

# Board Meeting Minutes

**Date:** December 10, 2025

**Place:** Leisure Time RV Park  
514 N. Sawyer St.  
Cascade, ID 83611

**Time:** 3:00pm

**Meeting Called to Order:** 3:02pm **By:** Paul Davis

Roll Call: Paul Davis (via phone), Tracy Leinen (via phone), Shelly Heath (via phone), Mary Wilkinson, Susie Duncan (via Phone)

Quorum Established

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

**Is there a motion to approve the previous minutes?**

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

"I motion the Board approve the Board Minutes for Oct. 11<sup>th</sup>, 2025, as written and reviewed."

**Discussion: None**

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

**New Business:**

## **Summertime Help: Tracy Leinen**

This position is for weekend, 15-20 hours only from May to October. This is not a paid position but rather for a lot space. Some duties are cleaning clubhouse, pool area, moving water hoses, flowerbed cleaning, just to name a few.

There is interest in this position from a couple that have been camp hosts at Redfish Lake. The couple that is interested is Rick and Caroline Arlen

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

"I motion the Board to approve Rick and Caroline Arlen to be our summer helpers for 2026 in accordance with the Summer Worker Agreement."

**Discussion:** None

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

### **Bonus for Caretaker: Paul Davis**

Recommended that the Caretaker get a bonus for Christmas. David Steece has been doing a great job, and the park is looking good.

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

**“I motion the Board approve a Christmas Bonus for Caretaker, David Steece.”**

**Discussion:** None

**Call for Vote:** 4 **Approve** -0- **NO** -0- **Abstain** **Decision:** Unanimous

### **2026 Budget for LT Park: Tracy Leinen**

The budget was reviewed and changes made. Proposed funds in 5401 – Ponds were supposed to be in 5387 – Ponds/Fish.

Budget will be sent to “J” Clouss to be posted to Leisure Time’s website once minutes are approved.

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

“I motion the Board to approve the 2026 Budget as written, reviewed and amended.”

**Discussion:** None

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

### **Board Comments:**

**Susie Duncan - As Secretary**, I need to have a complete park owner list for 2025. This needs to be filed with our 2025 park records. With the number of lots that have changed hands/sold, a complete up to date copy will be as complete as possible. Tracy will get copy to me.

### **Adjournment**

**Is there a motion to adjourn?**

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

**“I motion the Board to adjourn meeting.”**

**Call for Vote:** 4 **Approve** **Decision:** Unanimous

Meeting Adjourned: 3:40pm by Paul Davis, President

Respectfully submitted by,  
Susie Duncan, Secretary