

## REGULAR BOARD MEETING

**Date:** September 9, 2023

**Place:** Leisure Time RV Park Pavilion

514 N. Sawyer St.

Cascade, ID 83611

**Time:** 10:00am

**Call to Order:** 10:02am By: Paul Davis, President

**Roll Call:** Paul Davis, Fairn Foshay, Tracy Leinen, Ron Brown

**Quorum Established**

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

**Announce:** This is an open Board Meeting which means owners may attend but **not** participate in the meeting. There will be after meeting comments if needed.

**First Order of Business:** Paul Davis

The Board must delegate a Board Officer to perform the temporary Secretary duty of taking minutes in the absence of the Secretary from a meeting per Bylaw 4.1. There is only one officer eligible to fulfill this delegated position. Fairn Foshay are Vice President is the eligible officer.

Paul asked if there is motion we delegate Fairn Foshay, Vice President, to perform secretary duty of taking minutes at our meetings until the Secretary vacancy position is filled?

**Motion:** Tracy Leinen 2<sup>nd</sup>: Ron Brown

"I motion we delegate Fairn Foshay to perform Secretary duty of taking meeting minutes until the Secretary position is filled."

**Discussion:** Paul asked for comments. There were none.

**Call for Vote:** 3 Approve --0-- No --0-- Abstain **Decision:** Unanimous

**Request for Minutes Approval:** Fairn Foshay

**Motion:** Fairn Foshay 2<sup>nd</sup>: Ron Brown "I motion that the Board approve the minutes of the August 12, 2023 Board Meeting as written & reviewed."

**Discussion:** None

**Call for Vote:** 3 Approve --0-- No --0-- Abstain **Decision:** Unanimous

**President's Report:** Paul Davis

- 1) **Pond Pump Update:** Pump has not arrived yet. River flow low. No more pond intake this year. Pump will be installed sometime after arrival.

**2) End of Season Thank you:**

Paul thanks all those who participated in maintenance of the park. He expresses how nice the park looks thanks to our employees Stephen Burger, Mark Voiselle & Michell Moore. Park looks great! He also thanks Jan Misch for all her efforts as chairperson of the Activities Committee. Rounds of applause for all.

**3) Committee Sponsor Appointments by President:** A formality needed to be done

**Activities Committee:** Tracy Leinen

**Bylaw Committee:** Paul Davis

**Communications Committee:** Tracy Leinen

Tracy Leinen adds thank you to Cindy Gillett (Communication Committee) and Chris Dolan for posting reports & notices as needed on line.

**Treasurer's Report:** Tracy Leinen

|                               |               |
|-------------------------------|---------------|
| General Fund Checking         | \$ 14,795.16  |
| General Fund Reserve Account  | \$ 150,806.28 |
| Reserve Account               | \$ 50,414.49  |
| Debit Card Account            | \$ 5,042.46   |
| Activities Debit Card Account | \$ 1,387.94   |

|                  |                               |
|------------------|-------------------------------|
| Liens --0--      | \$ Possibly in future         |
| Outstanding Dues | \$ 395.00 Currently on 2 Lots |
| Late Fees Due    | \$ 145.45                     |

**Storage Lot Report**

|                  |    |
|------------------|----|
| Total spaces     | 93 |
| Spaces Available | 0  |
| Waiting List     | 2  |

Paul asks if there is a motion to approve the Financial & Storage Report as presented?"

**Motion:** Ron Brown 2<sup>nd</sup>: Fairn Foshay

"I motion the Board approve the Financial & Storage Report as presented on Sept. 9, 2023."

**Discussion:** None **Call for Vote:** 3 Approve --0-- No --0-- Abstain **Decision:** Unanimous

Discussion was had on need for a future expense regarding an owner property/rental that is in violation of CC&Rs. There might be city and/or legal involvement needed. Board will pursue this ongoing issue with a registered letter to the owner possibly from the HOA attorney. They will continue to follow all avenues of resolution and discuss progress at their next meeting.

**Activity Committee Report:** Jan Misch

Jan reported that tonight's ice cream social is the last Activities event of the year. She thanks all the owners who helped with this years events. The committee is given a round of applause. Jan also advises there is a dog food salmonella warning that owners should investigate as it is quite dangerous to pets and humans. It was sold nationwide including in Boise.

## **Unfinished Business**

**Street Lighting:** Board Discussion

Ron Brown advises that street light deflectors are ordered. An electrician needs to install them. The light settings will be turned to low at that time.

**Pool Room Emergency Egress:** Ron Brown

Ron reports that required emergency exit lighting will be installed by the park electrician in the pool room at the same time street lights are worked on. The ADA required exit ramps are complete. When exit lighting is complete permit requirements will have been met and City of Cascade final will be requested.

**Cattails:** Paul Davis

We received an email and written letter regarding the pond cattails. Paul asked Ron to provide further details.

Ron advises more cattails will be trimmed this fall. That will help improve the water flow and reduce mosquito larvae next year.

## **New Business**

**Resignation:** Paul Davis

The Board received a written resignation from Dennis Hinrichs, the newly appointed director and later appointment as Board Secretary. His resignation was effective Sept. 1, 2023.

Paul asks if there is a motion to accept the resignation of Dennis Hinrichs, Board Secretary, effective Sept. 1, 2023?"

**Motion:** Tracy Leinen 2<sup>nd</sup>: Ron Brown

"I motion the Board accept the resignation of Dennis Hinrichs as director and Board Secretary effective Sept. 1, 2023."

**Discussion:** None **Call for Vote:** 3 Approve --0-- No --0--Abstain **Decision:** Unanimous

**Appointment of Board Director & Secretary:** Paul Davis

As a result of the Dennis Hinrichs resignation as our Board Secretary it is necessary to appoint an owner to that position. The Board notified the owners on Sept. 1<sup>st</sup> of that resignation and requested that any owner interested in filling that vacancy submit their resume to the Board for consideration via the Leisure Time email account.

Each Board member has reviewed the one (1) submission received. There was also one (1) inquiry requesting duties of the position but no further response to the Board was received after they provided that information.

Paul asks if there is a motion to appoint Shelly Heath to the Board as Director and Board Secretary? Paul also notes for any who might be concerned about this appointment they need not be.

**Motion:** Ron Brown 2<sup>nd</sup>: Fairn Foshay

"I motion the Board appoint Shelly Heath to the Board as Director and Board Secretary."

**Discussion:** Paul: Shelly do you accept this appointment? Yes (answer)

**Call for Vote:** 2 Approve --0-- No 1 Abstain Paul: Interjects & suggests that Tracy reconsider her vote at which point Tracy reconsidered and cast a YES/approve vote. Final Vote: 3 Approve -0--No --0--Abstain **Decision:** Unanimous

**Dues Increase:** Paul Davis

Open Board discussion is needed regarding a possible 2024 Dues increase. Tracy Leinen is asked to update the Board.

Tracy Leinen:

The last annual assessment increase was for 2022. The HOA receives \$227,400 if all members dues are current based on the annual \$600 dues. The Board cannot increase dues more than 10% a year. If the annual assessment was raised to \$660 per year (10%) that would increase revenue \$ 22,740. If the Board considers an increase for 2024 the projected dues income would be \$250,140. Tracy informs the Board that there are increasing operation costs. The Board is looking into new issues that will drive expenses up. There are trees in the park that require professional removal and she projects that might cost \$2500 per tree. Groundskeeper, Mark Voiselle indicates that there are two (2) that need attention this fall. He & Caretaker, Steven Burger, have already removed ten (10) trees to date. Paul Davis thanks Mark again for all the maintenance work that has been done.

**Motion:** Tracy Leinen 2<sup>nd</sup>: Ron Brown "I motion the Board approve a dues increase of 10% for 2024." **Discussion:** None **Call for Vote:** 3 Approve --0--No --0--Abstain **Decision:** Unanimous

**Dog Fences:** Tracy Leinen

Read into the minutes:

CC&R--- Oct. 24, 1997

Section 2.10---Excerpt: “ No dog runs, kennels, nor outside doghouses or structures shall be permitted.”

CC&R---June 13, 2007

Section 2.20---Excerpt: “All fences must be limited to a four foot (4) or less fence constructed from wood or vinyl material. Fences must be constructed to manufacturer specifications and must be well maintained and in keeping with the aesthetics of the surrounding lots and property within the Subdivision. All fencing design materials shall be approved in advance by the Board.”

Regular Board Minutes---Oct. 8, 2022

Excerpt: #8 Temporary Dog Fences---“Temporary metal dog fences are only allowed while property is occupied. Please remove when you are gone for the season or for any length of time, especially for winter when snow damage might occur.”

Tracy:

The Board has to act on complaints received about dog fences. Residents must comply with CC&Rs. They should get permits to install. If CC&Rs were needing change it would require a 75% to amend. Ron: Suggests Board follow the April 15-Oct. 15 snow cover rule for temporary fences. Board agrees these fences should be called Temporary Pet Enclosures.

**Motion:** Tracy Leinen 2<sup>nd</sup>: Fairn Foshay

“I motion the Board approve Temporary Pet Enclosures which shall require an approved permit from the Board in advance of installation, that the enclosures be constructed of metal or vinyl, that they be removed from the lot when lot is unoccupied, that they only be permitted April 15<sup>th</sup> thru October 15<sup>th</sup> and that any permanent enclosure meet CC&R requirements for wood or vinyl fence construction only.”

**Discussion:** None **Call for Vote:** 3 Approve --0—No --0—Abstain **Decision:** Unanimous

The Board will be updating the Common Area & Improvements Rules & Regulations on the website to include this requirement.

**Meeting Schedule Revision:** Tracy Leinen

It is necessary to revise the 2024 Meetings Schedule that was approved at the August 12, 2023 Board Meeting. **The Board members have been provided the suggested new schedule.** The date

modifications were necessary to accommodate the necessary Annual Meeting schedule change. There are three (3) date changes.

**Motion:** Tracy Leinen 2<sup>nd</sup>: Fairn Foshay

"I motion that the Board revise a previously approved 2024 meeting schedule, replacing the May 4, 2024 Board Meeting date with May 18, 2024 Board Meeting date; replace June 8, 2024 Board Meeting date with June 22, 2024 Board Meeting date; and replace the Annual Meeting date of July 27, 2024 with July 13, 2024 Annual Meeting date."

**Discussion:** Tracy advises date changes accommodate her availability to the Annual Meeting and date deadlines needed for mailings. The change allows for Annual Meeting Mailer to be handed out at the May meeting, eliminating some postage expense. Others will be mailed. She will check with the attorney to see if email is a possible alternative.

**Call for Vote:** 3 Approve --0-- No --0-- Abstain **Decision:** Unanimous

**Pavement Sealer:** Paul Davis

I have noticed the pavement areas need attention.

Will the normal maintenance crack repairs be done before the onset of winter?

Ron Brown advises the sealing will be done this fall.

**Irrigation Well Pump:** Board Discussion

The irrigation well pump that provides water to the non-potable spigot sites throughout Phase 1 of the park failed. It was found to be an electrical problem. The pump had been running 24/7.

The repair has been made. The pump will go back to being on automatic timer, 8:00am-8:00pm.

Advisement to owners: Do not turn off running irrigation hoses. A certain amount of water must be running when pump is turned on. And if too much water is turned on then we have low pressure.

**Board Comments:** Any other Board Comments for items not on the agenda?

1) **Owner Street Improvement Inquiry**---Tracy Leinen

The Board has been provided copy of the email received from an owner inquiring about a water issue/needed street repair issue. The Board will look into this maintenance matter and the possibility of a french drain in this area. The Board will address other "ponding" areas within the park.

2) **Free Dump Days**---Tracy Leinen

Sept. 21<sup>st</sup>, 22<sup>nd</sup> & 23<sup>rd</sup>---If any volunteers with a dump type trailer please contact the Board. Also assistance with this cleanup would be appreciated.

3) **Request to Cover RV early**---Tracy Leinen

Read into the minutes:

Common Area & Improvements Rules & Regulation

#5 Misc. Rules

“The placement and removal of temporary snow covers will be the same as Idaho’s snow tire regulation. They may be erected on or after October 15<sup>th</sup> and must be taken down by April 15<sup>th</sup>.

This year the Board extended the removal date to May 15 due to winter conditions. An owner has requested early installation of their temporary cover due to medical condition.

**Motion:** Tracy Leinen 2<sup>nd</sup>: Ron Brown

“I motion the Board approve a one time medical emergency variance for Lot F14 to allow for early temporary snow cover installation.”

**Discussion:** None **Call for Vote:** 3 Approve --0—No --0—Abstain **Decision:** Unanimous

### **Adjournment**

**Motion:** Tracy Leinen 2<sup>nd</sup>: Fairn Foshay

“I motion the meeting be adjourned.”

**Call for Vote:** 3 Approve **Decision:** Unanimous

**Meeting Adjourned:** 11:31a.m. By: Paul Davis, President

Respectfully submitted by:

Fairn Foshay

Delegated Board Secretary