

WILDERNESS PARK HOME OWNERS ASSOCIATION

APPROVED MEETING MINUTES

December 2, 2017

Present: Brenda Henricks , Gina Libbesmeier, Debbie Jordan, Kristi Kalkbrenner, Mitch Peterson, Jeff Zabinski, Paul Albrecht, Dan Paul

Absent: Vania Agrey

Called to order: 9:28 AM

Secretary Report: Kristi

- October 2017 meeting minutes were read by Kristi, Mitch made a motion to approve, Debbie 2nd, all in favor.

Treasurer Report: Tracy

CD US Bank: \$20,000.00

Eagle Valley Bank: \$11,812.29

US Bank: \$36,015.10

US Bank Savings: \$11,031.90

TOTAL: \$78,859.29

- Balance Sheet shows an undeposited amount of \$409.96, just needs to be deposited yet and will be done on Monday.
- Not a lot of bills this month except for usual utility bills. Several bills need to be approved, pool license for next year is \$520.00, and this technically is not due until April of 2018. If we do not pay the bill before we open the pool it is then \$640.00. The other two bills are for grading that was done by Northfork which was a total of \$3,200.00.
- Paul Albrecht had paid money for the speed limit signs which he added to his dues he paid. This amount needed to be paid to Jesse Peterson and a check was written and given to Jesse at this meeting.
- Tax Proposals came from Cass County for the lots the park has.
- Gina has a few receipts that are not in QuickBooks which included a Walmart and Amazon receipt. Tracy stated that she would like to look at this after the meeting with Gina and get these scanned in.
- Past Dues around \$88,362.48, some of that is part of the really old uncollected dues. The new reminder invoices for those that have not been paid were sent out on November 30th with late fees attached. Gina stated it would be nice to have a format for due collections. For example, sending out the original invoice in July, August send out another invoice with late fees and then start contacting owners by phone come September and/or October. Tracy stated that she has been making phone calls to those that are delinquent.
- The property taxes that were passed around, Mitch asked if these are any lots that we are trying to sell and this would need to be looked at closer.
- There are 37 properties seriously delinquent; we would like to put a lien on the property at \$45 each. Gina made a motion to put liens on 37 and giving a budget of \$1,850, Tracy stated she can do this on December 26th, Paul 2nd it, all in favor. If it is over this amount Tracy will bring this to Brenda and Gina.
- Attorney we have been working with has gone through a merger, not much land movement has happened in the meantime due to this.
- Treasurer's report and paying Northfork invoices, a motion was made by Dan for this, Mitch 2nd it, all in favor.

Manager's Report: Tracy

- Tracy was laid off November 1st to April 1st; still doing bookkeeper position for \$250 per month, this needs to be ran through payroll and not under treasurer wages.
- First Responder – Tracy is trying to find somebody that would sponsor us to do a first responder class here.

Caretaker:

- Tim has been laid off from November 1st to April 1st.
- Brenda, Deb and Gina have been cleaning clubhouse. Gina bought a new vacuum cleaner for the clubhouse and donated this. Don and Dan will do shoveling of the sidewalks. If we need Tim earlier, Tracy would be laid off longer and they are aware of this. Don and Brenda will use their snow blower to clear sidewalks this winter. Don stated he would be willing to do the parking lot.

Bylaws and Covenant:

- Colleen stated there is a group of ladies who stated a few meetings ago that they would like to have a committee for bylaws and covenants and Colleen wasn't sure if their committee should then be a subdivision of this just focusing on park cleanup. Colleen stated the cleanup committee had a meeting this morning. Colleen stated Tracy had a form that was given to Colleen; they think that it is a good idea for fines to be assessed. It was decided that the individuals who get the violation letter should be given until the dumpster day, if after that the fine would be assessed. The fines need to be established before the letter is sent. It is thought that the fine for not following the violation letter should be \$100 per month, but this needs to be finalized. The letter should be sent in February, after June 1st will be fines of \$100 per month, Dan made a motion, Debbie 2nd, all in favor. The violation letter will be corrected to state the fines.
- Mitch will look into the charges to be able to amend the bylaws or amend.
- Across the street from Gary Waters, there is a car that is half out in the road. The tabs are expired on this car. Tracy stated that this car needs to be towed. Tracy will call and see if the plate belongs to that vehicle. If any costs are associated this needs to be approved by Gina or Brenda. Tracy will also call the mom of the individual who is living there, who is also the landowner and let her know the plan.

Activities: Brenda

- Nothing at this time, there were some members that felt there was no need for an activities committee. It was felt that the committee should continue, the money is used for things in the park.

Road:

- Roads were graded on Monday and Tuesday, we didn't realize it was two days, he stated when he called that he needed to do it again. We weren't made aware that he was here. Brenda talked to Phil if he can only come in when we request him then we need to find someone else. As far as snow plowing, he will not plow unless he can come in when he does township roads, if not, he won't come in. He stated that at 4 inches of snow he would come in. He wouldn't do the first plowing unless it is real deep so it can get packed down. Dan stated he talked to two different people to talk over the roads; however they seem to be the same price Phil currently is. Dan stated he would keep calling other contractors. Black Bear was done in this year's budget therefore this year's budget is half exhausted. The mail carrier wanted the road graded and stated they were better and she will be delivering mail. Several members inquired about the park buying our own grader. Dan stated we would need a fuel barrel plus \$15,000-\$18,000 to buy a road grader as well as finding someone to volunteer time to run it.

Old Business:

- Proposed clubhouse rental sheet – Tracy stated there were issues with the rental of the clubhouse in the past. We have decided to place guidelines in place for the clubhouse rental. A \$150 deposit is required and that would be returned if there are no damages or violations. The new guidelines include \$75 for eight hours, then \$25 for each additional hour after that. No camping or sleeping in the clubhouse, \$150 per person will be charged shall this happen. Maximum occupancy of the clubhouse is 75 people. Only members of the association can rent the clubhouse and their dues must be current. The clubhouse rental will end at 11 p.m. Brenda stated

that we had several members that had concerns regarding someone who had rented the clubhouse in the past and had campers in the parking lot, etc. It was asked if a fine should be assessed to those individuals that rented it. We decided that we need to move on, learn from our mistakes and go forward with the new guidelines.

- Insurance: Dan and Paul were checking on insurance quotes to see if we could save money on the park's insurance. The company Dan checked on wouldn't insure us because we are too far away from the fire department. The company Paul checked with was similar in cost to what we have now. It was decided to leave this alone at this time. It would maybe help to look at putting in a dry hydrant as a water source in case of fires.
- Clubhouse bathroom heaters, they aren't in the best of shape. If it is windy the pilot light goes out. Brenda would like to see this budgeted for in the future. Will look into heaters, possibly electric ones.
- Tree cleanup on Sioux Trail – Thanks to all who helped. Would like to pick a road and do the same in the spring, hoping for a few more volunteers.
- Complaints of people hunting in the park, camping on the road. Again, there is NO hunting in the park.
- Wittrock's lot – they would like to purchase a lot that is on block 8, lots 4 and 5. The board needs to come up with an amount for these lots. Before finally selling we need to make sure this is not an out-lot. The board decided for the lots it would be \$3,000 per lot. Jeff made a motion and Dan 2nd, all in favor.
- Treasurer, Gina Libbesmeier, asked for on-line bank account access. Mitch made a motion to give Gina bank account access, Debbie 2nd it, all in favor.
- Eagle Valley Bank – we need to update the names on the account. Brenda will call the bank and get current board members on this. The board had decided that the President and Vice President and Treasurer's name should be on this. Dan made a motion to update current board member names on the Eagle Valley Bank account, Debbie 2nd it.
- Aerator cannot be put in until after December 20th and Tim stated he would come back to help with this.
- Two weeks ago some board members got together with park members to see the books and this is always accessible to all members.

Open Forum:

- Lee's dogs are now gone and went to a different family, no longer a concern.
- Someone had asked if the bookkeeper and treasurer are bonded, we currently are not and this will be looked into.
- Audit, insured audit would cost \$8,000-\$10,000. Cindy, our accountant, will do an audit, but she is not insured for around \$2,000 or members of the park can get together with some individuals from the board and this can be done internally.
- An individual had stated that there are board members placing calls and visits to members within the park at inappropriate times, this was acknowledged and an apology had already been done.
- Paul brought up if there is communication between the board members; "special meetings" (meeting at any given time to discuss matters) are done for a reason to talk amongst each other. No voting is done at these meetings. The board always presents everything to the members.

Meeting adjourned at 12:19 p.m. Dan made a motion, Jeff 2nd all in favor.