today, Board Members add that owners paid an additional \$1700 approx. for dust control in front of their lots that was not to be provided by the park. Dust control is a maintenance issue but a Board has to create priorities. If speeds are reduced in the park, then the dust problem will become less of an issue. The Board considers this expense every year. They will consider other streets next year but add that the most heavily trafficked streets are used by everyone. When asked about paving the streets in small sections annually, Ron Brown advised to pave the one block area at town post office was \$300,000. Tracy Leinen (when she was on Board) she was told it is \$1,000,000 per mile. Graveling the roads would also be a huge expense. Ron adds that the City is going to post lower speed limits for Sawyer Ave.

#### 4) Board Meeting 2024 Schedule

Board discussion.

Board of Directors were given a suggested meeting schedule for 2024. Hard to tell what a person's plans might be months ahead but Bylaws require us to have at least 6 Regular Board Meetings per year. The suggested dates take into consideration holidays. They also allow periodic notifications/reminders to the owners of these dates.

**Paul:** Would a Board member like to present a motion to approve the 2024 dates on this suggested schedule for May 4, June 8<sup>th</sup>, Aug. 3<sup>rd</sup>, Aug. 10, Sept. 14<sup>th</sup> & Oct. 19<sup>th</sup> with July 27<sup>th</sup> the Annual Meeting date?

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Ron Brown " I motion the Board approve Regular Board Meeting schedule dates for 2024, to include May 4<sup>th</sup>, June 8<sup>th</sup>, Aug. 3<sup>rd</sup>, Aug. 10<sup>th</sup>, Sept. 14<sup>th</sup> & Oct. 19<sup>th</sup> and July 27<sup>th</sup> for the Annual Meeting Date."

**Discussion:** None

**Call for Vote:** 3 Approve ---0--- No ---0--- Abstain Decision: Unanimous

#### 5) Trees on Common Areas

The Board recently received 2 inquiries about Common Area usage.

a) An owner complained about a neighbor satellite dish that had been placed on common area property and at the rear of his shed. The Board did inspect the area and notified the owner of the lot & the dish in question. The dish was removed as it was in violation of Common Area Rules & Regulations regarding use of these areas.

b) An owner contacted the Board asking permission to do something about the trees on the Common Area that impair satellite reception for their TV. The Board inspected the area and phone calls were made to the owner advising that it was a healthy tree that was in question.

The Common Area & Improvements Rules & Regulations prohibits owners trimming or cutting down trees on Common Areas without permission. It would be a mistake to allow this for TV reception, etc. The Board will not set a precedent by allowing an owner to remove, cut or trim Common Area trees.

If there are dead trees on an owner's property they are that owner's responsibility. If you hire the work done, that contractor must remove all debris from the park. They cannot use the park dumpster.

Park employees are removing and trimming trees that need maintenance as part of their regular duties.

A second & third inquiry from the owner has been received.

**How would the Board like to respond to the owner? Phone or email?**

The Board will followup with a phone call from Ron Brown to the owner as well as an email from the Board. Both will indicate park rules prohibit the owner trimming or removing trees on Common Area property. The Board opted to not set a precedent by allowing the tree to be trimmed or removed.

**Treasurer's Financial Report:** Dennis Hinrichs

General Fund Checking	\$ 31,348.24
General Fund Reserve Account	\$ 150,766.06
Reserve Account	\$ 50,408.07
Debit Card Account	\$ 5,830.08
Activities Debit Card Account	\$ 1,519.84
Liens	____ --0-- ____
Outstanding Dues	\$ 495.00
Late Fees Due	\$ 142.95

Storage Lot Report

Total Spaces	93
Spaces Available	0
Waiting List	2

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Ron Brown "I motion the Board approve the Financial Report as presented."

**Discussion:** None **Call for Vote:** 3 Approve --0-- No --0-- Abstain **Decision:** Unanimous

**Committees:** Paul Davis

Paul advises that Board will be re-affirming or disbanding committees as deemed necessary. Board sponsors to the committees will be appointed by the President as needed.

**Activities Committee: Jan Misch, Chairperson**

Jan Misch, Chairperson of the Committee, is present. She reports the Annual Yard Sale was a success. Her thanks was given to all who helped and participated. It was well attended by the public. The committee made approximately \$400. The left over items donated by participants were donated to the Senior Center

Is there a motion to re-affirm the Activities Committee and it's chairperson Jan Misch?

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Dennis Hinrichs “ I motion that the Board re-affirm the Activities Committee with Jan Misch as the Chairperson.”

**Discussion:** None **Call for Vote:** 3 Approve --0-- No --0--Abstain **Decision:** Unanimous

**Bylaws Committee: Rick Dolan, Chairperson**

Rick Dolan, chairperson of the committee, is present but has nothing to report.

Paul advises as background info to the new Board & owners, the Bylaws cannot be changed by a Board of Directors. **Quote: “These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the members by a simple majority of the votes cast by ballot at any regular or special meeting called for this purpose. (July 25, 2021)**

The Bylaws Committee provided a needed & well-written document for the HOA. It should stand the test of time. It has been in effect for 2 years and is a valuable resource. **The Committee completed the task assigned to them. On behalf of the Board I would like to thank them for the many hours they dedicated to this task.**

Is there a motion to re-affirm (or disband) the Bylaw Committee?

**Motion:** Mary Wilkinson 2<sup>nd</sup>:

“I motion the Bylaws Committee be disbanded.”

**Discussion:** Rick Dolan (chairperson) feels there is no longer a need for the committee and recommends it be disbanded. Carla Fewkes disagrees feeling it is important to re-affirm.

There was no second on the disband motion so it dies.

Paul Davis: Is there a motion to re-affirm the Bylaw Committee?

**Motion:** Dennis Hinrichs 2<sup>nd</sup>: Ron Brown “ I motion the Board re-affirm the Bylaw Committee with Rick Dolan, Chairperson.”

**Discussion:** Does Rick Dolan accept the chairperson position? Response: Yes.

**Call for Vote:** 2 Approve 1 No --0-- Abstain **Decision:** Majority

**Budget Committee: This is a Board Members only Committee**

Paul Davis provides background for new Board members & owners. The Budget Committee meets in the fall. They review the current year and past year expenses. They project what the next year's expenses might be based on those records and potential future outlay. They submit a budget

draft to the Board for review. It is edited where needed. It is then presented at a Board meeting for approval.

Is there a motion to re-affirm the Budget Committee?

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Ron Brown “I motion that the Board re-affirm the Budget Committee with the President & Treasurer as co-chairs.?”

**Discussion:** None

**Call for Vote:** 3 Approve ---0--- No ---0--- Abstain **Decision:** Unanimous

**Communication Committee: Cindy Gillett, Chairperson**

Cindy Gillett, chairperson of the committee is not present.

Paul Davis provides background info to the new Board & owners. As chair to this committee, Cindy posts all notifications, minutes, financials & information to the park web page as they are provided to her by the Board sponsor. He adds she has done a very good job.

Is there a motion to re-affirm the Communication Committee?

**Motion:** Ron Brown 2<sup>nd</sup>: Dennis Hinrichs

“I motion the Board re-affirm the Communications Committee with Cindy Gillett as chairperson.”

**Discussion:** Cindy was not present to accept but will be contacted.

**Call for Vote:** 3 Approve --0-- No --0-- Abstain **Decision:** Unanimous

**FEMA COMMITTEE: Scott Montgomery, Chairperson**

Scott Montgomery is not present.

Paul Davis adds on behalf of the Board, he would like to thank Scott Montgomery for all of his many, many hours spent researching the FEMA flood plain rules that might impact Leisure Time.

Is there a motion to re-affirm (or disband) the FEMA Committee?

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Ron Brown

“I motion the FEMA Committee be disbanded.”

**Discussion:** With the FEMA rules now effective, there is no need for further time to be dedicated by Scott on this issue.

**Call for Vote:** 3 Approve -0-- No --0-- Abstain **Decision:** Unanimous

## **Human Resources Committee: This is a 5 Board Members only Committee**

**Is there a motion to re-affirm the 5 Board Member Human Resources Committee?**

**Motion:** Ron Brown 2<sup>nd</sup>: Dennis Hinrichs

“I make the motion the Human Resources Committee be re-affirmed.”

**Discussion:** None

**Call for Vote:** 3 Approve --0-- No --0-- Abstain Decision: Unanimous

## **Unfinished Business**

**1) Proxy/Vote Count Request by an Owner:** Mary Wilkinson

An owner requested this information be provided.

159 total votes tallied

109 by owners present

50 proxy votes tallied

Winner votes received:

145 Mary Wilkinson

140 Paul Davis

108 Fairn Foshay

89 Ron Brown

**2) Lift Station Pond Pump Support Pipes:** Ron Brown

The lift station support pipes purchased are iron. They need to be galvanized pipe. Ron requests the receipt on the original purchase be provided by previous Treasurer, Tracy Leinen, so that the iron pipes can be returned and replaced.

**3) Mosquito Spray Label Request by an Owner:** Mary Wilkinson

Mary advises that she followed up on request made at Annual Meeting by an owner who wanted a photo of the label of the product used for mosquito abatement. This owner had requested same info previously. The photo was provided to the owner for the product Masterline Kontrol 4-4. It was added that this owner also interrupted the caretaker wanting to take a photo of the product.

## **New Business**

**1) AED (Automated External Defibrillator):** Ron Brown

Fire Chief Hull will see that the AED is verified and that he or others will demonstrate with walk-thru instructions. This will be arranged for August 26<sup>th</sup> shortly after the potluck scheduled that evening. Equipment will be displayed. We do need a new sign



at the equipment location. It is mounted on the caretaker residence front porch where there is year-round access and it is in a weather protected area. It is the best location as it has immediate access, rather than in the clubhouse where a keyfob is necessary for entrance. **Always call 911 first.**

## **2) Stop Sign Facebook Complaints:** Mary Wilkinson

We received word that a complaint had been made on facebook about the park stop sign at the corner of B-St & Sharon. The purpose of the sign at this busy 4 way intersection is to STOP all vehicles. It is trafficked heavily by those going to and from the clubhouse, pavilion and pool. The stop sign and attached speed limit sign should make folks aware of cautious driving habits that are required. We continue to hope that it will make folks aware of the need to SLOW DOWN.

### **Board Comments**

**Paul Davis:** Paul allots time for Mary Wilkinson to make a statement.

**Mary Wilkinson:** (as read into the record of this meeting)

Mary states: "I would like to apologize to Kathleen Stinson for any perceived retaliation toward her that she feels I am responsible for and hope this apology to her puts the issue at rest."

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**Additional Wilkinson Statement:** (as read into the record of this meeting)

- "I would also like to make the following separate statement.
- I would like to thank all of you for electing me to your Board four (4) times through the years.
- I thank you for the opportunity to live among great folks.
- I have worked tirelessly for the Homeowner's Association 7 days a week.
- As your Secretary, I have been part of a team that accepted the property management responsibilities for the past 2 years. We saved the park thousands of dollars of management expenses.
- Being on the Board has been a gift to me. I have made wonderful friends.
- I encourage all owners to travel a kind path in life.
- I sadly offer you my resignation today. It will take effect at end of day. The decision was not easy to make. I will always be available to help you where I can or point you in the right direction for that help. For those that might be pleased with my decision, know that my spirit has not been broken or diminished."

**"Thank you"**

**Paul Davis:** Paul thanks Mary for all her help.

Will a member of the Board motion to accept & approve the resignation of Mary Wilkinson as Board Secretary, effective end of day today?

**Motion:** Ron Brown 2<sup>nd</sup>: Dennis Hinrichs “ I motion that the Board accept & approve the resignation of Mary Wilkinson, Secretary, effective end of day today.”

**Discussion:** None

**Call for Vote:** 3 Approve ---0--- No ---0--- Abstain **Decision:** Unanimous

**Mary Wilkinson comment:**

“While deliberating on my decision to resign, I have had time to consider how that decision would affect the Board operation. Our Bylaws dictate that this vacancy be filled immediately. I would ask the Board to consider the following:

Tracy Leinen resigned from the Board & Treasurer position effective end of day July 31<sup>st</sup>. Her Board vacancy was filled by Dennis Hinrichs. She agreed to continue to assist any newly appointed Board Treasurer as long as might be needed. Dennis was appointed to be Treasurer. In the motion I will offer, I ask the Board to consider appointing Tracy to my vacant director position and appoint her as Treasurer. Dennis Hinrichs could then be appointed to the Secretary position. The Bylaws require immediate appointments be made for these officer positions. I would provide any assistance needed during this transition period.

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Ron Brown

“I motion that the Board appoint Tracy Leinen to fill the vacancy caused by the resignation of Mary Wilkinson, Secretary, and further motion that she be appointed the Treasurer of the Board and that Dennis Hinrichs be appointed Secretary of the Board, all appointments effective August 13, 2023.”

**Discussion:** President asks Tracy if she will accept the vacant Board Director & Treasurer position as offered in this motion? Response: Yes, for 1 year.

President asks Dennis if he will accept the Secretary officer position offered in this motion? Response: Yes, understanding Mary will provide help.

**Call for Vote:** 3 Approve ---0--- No ---0--- Abstain **Decision:** Unanimous

**President:** Paul Davis

During this transition period owners may continue to request and process their Leisure Time Building Permit Applications through Mary Wilkinson.

**Adjournment: Is there a motion to adjourn?**

**Motion:** Mary Wilkinson 2<sup>nd</sup>: Dennis Hinrichs

“I motion meeting be adjourned.”

Meeting Adjourned: 11:43am By: Paul Davis, President

Respectfully submitted as written this date: August 12, 2023

Mary Wilkinson, Board Secretary