

**Leisure Lake Association, Inc.**  
**Board Meeting Minutes**  
**May 13, 2023 Approved**

**Charlie Pattee called the meeting to order at the Ann Hansen Community Center. Roll call was taken at 9:00 a.m.**

**Board Members Present:** Charlie Pattee, Craig Knox, Rick Lee, Lynn McCarter, Tom Shockey, Cinda Stifel, Kenny Thrap.

**Board Members Absent:** Vicki Baker, Tom Metzger, Randy Wellman.

**Guests:** Jamie Allen, Max Dickerson, Adam Gallagher, Dale Hansen, Diana Hoppe, Carolyn Kelso, Denise Lindquist, Deanna McCarter, Todd McDowell, Connie Metzger, Grace Sivadge, Cinda Stifel, Jack Stifel, Jack Wright.

**Guest Discussion:** Jack Wright spoke to the audience and board members. He stated that all volunteers keep this community going. After several texts back and forth between Craig Knox and Jack Wright, there were misunderstandings. Jack therefore asked Craig to resign from the board. Craig denied. They both ended up apologizing to each other.

Jack Wright stated he spoke to the attorney May 12, 2023, and wrote him a check; paid the attorney out of his own pocket. This was regarding the 2013 covenant being invalid. Jack Wright was forgiven of lien. Stated he signed the covenant under duress.

Charlie Pattee suggested that there be no texting between the board members as texts can be misunderstood.

**Approval of April 2023 Board Minutes:** Kenny Thrap motioned to approve. Tom Shockey seconded the motion. Motion passed.

**Approval of Closed Session Minutes:** Kenny Thrap motioned to approve. Lynn McCarter seconded the motion. Motion passed.

**Approval of March Financials:** Kenny Thrap motioned to approve with changes: (As of December 31, 2022 the 60/40 split should not continue. It should all go into the general fund.) Cinda Stifel seconded. Motion passed.

#### **COMMITTEE REPORTS**

**Road Committee** - Denise Lindquist reported that Madison Township will notify us when they are putting in the culvert. Denise thanked all the volunteers who worked on April 22nd clean-up day as well as the Ladies of the Lake who provided lunch.

**Building** - None.

**Lake & Property Maintenance/Spillway Committee** - Per Kenny Thrap there has not been another meeting. The Committee needs to follow up with McClure Engineering.

**Budget Committee** - Kenny Thrap reported on the proposed budget. Will be discussed under new business.

**By-Laws Committee** - Sean Maschler was absent, Jack Wright spoke for him. Unclear about writing by-law changes regarding alcohol on the beach. This needs clarification so it can be re-written and brought to the board.

**Audit** – Need direction for audit. Jack Wright volunteered to do office audit. He asked the board what direction he should take, as he is a non-qualified auditor. Jack suggested that the Audit Committee have a meeting to discuss differences as shown from the QuickBooks report compared to old financial report.

Jackie Carley will look in office to see if there is a procedures manual for the Audit Committee. Jackie will let Jack Wright know the outcome.

**Legal/Security Camera Committee** - Per Rick Lee the old trail camera is working. Rick cleaned the corrosion off the battery. Kenny Thrap fixed the camera system. Old laptop (stored photos). It only has so much memory. Transformer that plugs into wall was bad. Per Rick Lee we need a way to print photos. Should we invest in a photo printer? Found printers on Amazon for \$150 - \$200. We use both cameras at the dumpster.

**Covenant** – Jack Wright is reporting for Sean Maschler. Kenny Thrap reported that we address the first draft. Attorney suggests Article 10 should be included with covenant. Also include language on size, minimum square feet of new buildings. It was asked whether Sean Maschler had authority to work with Mr. Cowherd, our attorney. We are waiting on feedback from the attorney. Jack Wright and Dale Hansen to meet with the attorney. The covenant needs work; parts need amended and by-laws need line by line, attorney time, changes. The attorney didn't specify the by-law charges. The 2013 covenant is no longer valid.

Charlie Pattee gave Sean Maschler authority to speak to the attorney. We did not receive the letter from the attorney in time for our board meeting due to misunderstanding. It is expensive for attorney to change by-laws line by line. Jack thinks we need temporary additional people on covenant committee to do this task. Per Kenny Thrap this has not been authorized to proceed with the attorney. Sean Maschler is chairman of the Covenant Committee. He has been absent the last four meetings. Kenny suggested the attorney meet with the committee face to face. Is there anyone else who can chair the committee in Sean's absence? Charlie Pattee stated the covenant needs to be addressed and changes made. This is costly but needs to be done. Jack asked if there is someone on the board to chair the Covenant Committee instead of Sean. Charlie will contact Sean.

**Office** - Kenny Thrap reported for Becky Thrap. It was noted that Charlie Pattee still needs to turn in his President's Letter for the June newsletter. Grace Sivadge provided an updated list of events hosted by Ladies of the Lake to put into the June newsletter. The office will be putting an E-Mail request on the billing statements requesting members to submit their email in order to save postage when mailing statements. Becky Thrap and Denise Johnson have completed the project of compiling deeds, covenants, and lot information into their appropriate lot file. After supplying the board with a handout of information concerning accepting credit cards for payment at the office, the board gave feed back to go ahead with the process. Julie Warner was introduced as our new secretary to work on Fridays and Saturdays.

**Shelter House Committee** - Dale Hansen reported that a hot water heater was installed. The Committee paid for installation of supplies and heaters. Craig Knox and Dave Knox installed.

**Vision/Mission Committee** – Jack Wright reported that volunteers are needed to put playground equipment together. \$300 donated for sand for playground. A six to nine inch barrier is needed. Rubber mulch would work but is \$850 pallet. Need 2 pallets, one for each playground. Needs to cover area 28x28. The Board agreed to allocate \$300, already earmarked toward sand, to be used toward rubber mulch instead. Black rubber mulch is less expensive, \$700 pallet. Cinda Stifel volunteered to get donations for rubber mulch. Per Kenny Thrap area can be framed with creosote boards which is currently available. Paid for lumber previously used at bridge by Squires. There needs to be a six inch buildup of the lumber frame to hold the mulch in. Bridge planks - Tom Shockey also has some to donate. Kenny to recalculate how much mulch is needed per square foot.

Fish fry was held during fishing tournament, Saturday, May 27, 2023. Fish, chips & coleslaw from 11 – 1 p.m. at the ELB building. The money raised from the fish fry is going to be used for fireworks, not mulch.

**Ladies of the Lake** - Grace Sivadge read the report from the garage sale held on April 29, 2023. A free hot lunch was served at the sale for the sale workers. All unsold items went to the Church United Women's Thrift Shop in Trenton. \$942.00 was made from the sale. There is currently \$1,621.02 in the bank.

June 10, 2023 is the next committee meeting.

**Nominating Committee** - Jackie Carley read the report. Cinda Stifel, Randy Wellman are finishing their second term and cannot run again for 2023. Lynn McCarter, Tom Shockey, and Tom Metzger are currently filling positions and are eligible to run. We have not received any willing to run.

**Election Committee** – Kenny Thrap gave hand outs for procedure manual for the Board's review. Kenny asks for board approval. Should we keep ballots for awhile and keep them locked up? (Due to people in the past stating they did not receive one) Kenny stated it was brought to the board and the board decides to destroy ballots.

## **OLD BUSINESS**

### **Election -**

The Committee was previously formed by Grace Sivadge. The members are Russ and Grace Sivadge, Carolyne Kelso, Dave Knox, and Ginny Johns. Kenny Thrap asked the board if they wanted to adopt the election procedure. Tom Shockey motioned to approve the procedure, Lynn McCarter seconded. Motion passed.

### **Emergency Expense –**

It was noted this should be under new business.

Craig Knox suggested having the by-laws amended regarding Emergency Expense handling. This will be moved to next month's agenda.

Craig stated that regarding removal of officers as listed in the by-laws (Article VI – Officers, Section IV) there needs to be a quorum of at least eight board members to remove an officer. Needs to be presented five days prior to board members.

With regard to President approval of \$500.00 or less, Kenny reported that the mower was approved by the board. Charlie stated that in order to change this process, it will need to go before the board for three consecutive meetings before it can be finalized.

The camera was donated.

In Sean's absence, the "By-Law Violation" letter will be moved to next month's agenda. With regard to Attorney letter re: 2013 Covenant, Jack Wright already reported in the minutes earlier.

Denise Lindquist reported, on Sean's behalf, that she communicated the proposed amendment charge, to the by-law committee concerning the amendment to the by-law re: consuming alcohol at the beach. Deanna McCarter stated this would be a safety issue, as many children are present at the beach. Sean Maschler is looking for more direction on how to rewrite this by-law. This will be on next month's agenda.

Kenny Thrap regarding the office accepting credit cards for payment. Ask the board if transaction costs should be added percentage to member's billing? Lynn McCarter stated this may bring in payments faster via credit cards, worth considering. Would need to immediately destroy if written down credit card information. Lynn McCarter, what is cost over phone? 2.59% + .10 or do we charge 4%? Carolyn Kelso, what is the monthly cost if no one uses? It is noted that Secretary is bonded and Julie will also be bonded.

Financials – March \$2,800.00 assets, paid assessments. Improve cash flow with credit card acceptance. Include that we now accept credit cards in letter when we send letter to people. (Pay on-line by credit card)

The board agreed the office can go forward with credit cards.

Kenny Thrap – Re: trespassers using garbage dumpster. Kenny provided a written procedure to the sheriff for approval, if all is accurate. The sheriff stated yes, this is the correct process as written, for people who do not own property at the lake. If people DO NOT own property here, they will be charged with trespassing and this should go to the sheriff's office. (Need a written process in place) If people DO own property, a civil suit can be brought forth, this does not go to the sheriff. Kenny will make this change and bring it back to the board at the next meeting.

### **NEW BUSINESS**

Dale Hansen volunteered to pull four separate water samples. Last year Dale noted that he took samples from the beach, outside ropes, (NW) Cinda's cove, and Randy's cove. Dale will take samples to Ames, Iowa for testing within 12 hours. (Or possibly MO, if a closer testing center is located)

**Tax Sale Property** – Craig Knox (suggested lake buy lots) discussion. We are not for profit. Most are gullies and unbuildable, per Lynn.

Jamie Allen has opened the restrooms. There is hail damage to the skylight. Dave Knox to help repair? Jamie will ask. The shower is broken. (Dave got a new valve for the shower)

**Budget** – The budget committee calculates the budget every year. Kenny had a proposed budget he provided to the board.

Kenny reported the long term plan by the road committee determines how much gravel goes on roads over four year period.

Kenny read the proposed budget: electric, gas, wages (60/40 split no longer in effect). Allocated \$1,500.00 for 12 Small Claims cases (annual allowance) + CPA. \$71,544.20. \$15,898.18 over balanced budget based on income of year ago. Kenny Thrap to check with board about cutting services, less office hours, less rock, less ability to go after claims, or pull CD's. Goes into effect July 1, 2023. Recommendation of budget committee as plan for next year. Cut back services or take out of CD's? Lynn McCarter recommended taking from CD's (if we have to). Have not had any small claims cases within past two years. It is noted that members who have a signed covenant and have not paid their assessments, there is excess of \$15,000.00 hanging out there. Kenny asked for budget approval for July begin for fiscal year. Kenny stated Lynn motioned to accept proposed budget for next fiscal year. If shortfall of revenue make up from CD's. Cinda Stifel seconded budget. Motion passed.

Have to increase assessments to keep up with inflation. This will be discussed at June board meeting. The budget committee has a new recommendation to give to board.

**Special Assessments** – Kenny noted there is one payment left on the ELB building of \$6,000.00. The spillway, proposed budget from engineering is \$94,000.00 to investigate, engineer, design and do all work to put back together. South end of lake repair done, \$7,000.00. No budget money for the

following: silt basins, bridge, roller coaster & parking lot across from shelter, remodel, wash out beach, Mancel Lee Park, posts on the dam.

Unless the board wants to prioritize something else. The board determined the spillway is the top priority.

Kenny Thrap made motion to adjourn the meeting. Tom Shockey seconded the motion. Motion passed.

(The meeting ended at 11:30 a.m.)