

## Leisure Time RV Park

### Board Meeting

Date: August 2, 2025

Place: Leisure Time RV Park Pavilion

514 N. Sawyer St. Cascade, Idaho 83611

Time: 2:00 pm

**Meeting Called to Order: 1:53pm**

**Roll Call: Paul Davis, Tracy Leinen, Shelly Heath, Susie Duncan, Shelly Heath**

**Established Quorum**

**Proof of Notice**

**Sole Purpose of Meeting:** Appointment of Officers & Signing Documents

The sole purpose of this Board Meeting is to perform formalities that are required after the Annual Election of Directors. It is counted as one (1) of six (6) minimum required Board Meetings held annually. The Annual Meeting is not included in that count.

**Appointment of Officers:**

All newly elected terms started August 2, 2025. Pre-existing Director terms continue. Officer & Director positions must be appointed by the Board of Directors.

One ( 1 ) Director was elected at the July Annual Meeting with his/her/their position to take effect immediately. There were four ( 4 ) carryover Directors.

The Board of Directors new or remaining terms are:

Paul Davis,	1 Year
Mary Wilkinson	1 Year
Tracy Leinen	2 Years
Shelly Heath	2 Years
Susie Duncan	3 Years

**Is there a motion to appoint a President of the Board?**

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

"I motion that the Board of Directors appoint Paul Davis to be the President of the Leisure Time HOA Board of Directors."

**Call for Vote:** 4 Approve -0- No **Decision:** Unanimous

**Is there a motion to appoint a Vice President of the Board?**

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

"I motion that the Board of Directors appoint Shelly Heath to be the Vice President of the Leisure Time HOA Board of Directors."

**Call for Vote:** 4 Approve -0- No **Decision:** Unanimous

**Is there a motion to appoint a Secretary of the Board?**

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

"I motion the Board of Directors appoint Susie Duncan to be the Secretary of the Leisure Time HOA Board of Directors."

**Call for Vote:** 4 Approve -0- No **Decision:** Unanimous

**Is there a motion to appoint a Treasurer of the Board?**

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

"I motion that the Board of Directors appoint Tracy Leinen to be the Treasurer of the Leisure Time HOA Board of Directors."

**Call for Vote:** 4 Approve -0- No **Decision:** Unanimous

**Remaining seat on the Board:**

The President advises that the remaining seat on the Board is not an officer position.

Mary Wilkinson will be the Director-At-Large on the Board. This position is for any member who has been elected or appointed to the Board but does not have Officer duties as prescribed by the Leisure Time Bylaws.

**Is there a motion by the Board of Directors to appoint an Employee Liaison?**

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

"I motion that the Board appoint Paul Davis to be the Board Liaison to the Leisure Time HOA employee(s) and affirm that said employee(s) report directly to the Liaison unless other arrangements are made by the Board."

**Call for Vote:** 4 Approve -0- No **Decision:** Unanimous

**Code of Ethics:**

You have all been given a Code of Ethics to review & sign. It is unchanged from last year. Please sign & return to the Secretary.

**Bank Documents:**

The Secretary has the necessary bank documents that require your signatures. They are an annual update needed after an election or when there is a resignation or appointment to the Board. They are provided to Umpqua Bank. They include signators, debit cardholders, removal of signators and any new debit cardholders. The signators on the documents will authorize the necessary changes. A driver's license and other info will need to be provided to the bank if any signator will be new to any of the Umpqua accounts.

Please see the Secretary to sign these documents.

**Is there a motion to adjourn this meeting?**

**Motion:** Tracy Leinen 2<sup>nd</sup>: Shelly Heath

"I motion the meeting be adjourned."

**Call for Vote:** 4 Approve -0- No **Decision:** Unanimous

**Meeting Adjourned:** 2:19 pm By: Paul Davis, President