

BOARD MEETING MINUTES

(5 member Board)

Date: March, 14, 2021

Location:

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

Call to Order: 1:55PM By: Ron Brown, President

Roll Call: Ron Brown, Tracy Leinen (Zoom), Mary Wilkinson, Kenny Remior

Absent: Stan Stinson, Jr.

Quorum Established

Changes to the Agenda (Additions, Deletions): Paint Color Charts (added at end of agenda).

REPORTS

- **President:** Ron Brown—Discussion as may be needed

1) Caretaker 3 month Performance Review & Agreement Report:

The Board has completed Tim Stiers first 3 month Performance Review & Employee Agreement. Kenny Remior reports Tim is doing very well and is very happy with his position with Leisure Time.

2) Sewer Lines:

Recent line blockage has resulted in long needed research into the sewer line construction in Leisure Time. It is noted in the CC & Rs (3.5.2.3) that the Idaho Department of Health and Welfare, Division of Environmental Quality (DEQ) has determined that the sewer lines in Leisure Time at various locations have less than a 0.4 percent slope required by State regulations. These lines will be vulnerable. It was determined by DEQ that the developer would be responsible for obtaining from the City of Cascade a letter confirming that the City's cleaning equipment would be available as needed to the developer or Homeowners Association as frequent sewer line cleaning might be necessary.

Ron has contacted the DEQ, as well as the Western Idaho division and Dan Smith. They are unable to locate any registered paperwork for transfer of ownership to the Homeowners Association. Ron will be completing the necessary forms required for their file. It is the present owner (HOA) that is responsible for any requirements. They understand that the Board is addressing the issues. We must have a certified person to file reports every thirty (30) days with the DEQ since the park pumps our sewage into the public sewer system

We have reached out to the City of Cascade inquiring whether we can contract with them to be our registered agent responsible for testing the system and filing the necessary reports.

It is a possibility that Ron Brown could be this agent as he has significant hands-on experience with our system. Sixteen hundred (1600) hours of experience is required by the DEQ. His experience would qualify him to take their licensing test. The Board prefers a third party person do this as this responsibility would be difficult to assign to future Board members.

The Board has located the name of the original engineering firm that provided service to the developer. They will pursue obtaining the necessary records from this firm if possible. There has also been contact made with a business that can provide examination of the lines and provide the needed percentage of slope information. More research will be compiled this Spring as manholes become accessible.

3) Swimming Pool:

The pool has been drained, thoroughly cleaned and refilled. The boiler has been turned on. The temperature of the water will be gradually increased until it reaches 88*- 89*. The cost of an injector system for distributing liquid chlorine has risen significantly from the original time of research. It is not affordable at this time. The current use of chlorine tabs will continue to be used in 2021. A week of testing will be completed to ensure that all health and safety standards are met prior to the pool opening. Daily monitoring will be performed thereafter.

• **Treasurer:** Tracy Leinen

General Fund Checking Account: \$ 16,333.63
General Fund Reserve Account: \$150,693.05
Reserve Account: \$ 30,547.39
Debit Card Account: \$ 451.89
Activities Debit Card Account: \$ 1,969.76

Aging Report Balance: \$ 0 All debt for 2020 has been collected.

Outstanding debt for 2021 is owed on 20 lots by 17 individuals.

1) Executive Session --- Decision Release to Association Members

An Executive Session motion was made & approved (Feb. 28, 2021) to cancel the Leisure Time contract with Frost Property Management effective April 1, 2021. The company did not meet expectations. Presentations & quotes from five (5) alternative business entities were reviewed. The Board considered the cost effectiveness and benefit of service of each. The Board approved hiring Lamm & Co/McCall, ID. This CPA firm has analyzed the park needs and will be able to fulfill all requirements including being responsible for the Annual Dues notices for 2022. The Board feels that their projected fees for 2021 will realize a substantial savings to the park and potentially eliminate the need for a future management company. All inquiries should be directed to the Board of Directors at: membersltrvcascade@gmail.com

• **Secretary:** Mary Wilkinson

1) **Summer Worker(s) Agreement:** Tabled at this time.

2) **Secretary of State form completions:**

Necessary form filings required by the Idaho Secretary of State have been completed & submitted.

• **Storage Liaison:** Tracy Leinen:

1) 78 storage lot spaces have been assigned. There are currently 16 available spaces.

OLD BUSINESS

• **Newsletter:** Mary Wilkinson—discussion as needed

1) There have been inquiries regarding the possibility of having the Newsletter emailed to association members. The Communications Committee sponsor, Ron Brown, will contact Cindy Gillett to see if her committee wants to tackle this project.

• **Schedule of Required mailings, meetings & events:** Mary Wilkinson & Tracy Leinen

1) The calendar of scheduled dates will shall be included in the minutes of this meeting.

Mar. 18, 2021	Mailer to Association Board Letter Financials Nomination Form
Apr. 9, 2021	Return Nomination Form deadline
June 23, 2021	Deadline for Annual Meeting Notice, Ballot & Nominee Resumes mailing to Association
July 3, 2021	Meet The Candidates---10:00AM at Pavilion

July 19, 2021	Ballots must be returned by this deadline. <u>Authorized envelope must be used.</u>
July 24, 2021	Annual Meeting & Elections---10:00AM at Pavilion
Aug. 1, 2021	Newly elected Board takes office.

- 2) The Board Letter, financials & nomination form are being prepared and will be mailed Mar. 18, 2021 as scheduled.

NEW BUSINESS

Addition to Agenda:

- **Color Charts:** Mary Wilkinson

- 1) **Clarification to Pre-Approval Permit:**

Inquiries have been made about availability of the Color Chart to be used in conjunction with the Pre-Approval Exterior Color Permit Application. The color chart will be provided on a wall display in the Clubhouse by May 1st. It will also be on the park Website. Choose a color, cross reference to a manufacturer of your choice. Attach a color chip if possible to your permit. Provide information on your application. Any stain color to be used must be submitted with a color sample.

Announcements: None

Comments: None

Adjournment: 2:57PM By: Ron Brown, President

Respectfully Submitted By:

**Mary Wilkinson,
Board Secretary**