

RIVER BEND PARK BOARD MEETING MINUTES

MARCH 8TH, 2021

1. ROLL CALL

Meeting was called to order by President J.W. White at 6:35pm.

Board members in attendance: J.W. White, Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert and Arlen Whitley

2. ANNOUNCEMENT OF ANY SPECIAL ORDER OF THE DAY

The board went into Executive Session at 6:37pm. The board came out of Executive Session at 6:49pm.

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A motion was made by Ms. Bondi to approve the February 2021 board minutes as written unless there are any changes needed. Seconded by Mr. Whitley

The following board members voted aye: Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert, Arlen Whitley

A total of 5 votes were cast – Motion carried

4. APPROVAL OF FINANCIAL REPORT

A motion was made by Ms. Bondi to approve the February 2021 financial statements as reported. Seconded by Mr. Cooper

The following board members voted aye: Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert, Arlen Whitley

A total of 5 votes were cast – Motion carried

Ms. Bondi explained that the \$260 Monthly Electric Gate charge is not correct. It is only supposed to be \$110. She called the company to straighten out the problem.

5. REPORT OF THE PARK MANAGER

Jericho Smith had to leave the meeting to go repair a water leak at the park. He reported the following items to the board prior to leaving:

- a. Water is on, there have been about 12 – 14 leaks fixed

- b. Pumper truck has all new hoses and fittings. Still working on finding the short in the glove box. It won't short out for him to find it yet.
- c. Entergy is almost finished turning on the poles so that we can turn on electric on lots that are still using park electric.
- d. He would like to see about contractors having to get a permit from the office. President White said that a resolution would be looked at for the next meeting.

6. REPORTS OF STANDING COMMITTEES

4th Quarter Financial Audit Report – Ms. Bondi stated that Ms. Alcorn and committee had found 18 skipped electric invoices for the whole year. Ms. Metcalf has sent those out to property owners already for payment. Everything else looked good.

7. REPORTS OF SPECIAL COMMITTEES

None

8. OLD BUSINESS

Mr. Holder was not present to discuss the red & white camper on the hill that should be towed.

9. RESOLUTIONS PREVIOUSLY TABLED

Water Lock Fee – Ms. Okert proposed the following for water lock fee:

Per River Bend Park Declaration of Restrictions 9.5 “Remedies for Non – Payment of Assessments”, River Bend has the right to refuse to connect utility service (or will disconnect services) to any lot in which the annual assessment has not been paid, or any amount due for electric usage has not been paid by the due date. River Bend will charge a fee of \$15.00 to reconnect after all delinquent assessments and/or fees have been paid in full, including the postage for the past due invoices that will be mailed. This is in addition to privileges being suspended of common property usage and all amenities.

A motion was made by Mr. Glass to accept Ms. Okert's proposal. Seconded by Mr. Cooper

The following board members voted aye: Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert, Arlen Whitley

A total of 5 votes were cast – Motion carried

10. NEW BUSINESS

- Ms. Metcalf reported that we have 13 campers parked on the hill that do not have a permit. Ms. Bondi commented that she thinks 3 of those should be towed. Ms. Bondi also stated that the Crismon's camper was on the hill and they have sold their lots. Ms. Okert said she will get in touch with them.
- A motion was made by Ms. Bondi to add lots 091-04 and 115-05 to the list of lots to be auctioned off. It was seconded by Ms. Okert. Board members Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert and Arlen Whitley voted Aye. Motion carried. President White asked Ms. Bondi to have Mr. Ragan have a date set for the 4 lots to be auctioned off by the next board meeting.
- A motion was made by Ms. Bondi to sell the Astro Van "AS IS" for \$800, with the lowest amount to take being \$500. If no one is interested in buying the Astro Van after a month, that it be taken to the scrap yard. It was seconded by Ms. Okert. Board members Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert and Arlen Whitley voted Aye. Motion carried. The Astro Van will be taken off of the insurance policy.
- Ms. Bondi brought up that the water tower and pump house on Oak Ridge Road is not being used at all. She was wondering if we can either salvage and/or scrap the tank and shed and then sell the lot. This was tabled till the next board meeting.
- Ms. Bondi brought up that the old sideways water tower and pump house on Bluff Road is not being used at all. She was wondering if we can either salvage and/or scrap the tank and shed and then sell the lot. This was tabled till the next board meeting.

11. MISCELLANEOUS AND UNFINISHED BUSINESS

The pumping issue/question has been tabled till the next meeting.

12. ANNOUNCEMENTS

Ms. Bondi reported that the automated pumping request system was open for anyone to start sending in requests.

13. EXCUSED BOARD MEMBERS

Mr. Cooper made a motion to excuse board members Dawn Craft, Ryan Holder and Jackie Ragan.

Seconded by Ms. Bondi.

The following board members voted aye:

Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert, Arlen Whitley

A total of 5 votes were cast – Motion carried

14. ADJOURNMENT

Mr. Cooper made a motion to adjourn the meeting till the next scheduled meeting which is on April 12, 2021 at 6:30pm via Zoom. Seconded by Mr. Whitley. Motion passed by majority verbal Ayes. Meeting adjourned at 7:30pm.

Finance Committee Audit Report October-December 2020

Meeting Date: January 30, 2021

Committee Members present: Brandy Alcorn, James Alcorn, Carlene Barrett, Sebrina Smith, and Amanda Trotter. Dawn Craft sat in on the audit to answer questions, but did not review records. The audit was held in Dawn's camper due to no heat in the community building and to allow the office personnel to remain in the office.

Records audited in the audit: Bank statements, Expenses/bills, Deposits, Receipts, and Receipt books. Information reviewed out of office: Entergy bills, park meter read sheets, payroll.

Expenses:

The October payroll tax amount on the bank statement did not match the email sent by the accountant. Sarah emailed the accountant about the discrepancy. He sent a report showing that the original email had an incorrect amount. The correct report was put in the October file.

Deposits:

All deposits matched the bank statements.

Receipts:

All receipts were accounted for in the deposits.

Payroll:

Employee payroll for 10/9/20- 12/31/20 was checked using employee time clock printouts, the accountant's payroll reports, and the accountant's payroll summaries.

There were no errors on payroll this quarter. Explanations were provided for manually entered clock in/clock out times, but not overtime.

Comparison of 4th quarter 2019 to 4th quarter 2020

	Regular Employee hours	Overtime Hours	Hours paid in error
4th quarter 2019	1,464.57	14.62	-.23
4th quarter 2020	952.02	5.88	0

2019 hours paid in error were hours that were not paid, but were worked.

2020 hours paid in error: none this quarter

Year to date Payroll Comparison

	Regular Employee hours	Overtime Hours	Hours paid in error
Jan-December 2019	9,500.46	440.8	86.95
Jan-December 2020	8,096.51	123.57	11.55

All 2020 Payroll errors were errors made by the accountant (Overtime hours paid at regular rate or overtime hours not paid at all). The accountant should have corrected these errors after they were reported to him by the office.

Electric

Common property poles:

The pole located at the Block 5 guard shack was charged both city and county taxes all year. The treasurer contacted Entergy about this issue 3 times. The request from last year to have this issue resolved was still “in limbo” but was finally assigned to someone on 1-19-21. Entergy stated it could take a few weeks for the issue to be resolved.

POA poles:

No Entergy bills were received for the Entergy poles located at 077-01 & 195-09 all season. Kim called Entergy about this issue several times. Entergy finally realized an employee entered a code wrong when the accounts were closed for the year. After the issue was corrected the park received bills for the entire year for the two poles.

Park Meter Readings:

Park meters have been read monthly since April/May. The meter reads were audited by comparing the meter read spreadsheet to the invoices sent to POA members.

There were 39 differences in the Meter read spreadsheet and what was invoiced.

15 of the invoices sent to POA members were incorrect.(1 invoice had 2 separate errors)

7 meter reads were invoiced to the wrong POA member

3 were charged more kWh than were actually used

5 were charged less kWh than were actually used

24 meter reads were not invoiced. The missed invoices for assessed/used lots need to be sent. Any unassessed/unused lots with meters turning need to have work orders to fix the problems or inactivate the box. 2 meters were found to be running backward this season.

Park Meter Removal

Several park meters have been removed from lots at the POA members request.

Some electric invoices have been voided due to POA members stating they have their own pole during that time. If park electric usage is going to be voided, the POA member needs to be able to provide something from Entergy showing their pole was active during that time or POA members need to notify the office when their Entergy is being hooked up.

RIVER BEND PARK SPECIAL BOARD MEETING MINUTES
MARCH 23, 2021

1. ROLL CALL

Meeting was called to order by President J.W. White at 6:36pm.

Board members in attendance: J.W. White, Rick Cooper, Jackie Ragan, Kimberly Bondi, Dawn Craft, Jeremy Glass (joined during Executive Session), Ryan Holder, Stacey Okert and Arlen Whitley

2. ANNOUNCEMENT OF ANY SPECIAL ORDER OF THE DAY

Mr. Cooper made a motion to go into Executive Session. Seconded by Ms. Bondi. Motion passed by majority verbal Ayes. The board went into Executive Session at 6:38pm.

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

None

4. APPROVAL OF FINANCIAL REPORT

None

5. REPORT OF THE PARK MANAGER

None

6. REPORTS OF STANDING COMMITTEES

None

7. REPORTS OF SPECIAL COMMITTEES

None

8. OLD BUSINESS

None

9. RESOLUTIONS PREVIOUSLY TABLED

None

10. NEW BUSINESS

None

11. MISCELLANEOUS AND UNFINISHED BUSINESS

The board came out of Executive Session at 7:32pm. The following statement was made by President White.

In regards to the incident at the block 9 gate on Saturday, March 20th, 2021 at 12:15am, the incident was reported to the proper law enforcement agency. The case has been turned over to law enforcement and is in the hands of the judicial system. The property owner has paid restitution to the park for the damages he caused to the gate in the amount of \$600. In addition to the \$600, he will be responsible for any additional cost incurred for the repair of the gate.

Mr. Cooper made a motion to accept President White's recommendations. Seconded by Mr. Whitley. Motion passed by majority verbal Ayes.

Ms. Bondi made a motion to table the Blansett Water Contract until further information can be gathered. Seconded by Mr. Whitley. Motion passed by majority verbal Ayes.

12. ANNOUNCEMENTS

None

13. EXCUSED BOARD MEMBERS

None

14. ADJOURNMENT

Mr. Cooper made a motion to adjourn the meeting. Seconded by Mr. Whitley. Motion passed by majority verbal Ayes. Meeting adjourned at 7:38pm.