REGULAR BOARD MEETING MINUTES

Date: August 9, 2025
Place: Leisure Time RV Park Pavilion
514 N. Sawyer St.
Cascade, ID 83611
Time: 10:00am

Meeting Called to Order: 10:03 am **By:** Paul Davis, President

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

Quorum Established

Proof of Notice: This notice will be filed with meeting records.

Reminder: This is a Board Meeting conducted in the presence of LTRV owners but is not open to their participation. An open discussion period will be provided at the end of the meeting for any owner comments or questions.

Request for Previous Minutes Approvals: Susie Duncan

Motion: Susie Duncan 2nd: Shelly Heath

"I motion the Board approve the Annual Meeting Minutes of July 19, 2025 & the Board Meeting Minutes of August 2, 2025 as written & reviewed."

Discussion: None
Call for Vote: 4 Approve -0- No **Decision:** Unanimous

<u>President's Report:</u> Paul Davis

1. **Board of Director Officers were appointed by the Board Members Aug. 2, 2025.**
   President: Paul Davis
   Vice President: Shelly Heath
   Treasurer: Tracy Leinen
   Secretary: Susie Duncan (new member of the Board)
   Director: Mary Wilkinson

2. **Paul welcomes Susie to the Board. She will have a three (3) year term.**

3. **The Board received the Caretakers resignation on August 5, 2025 effective end of day August 15, 2025. We received four (4) applications & conducted three (3) interviews for that position. We thank Stephen Burger & his family for being a part of our community for the past 2 years. We wish them happiness & success.**

<u>Treasurer's Report:</u> Tracy Leinen

General Fund Checking	$ 17,761.23
General Fund Reserve Account	$ 299,158.09
Reserve Account	$ 120,219.53
Debit Card Account	$ 245.30
Activities Debit Card Account	$ 1,338.06

Liens	-0-
Outstanding Dues	$ -0-
Late Fees Due	$ -0-

<u>Storage Lot Report</u>

Total spaces	93
Spaces Available	-0-
Waiting List	7

Motion: Mary Wilkinson 2nd: Susie Duncan
"I motion the Board approve the Financial Report as presented."

Discussion: None
Call for Vote: 4 Approve -0- No **Decision:** Unanimous

<u>Activities Committee Report:</u> Sue Tatosian

Sue reports that they raised a total of $909.00 from bake, booth and food sales. Turned out wonderful. August 16, 2025 will be the Hot August Nights ATV and Cart Show. There will be 4 different prizes given out to the funniest and scariest to name just a few. There will be Appetizer Potluck from 4-6pm. The committee is also looking at doing a Pancake breakfast. Need to call Ed Stubs to come look at propane connection for griddles in pavilion, to make sure connections are in good working order.

<u>Unfinished Business</u>

<u>Frost-Free Faucet Part Number:</u> Mary Wilkinson

At Annual Meeting the part number was requested for the frost-free faucet leak repairs.
Did we get that number so Board Members can provide to owners as needed?
Paul Davis will contact Ron Brown to get the numbers for the faucet piece.
Tracy Leinen stated that the water table level is high right now. If anyone wanting to fix their faucets should hold off till water levels go down. There is also a sink hole on the walking path that the caretaker has filled in.

New Business

Skunks, Bats & Cats In Park: Mary Wilkinson

A report of two small sickly looking skunks being seen on A-St was received. Remember, it's not advisable to touch any of the wild animals seen in the park. Also, bats have been spotted in daylight hours around the park, generally laying in shady spots. Never touch a bat! Feral cats population is also on the rise. Please do not encourage their presence by feeding. Remember to not leave your trash outside of your RV. A bat got into the pool area and captured. If anyone finds one, please catch it, using precautions and call the Health Department in McCall, bring it to them and they will test it for rabies.

Trees In Park: Tracy Leinen

There are several trees that need taken out – 1 is dead . There are a few trees that an owner would like to remove that are not dead. Owner states he will pay for this himself.

Motion: Tracy Leinen 2nd: Shelly Heath
"I would like to make Motion to remove trees on common ground at owners request."
Call for Vote: 3 Approve 1 No

Dog Kennel: Tracy Leinen

Permanent wood or vinyl fence only – no exceptions.

Re-affirm/Disband/Create Committees: Open to Board

Activities Committee

Is there a motion to re-affirm or disband the Activities Committee?

Motion: Shelly Heath 2nd: Tracy Leinen
"I motion the Board of Directors re-affirm the Activities Committee with Sue Tatosian as chairperson."
Discussion: Sue Tatosian do you accept the chairperson position? Yes
Call for Vote: 4 **Approve** -0- **No** **Decision:** Unanimous

Architectural Committee:

Is there a motion to re-affirm or disband the Architectural Committee?

Motion: Tracy Leinen 2nd: Susie Duncan
" I motion the Board of Directors re-affirm the Architectural Committee, comprised of the five (5) Board of Directors with Shelly Heath (B37) handling the Pre-Approval Permits and presenting those permits to the Board for approval or denial."

Discussion: None
Call for Vote: 4 Approval -0- No **Decision:** Unanimous

<u>Beautification Committee:</u> Tracy Leinen

A Charter draft was submitted to the Board by the proposed Beautification Committee for review, approval, revision and/or editing. The Board will be reviewing that draft. The unexpected resignation of our Caretaker has required considerable extra hours of document reviews so it is necessary to delay consideration of the Beautification Committee until the September 6th Board meeting.

<u>Is there a motion to re-affirm or disband the Budget Committee?</u>

Motion: Mary Wilkinson 2nd: Shelly Heath
"I motion the Board of Directors re-affirm the Budget Committee, compromised of the five (5) Board Members, with Paul Davis & Tracy Leinen presenting a budget draft to the Board for their review, editing and approval."

Discussion: None
Call for Vote: 4 Approve -0- No **Decision:** Unanimous

<u>Communications Committee</u>

<u>Is there a motion to re-affirm or disband the Communications Committee?</u>

Motion: Shelly Heath 2nd: Mary Wilkinson
"I motion the Board of Directors re-affirm the Communications Committee with "J" Clouss as chairperson."

Discussion: "J" Clouss do you accept the chairperson position? Yes
Call for Vote: 4 Approve -0- No **Decision:** Unanimous

<u>Human Resource Committee</u>

<u>Is there a motion to re-affirm or disband the Human Resource Committee?</u>

Motion: Tracy Leinen 2nd: Mary Wilkinson

" I motion the Board approve the Human Resource Committee which consists of the five (5) Board Members."
Discussion: None
Call for Vote: 4 Approve -0- No **Decision:** Unanimous

<u>2026 Board Meeting Schedule:</u> Mary Wilkinson

Susie Duncan provided the Proposed 2026 meeting schedule has been presented to the Board Members for review. If any changes are necessary, please get back to Mary before the Oct. 11 meeting as approval will be requested at that time. Board members understand changes may be needed in the future, so the dates are subject to change but the suggested dates are roughly 30 days apart. Changing one date might impact others.
Paul Davis stated that there needs to be 6 Board Member Meetings and 1 Annual meeting per year.

Board Comments (Additional business)

Special Emergency Accommodation: Tracy Leinen

The Board has received a request for an Emergency Accommodation for a lot owner regarding his recreational travel trailer. He has asked for permission to have his winter cover placed on his trailer in late August as he requires surgery that will make covering the trailer impossible after that time. The Board tries to help out owners in these situations to make accommodations.

Motion: Tracy Leinen **2nd:** Mary Wilkinson
"I motion that an Emergency Accommodation be provided to the owner of Lot F53 for early installation of winter trailer coverage due to a scheduled surgery."
Discussion: None
Call for Vote: 4 Approve -0- No **Decision:** Unanimous

Employee Agreement: Mary Wilkinson

As mentioned previously, our current Caretaker has resigned effective last day of work is August 15th. The Board had advertised for that position, received 4 applications and interviewed three (3) individuals. The three (3) were all very qualified. Their work history & experience was considered.

Motion: Mary Wilkinson 2nd: Tracy Leinen
"I motion the Board approve the Employee Agreement as written & reviewed and hire David Steece to fill the Caretaker position effective August 9, 2025."

Discussion: None
Call for Vote: 4 Approve -0- No **Decision:** Unanimous

Paul Davis stated that we were very fortunate to have had 3 good applicants. Dave Steece is a great guy and will do a good job. We've had to hire several people in the past few years and Steven Berger our current caretaker has done a good job.

Adjournment---Is there a motion to adjourn?

Motion: Tracy Leinen 2nd: Shelly Heath
"I make the motion to adjourn meeting."
Call for Vote: 4 Approve **Decision**: Unanimous

Meeting Adjourned: 10:36 am By: Paul Davis, President

Respectfully submitted by:

Susie Duncan, Secretary