

RIVER BEND PARK BOARD MEETING MINUTES

JUNE 14TH, 2021

1. ROLL CALL

Meeting was called to order by President J.W. White at 6:38pm.

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

2. ANNOUNCEMENT OF ANY SPECIAL ORDER OF THE DAY

None

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

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

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

A total of 6 votes were cast – Motion carried

4. APPROVAL OF FINANCIAL REPORT

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

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

A total of 6 votes were cast – Motion carried

5. REPORT OF THE PARK MANAGER

Jericho Smith was not present.

Ms. Metcalf reported the pool in block 9 will be worked on tomorrow.

Ms. Metcalf reported a gentleman picked up a lot of scrap metal. She will ask to see if he will go through the trash pile and pull out all metal and treated wood.

Ms. Metcalf reported that some POA members were saying they were skipped. Out of the 20 they went and looked at, only one looked to be missed. There was discussion as to Sarah sending out emails to members that were not pumped and the reason why.

6. REPORTS OF STANDING COMMITTEES

Ms. Okert spoke about the July 4th activities. She has food trucks set to come, booths where members can sell items, parade, fireworks, possible cornhole and the Loud & Dirty band. There was discussion on booth fees. The fees will help cover activities costs and a motor for the old pumper truck.

Mr. Holder made a motion that anyone within the park at any given time that is doing any business to sell food that they should pay a fee of \$250 vendor fee per event, and that anyone within the park at any given time that is doing any business to sell crafts that they should pay a fee of \$100 vendor fee per event. There was no second, the motion died on the floor.

Ms. Okert made a motion that vendors that have been contracted to sell items from Friday to Monday should pay a \$100 vendor fee. This will go towards the old pumper truck engine replacement. Motion was seconded by Mr. Glass. Board members that voted Aye: Rick Cooper, Kimberly Bondi, Jeremy Glass, Stacey Okert, Arlen Whitley. Board members that abstained: Ryan Holder. Motion passed.

Mr. Cooper made a motion that no fireworks be allowed to be sold within River Bend Park. Seconded by Ms. Okert. Board members that voted Aye: Rick Cooper, Kimberly Bondi, Jeremy Glass, Ryan Holder, Stacey Okert, Arlen Whitley. Motion passed.

7. REPORTS OF SPECIAL COMMITTEES

None

8. OLD BUSINESS

Mr. Cooper made a motion to table the Construction Work Resolution, Banned People Resolution and the ATV Resolution until the next meeting. Seconded by Mr. Holder. Board members that voted Aye: Rick Cooper, Kimberly Bondi, Jeremy Glass, Ryan Holder, Stacey Okert, Arlen Whitley. Motion passed.

Ms. Bondi brought up the sale of the extra lots. Ms. Okert made a motion for an auction to take place on August 14, 2021 at 9:30am at the Community Building. The minimum starting bid is \$1,050. The lots are 091-04, 115-05, 182-09 and 184-09. An ad needs to be put in the papers for non POA members. Seconded by Mr. Glass. Board members that voted Aye: Rick Cooper, Kimberly Bondi, Jeremy Glass, Ryan Holder, Stacey Okert, Arlen Whitley. Motion passed.

9. RESOLUTIONS PREVIOUSLY TABLED

None

10. NEW BUSINESS

Mr. Holder talked about the burn piles. He suggested to see if anyone can pull out the metal and treated wood so that we can continue to burn the natural debris. Mr. Holder said he was caught off guard by the person who reported the burning piles. He said we were trying to do the park a favor and do a good thing. Now we have a burden to deal with.

Ms. Bondi talked about the electric grid. It was stated that 72 POA members (15 poles) that possibly pay park electric do not have any electric since the flood. Mr. Glass made a motion that the power poles that were affected by the electric boxes being torn out from the flood be turned off until further notice. Seconded by Mr. Whitley. Board members that voted Aye: Kimberly Bondi, Jeremy Glass, Ryan Holder, Stacey Okert, Arlen Whitley. Motion passed.

Ms. Okert talked about having extra dumpsters for the holidays. Ms. Bondi stated that this was already planned for. There was some confusion about this since the second dumpster was in block 5 during the Memorial Day holiday. There will be 2 dumpsters in the normal spot for July 4th holiday.

Ms. Metcalf asked what the cutoff time was for rental lots. It was determined that the day after the last rental payment at 12pm is when the water and electric should be turned off for rental lots.

Ms. Metcalf brought up the fact that registration forms are not being filled out by POA members. She needs this so that the system will have current information on everyone. It was determined that this form can be shortened for coming years.

Ms. Metcalf brought up the fact that POA members are building permanent structures on the park's easements. Jerry Smith suggested giving the POA members one year to remove their items from the easement. Mr. Glass is going to walk around with Sarah to see some of these things that should be moved.

11. MISCELLANEOUS AND UNFINISHED BUSINESS

Ms. Bondi stated that she was given a petition with signatures to allow a Special Meeting to take place to allow the POA to vote to reinstate the regular POA meetings. A special meeting has been called on Saturday, July 24, 2021 at 10:00am at the Community Building.

Mr. Whitley talked about the water pressure. It was stated that Jerry Smith is working on updating the system.

12. ANNOUNCEMENTS

Ms. Bondi gave an update on the electric gates. Verizon is upgrading their system from 4G to 5G. This is what is used for the electric gates, so there may be cellular connection issues. Block 9 gate also has an electric issue where something is shorting out. This is being fixed by NEA Fence. Once the Verizon upgrade is done, the firmware will be updated on the pedestals and we should not have an issue.

13. EXCUSED BOARD MEMBERS

None

14. ADJOURNMENT

Mr. Cooper made a motion to adjourn the meeting till the next scheduled meeting which is on July 12, 2021 at 6:30pm via Zoom. Seconded by Mr. Glass. Motion passed by majority verbal Ayes. Meeting adjourned at 9:00pm.

Finance Committee Audit Report January- March 2021

Meeting Date: June 13, 2021

Committee Members present: Brandy Alcorn, James Alcorn, and Sebrina Smith. Jeremy Glass sat in on the audit to answer questions, but did not review records. The audit was held in the community building to allow additional space and to allow the office personnel to remain in the office to handle POA needs during her work time.

Records audited in the community building: Bank statements, Expenses/bills, Deposits, Receipts, and Receipt books.

Information reviewed out of office: Payroll.

Expenses:

In QuickBooks in January, there were two payments made to AR Department of Finance for \$71.08. One on the 14th and one on the 15th. In the checking account, there was only one \$71.08 payment. Kim contacted the accountant and the Quick Books error was corrected.

For February, the Common Property Entergy bill and the Cell Gate statement were not in the folder. Sarah printed these and added them to the folder at the end of the audit.

Each month there was an expense "System Recorded Fee for QuickBooks Payments", but no correlating paperwork was available. Jeremy contacted the treasurer to inquire about these fees. Kim explained that this is the fee for paying with a credit card. The fees in the check register matched up with the bank statements, but there was nothing else available to check.

As a fundraiser, T-shirts were purchased from Running Threads in March. Individual POA members purchased some of the shirts in the office and the park purchased 10 additional shirts to meet the minimum order requirement. Five of these shirts are still available for purchase.

Deposits:

No discrepancies in the deposits were found. Deposits are being made in a timely manner.

Receipts:

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.

Payroll:

Employee payroll for 1/1/21- 3/25/21 was checked using employee timecards, accountant's payroll reports, and time clock printouts.

For pay periods 1/29/21-2/11/21 & 2/12/21-2/25/21 there were small discrepancies in the time listed on the time clock printout and the paystubs from the accountant. In all, the error accounted for 12 minutes paid that were not worked.

Comparison of 1st quarter 2020 to 1st quarter 2021

	Regular Employee hours	Overtime Hours	Hours paid in error
1 st quarter 2020	1,904.66	9.04	0
1 st quarter 2021	1,332.81	30.89	0.20

Electric

Electric bills were not audited due to no electric bills being available until after the first month of use (March). Electric will be audited in the second quarter audit.

Park Meter Readings:

Meter reads were not audited due to no reads being available until after the first month of use (March). Meter reads/invoices will be audited in the second quarter audit.