

RIVER BEND PARK BOARD MEETING MINUTES

May 11TH, 2022

1. ROLL CALL

Meeting was called to order by President JW White at 6:34pm.

Board members in attendance: JW White, Rick Cooper, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert, Thomas Smith and Justin Taylor (voted in)

2. ANNOUNCEMENT OF ANY SPECIAL ORDER OF THE DAY

Mr. Holder nominated Justin Taylor to be appointed to the open board position. President White asked if there were any other nominations. No other nominations were made. Mr. Holder made a motion to accept Justin Taylor by acclamation. Seconded by Ms. Okert. Board members that voted aye: Rick Cooper, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A motion was made by Ms. Bondi to approve the April 2022 board minutes as written unless there are any changes needed. Seconded by Mr. Holder. Board members that voted aye: Rick Cooper, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith. Board members that abstained: Justin Taylor

4. APPROVAL OF FINANCIAL REPORT

A motion was made by Ms. Bondi to approve the April 2022 financial statements as reported. Seconded by Mr. Glass. Board members that voted aye: Rick Cooper, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith. Board members that abstained: Justin Taylor

5. REPORT OF THE PARK MANAGER

- Bath house 4 in block 6 is semi open. There is cosmetic stuff left.
- Working on the pools. They have been drained. Need to be acid washed and painted.
- Tree leak is next
- Leach lines is the next project to be worked on
- Doesn't have 100% of the guys – Ones grandmother is not doing good, another has a pulled rib, some sore backs because of digging holes to fix a water main getting drilled through

6. REPORTS OF STANDING COMMITTEES

A motion was made by Ms. Bondi to approve the 2021 3rd & 4th Quarter Financial Report from the audit committee. Seconded by Mr. Glass. Board members that voted aye: Rick Cooper, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith. Board members that abstained: Justin Taylor

7. REPORTS OF SPECIAL COMMITTEES

None

8. OLD BUSINESS

None

9. RESOLUTIONS PREVIOUSLY TABLED

None

10. NEW BUSINESS

Ms. Okert asked Ms. Bondi about the Holiday Gate codes. Ms. Bondi stated that POA members could start requesting them on Wednesday, May 18, 2022 to Wednesday, May 25, 2022. POA members have to request them through the website, no requests would be accepted via phone or email.

11. MISCELLANEOUS AND UNFINISHED BUSINESS

None

12. ANNOUNCEMENTS

The POA meeting will be on Saturday, May 21, 2022 at 10:30am in the Community Building at the park.

13. EXCUSED BOARD MEMBERS

None

14. ADJOURNMENT

Ms. Bondi made a motion to adjourn the meeting till the next scheduled meeting which is on June 8, 2022 at 6:30pm at the Bono Fire Department and via Zoom. Seconded by Ms. Okert. Motion passed by majority verbal Ayes. Meeting adjourned at 6:46pm.

Finance Committee Audit Report July-December 2021

Meeting Date: February 25, 2022

Committee Members present: Brandy Alcorn, James Alcorn, and Sebrina Smith. Other committee members were not able to attend due to unavoidable circumstances. The audit was held in the office; Kim Bondi was present in the office during the audit due to her currently filling the role of the office personnel.

Records audited in the office: Bank statements, Expenses/bills, Deposits, Receipts, and Receipt books. Information reviewed out of office: Payroll, Meter reads, Electric invoices.

Expenses:

Paperwork was present for all expenses.

There is still a \$40 check from May 2020 for 4 hours worked as a gate keeper that has not been cashed. This check is still viable due to the check not stating "Void after 90 days". There are last paychecks in the office for 3 employees that they have not yet picked up. The total for these is \$624.66.

Deposits:

No discrepancies in the deposits were found. Deposits are being made in a timely manner & all receipts from the receipt books were accounted for.

There were a few instances where the receipt number listed on the deposit printout did not match the actual receipt number, but because the POA member, lot, and reason for payment were listed on both the deposit forms and the receipts, these typographical errors were easily resolved. The corrections were noted on the deposit printouts for future reference if needed.

Receipts:

There was one missing receipt for \$7.00 to the post office in July. Paperwork was present for all other expenses.

Payroll:

Employee payroll for 7/2/21- 12/30/21 was checked using employee timecards, accountant's payroll reports, and time clock printouts.

There is still a \$40 check from May 2020 for 4 hours worked as a gate keeper that has not been cashed. This check is still viable due to the check not stating "Void after 90 days". There are last paychecks in the office for 3 employees that they have not yet picked up. The total for these is \$624.66.

For pay-period 7/2/21-7/1/21, one employee was not paid the overtime hours that were listed on their time card and 2 employees were overpaid. This was relayed to the accountant that quarter and it was corrected.

For pay-period 11/19/21-12/2/21, .28 hours was not paid for 1 employee. This was an accountant error.

Comparison of 3rd quarter 2020 to 3rd quarter 2021

	Regular Employee hours	Overtime Hours
3 rd quarter 2020	2,612.56	50.62
3 rd quarter 2021	2,045.10	38.69

Comparison of 4th quarter 2020 to 4th quarter 2021

	Regular Employee hours	Overtime Hours
4 th quarter 2020	952.02	5.88
4 th quarter 2021	1,410.88	0.00