

BOARD MEETING MINUTES

(5 member Board)

Date: April 12, 2021

Location:

Leisure Time RV Park
514 Sawyer St. (P.O. Box 1510)
Cascade, ID 83611

Call to Order: Time: 11:17 am By: Ron Brown, President

Roll Call: Ron Brown, Stan Stinson, Jr. (Zoom), Tracy Leinen (Zoom), Mary Wilkinson, Kenny Remior

Quorum Present

Changes to the Agenda (Additions, Deletions): None

FIRST ORDER OF BUSINESS:

Request for Approval of Board Meeting Minutes for Mar. 28, 2021

Motion: Kenny 2nd: Tracy “Shall the Board approve the minutes, as read & edited, of Mar. 28, 2021?” Discussion: None Call for Vote: 4 Approved Decision: Unanimous

BYLAWS COMMITTEE PRESENTATION: Postponed

REPORTS

President: Ron Brown

- **Phone Conversation—Collection Agency**

Ron was contacted by a collection agency regarding the unpaid fees to Borton-Lakey. The agency was immediately referred to our HOA attorney. There has been no further contact.

- **Update on Security System**

A tentative date has been scheduled for the Security System upgrade and repairs.

- **Electrical Complaint**

The Board received an inquiry from a resident, subsequent to the initial notification to the Board on December 30, 2020 indicating that a complaint had been filed with the State of Idaho regarding electrical

issues. The Board contacted the State at that time. The issues are being addressed and it continues to be a work in progress, subject to the winter snows and Tri-State Electric scheduling. The current inquiry addresses the G-St. Lift Station, and what the complainant asserts are exposed, hazardous wiring. Please understand, the electrical contractor has assured the Board that this broken conduit does not put Leisure Time residents at any safety hazard risk. The complainant has been advised that the electrical contractor is licensed and that since the weather is improving the Tri-State Electric workforce has scheduled completion of work for Leisure Time. Expected completion is approximately 2 weeks.

- **Responsible Charge Operator for Lift Station:**

There has been no further contact with the City of Cascade. However, association member Ronald “Kay Panter” has offered his knowledge & experience with sewer/lift stations. The Board will reach out to him as work and research proceed.

- **Park Model Moratorium Update –**

Scott Montgomery & the FEMA Committee have spent countless hours on research of city ordinances, FEMA and possible solutions to Park Model installations within Leisure Time. Consultation with the City is a work in progress. There is a certain City Council of Cascade meetings procedures that are necessary to address any recommended changes. They will also address the 180 day rule for RVs. The Board appreciates the dedication that has been made to this project.

- **Wood Stove**

The wood stove currently stored in the Pavilion is not legal for pavilion use. The stove piping is disconnected. Previous caretaker, Bill McFarlane, purchased that stove with his own funds. He has been informed that its removal from the premises is necessary. Should he not desire to reclaim his property, the Board will dispose of the stove & piping.

- **Standard Operating Procedure/Job Description/Employee Manual**

Chris Dolan & Ronald “Kay” Panter have both volunteered to take on projects that would create standard operating procedures, job descriptions and an employee manual.

Motion: Mary 2nd: Kenny “Shall the Board approve the establishment of an Employee Policy & Procedure Committee to develop & submit to Board for approval, a Committee Charter and Standard Operating Procedures, Employees Manual & Job Descriptions (referencing current agreements and guidelines), with Christine Dolan to be offered Chairperson position?” Discussion: None Call for Vote: 4 Approved Decision: Unanimous

Treasurer: Tracy Leinen—Discussion as may be needed

General Fund Checking Account:	\$ 13,432.21
General Fund Reserve Account:	149,833.42
Reserve Account:	30,547.97
Debit Card Account:	206.97
Activities Debit Card Account:	1,944.76

Aging Report Balance: \$ 2750.00 (unpaid dues)

- **Key Fob Re-activation Fee:** \$ 5.00
5 lots were subject to deactivation but only 2 held actual cards. They have been deactivated.

Storage Lot Report: Tracy Leinen

- Update of fees collected \$ 9845 spaces assigned Available spaces: 11

Activities Committee: Mary & Tracy

Pavilion is ready for the May 1, 2021 10:00am Activities Committee meeting. If inclement weather, it will be held in the library.

A Welcome Back BBQ & Birthday Party is scheduled for Saturday May 29th.

Jan Misch is Chairperson for the Committee—contact: janm4060@outlook.com

Volunteers, ideas & participation are encouraged and welcome!

The Board has donated a storage chest to the committee for their use.

OLD BUSINESS

- **Financial Audit:** A preliminary financial audit of the park records was authorized Nov. 12, 2020---The Board has been moving forward with that decision. Since that time, it was determined that Committees & Charters would be established to fulfill specific needs required by the Board.

Motion: Mary 2nd: Stan “Shall the Board approve establishing a Preliminary Audit Committee & Charter?” Discussion: None Call for Vote: 4 Approve Decision: Unanimous

- **Owner/Tenant Agreement & Guest Authorization Forms:** These will not be used at this time. Owners renting their property should provide their tenants copies of the Common Area Rules & Regulations (found on Web Page under “Information”) and the Swimming Pool, Clubhouse & Facilities Rules (found on Web Page under “Forms”)
- **Web Page:** Rules, forms, information & notifications are updated regularly on the web page and can be found at: leisuretimervparkonline.com

NEW BUSINESS

- **Candidate Nominations for Board of Directors Election:** Mary Wilkinson
 - 1) The Secretary will contact the nominees to see if they wish their names entered on the Ballot for Election to the Board. All verified nominees names will be listed alphabetically on the ballot.

- 2) They will be advised to submit a candidate profile/biography info sheet that will be included with the Annual Meeting notice. The info they submit should fit on a half page of letter size paper.
- 3) They will be advised that if elected to the Board they will be required to sign a Code of Ethics/Confidentiality Statement.

- **Dumpsters:**

Additional Dumpsters will be ordered to fulfill Standard Operating Procedure of providing additional bins before Memorial Day and decreasing numbers after Labor Day.

Adjournment: 12:35 pm By: Ron Brown, President

Respectfully Submitted By:

Mary Wilkinson

Board Secretary