

BOARD MEETING MINUTES

March 22, 2022

Leisure Time RV Park

514 Sawyer St. (P.O. Box 1510)

Cascade, ID 83611

Date: March 22, 2022

Time: 4:00PM

Location: Leisure Time Clubhouse Library

Call to Order: Time: 4:03pm By: Carla Fewkes, President

Roll Call: Carla Fewkes (zoom), Ron Brown, Tracy Leinen (zoom), Mary Wilkinson, Kenny Remior

Proof of Notice: Attached to minutes

Quorum Established: Yes

Request for approval of Jan. 29th minutes---Mary Wilkinson, Secretary

Motion: Tracy Leinen 2nd: Ron Brown

“Shall the Board approve the Board Meeting minutes of Jan. 29, 2022 as written?” Discussion: None Call for Vote: 4 Approved Decision: Unanimous

Motion: Mary Wilkinson 2nd: Tracy Leinen

“Shall the Board approve the Executive Session minutes of Jan. 29, 2022 as written?” Discussion: None Call for Vote: 4 Approve Decision: Unanimous

President’s Report:

Carla Fewkes reports she has been making email responses to inquiries on Board email account.

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

General Fund Checking Account: \$ 27,196.78

General Fund Reserve Account: \$ 166,812.69

Reserve Account: \$ 30,370.72

Debit Card Account: \$ 519.73

Activities Debit Card Account: \$ 1,795.90

Aging Report Balance: (12 Owners/13 unpaid lots)

Overrdue Dues \$ 7,650

Late Fees \$ 88.00 (from 4 owners—other 13 to be notified)

Liens -----0-----

Motion: Ron Brown 2nd: Mary Wilkinson

“Shall the Board approve the Financial Report as given?” Discussion: None Call for Vote: 4 Approve Decision: Unanimous

Motion: Tracy Leinen 2nd: Ron Brown

“Shall the Board approve that on April 1, 2022 the Treasurer contact the thirteen (13) unpaid lot owners to let them know that dues need to be paid by April 30, 2022 or a lien will be placed on the property and keyfobs will be deactivated until paid?” Discussion: There will be a \$10 re-activation fee. Call for Vote: 4 Approve Decision: Unanimous

Storage Lot Report: Spaces: 102 Usable Spaces: 92 Available: 10 Waiting List: 1
Owners will be notified of their assigned spaces between April 1 - April 15.

Committee Reports:

HR Committee Report: Board Members comprise committee

Committee members Ron Brown, Kenny Remior & Mary Wilkinson met with Summer Worker applicant(s) Don & Ardyce Buckmaster on March 14, 2022. Their work background and job requirements were reviewed. Don was a building contractor and Ardyce in school administration prior to their retirement. They were provided a copy of the Employee Handbook to review. They were advised that the Board will contact them on any hiring decision that was made. They toured the facilities.

The Committee found them to be capable of fulfilling the park position needs. They recommended the Board hire this couple.

Motion: Tracy Leinen 2nd: Mary Wilkinson “Shall the Board hire Don & Ardyce Buckmaster for 2022 Summer Worker position per the written Agreement reviewed?” Discussion: None Call for Vote: 4 Approve Decision: Unanimous

Activities Committee: Mary Wilkinson

Mary reported that Activities Committee Chairperson, Jan Misch has scheduled Leisure Time’s 4th of July Celebration Parade for Sunday, July 3, 2022. There will also be a BBQ that evening to be hosted by Tabby Jolley & family and contributed to by the Activities Committee. The Jolley family is, once again, being very generous with this contribution to the park summer activities.

UNFINISHED BUSINESS:

March 2022 Mailer: Tracy Leinen

Tracy advises mailer has been provided to the Board for review and approval. It includes: letter to owners, Financial Report for 2021 and Nomination Form for Board Candidate opening that will be voted upon at the July 16, 2022 Annual Meeting.

Motion: Tracy Leinen 2nd: Mary Wilkinson

“Shall Board approve the March Mailer 2022, as read, and authorize its mailing by March 29, 2022?” Discussion: None Call for Vote: 4 Approve Decision: Unanimous

Wood Windows Litigation Update: Tracy Leinen

Tracy reads into the record: “The Board has been involved in legal action with Wood Windows, Inc. regarding a 2020 prior Board contract, products & building requirements issues. The HOA attorney submitted a settlement offer. Subsequent to that on going negotiation, the Board received and accepted a very generous offer from an association member. This member wanted to see that all legal actions ceased and was therefore willing to donate the necessary funds to settle this case. This donor wishes to remain anonymous. The legal action has been laid to rest. All parties have agreed to the settlement. Payment from the donor has been handled through the attorneys.”
“This agreement constitutes a compromise settlement of differences and/or claims between the Parties. Neither this Agreement, payments made pursuant hereto, nor any provision herein shall be construed as an admission of liability,

directly or indirectly, and the same is hereby denied. This Agreement is for the sole and exclusive purpose of compromise and settling disputed claims and is intended by the Parties hereto merely to avoid further legal costs and expenses.” The Board will observe the requested anonymity of the donor and the transaction amount made.”

H Street Sewer Update: Ron Brown

Ron reports the section of sewer line on H-St that has been an ongoing problem has finally thawed due to warmer weather. He continues to work on the grant process for needed funding.

The DEQ (Dept. of Environmental Quality) requires a certified inspector inspect park lift stations on a monthly basis regardless of any other work that might be done. The City of Cascade also requires this inspector. Ron is hopeful the City can provide one of their two (2) inspectors for this monthly service since we dump into their sewer system. We will be required to have a flow meter in the sewer discharge 6 inch pipe. The City verified what parts are needed for this meter system/flow device. The City is required by DEQ to know what impact the park has on their ponds. The City is working on a price for this digital flow meter. A vault is also needed to house the meter system. Ron was able to locate a vault in Caldwell for \$1000. This is all an unfortunate expense due to original development of the park. Tracy adds we have had lots of expenses!

Motion: Mary Wilkinson 2nd: Ron Brown

“Shall the Board approve the purchase of a scadius meter system & vault for the sewer system as required by DEQ and the City of Cascade?” Discussion: None Call for Vote: 4 Approve Decision: Unanimous

We are over budget on our sewer and lift station expenses. When reviewing electrical bills, Treasurer noticed one meter expense was quite high. The lower lift station pump had been running 24/7 but was not discharging affluent. There was a blockage in the pipe above the upper lift station. Five thousand dollars (\$5,000) in Honey Dippers pumping expense was incurred as a result of this blockage. Since lift station pumps were accessible after Honey Dipper pumping, the grinder pumps were re-located creating a better seal and control work was done.

We do need a backup grinder pump for lower lift station. They are available in Donnelly. Ron recommends we wait until later in the year to see if we can afford this added expense.

Additionally, the upper station pump failed causing the controls/capacitor to fail. Second pump wouldn't run more than five minutes. These two (2) pumps, as well as pond pump for maintenance, have been taken to Boise for evaluation and quotes. We had backups available to install. We hope end result of upper pump issues will be : 2 backup pumps will again be available.

NEW BUSINESS:

Pool Room Windows & Doors---Tracy Leinen & Ron Brown

Discussion:

- Windows and doors have been received from Wood Windows. They were prepaid and received in negotiated settlement. The windows meet necessary location requirements but the doors, as received, are not ADA compliant. Their frames may be modified to meet necessary standards. They are currently stored in the pool room.
- It will be necessary to close the pool room an additional month, until May 1, 2022, due to liability and safety concerns.
- Replacement of damaged slider doors with new windows, cement block wall construction, cement ramp, ADA signage lighting, installation of approved doors and finish work are necessary.
- Volunteer labor is recommended to keep the repair/replace/construction expense as low as possible.
- Dollar donations from owners is recommended and to be earmarked for this necessary project only.
- Owners have had concerns about their safety and security when in the pool area.
- Impact of project: The pool room will be safe, secure and have ADA compliant ingress/egress while fulfilling building permit requirements.

Motion: Tracy Leinen 2nd: Ron Brown “Shall Board approve of replacing windows & doors in the Pool Room to meet security expectations and building permit requirements, utilizing volunteer labor whenever possible, using the new windows and doors in possession of LTRVP, extending the pool room re-open date to May 1, 2022 to allow completion of the construction and earmarking any dollar donations made to the project for that purpose only?”
Discussion: Tracy requests copy of Building Permit & Invoice. Call for Vote: 4 Approve Decision: Unanimous

Additional Board Comments:

Carla Fewkes adds we want to be upfront & legal. Welcomes owners to attend the Board Meetings.

Motion to dismiss: Tracy Leinen 2nd: Mary Wilkinson Call for Vote: 4 Approve Decision: Unanimous

Adjournment:

5:30pm By: Carla Fewkes, President