

RIVER BEND PARK BOARD MEETING MINUTES

September 13TH, 2021

1. ROLL CALL

Meeting was called to order by President J.W. White at 6:30pm.

Board members in attendance: J.W. White, Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith

2. ANNOUNCEMENT OF ANY SPECIAL ORDER OF THE DAY

Mr. Glass nominated Mr. White for board President. Mr. Cooper made the motion, Mr. Glass seconded. All board members voted Aye.

Ms. Bondi nominated Mr. Cooper for board Vice President. Mr. Glass made the motion, Ms. Okert seconded. All board members voted Aye.

Ms. Bondi nominated Mr. Ragan for board Secretary. Mr. Cooper made the motion, Mr. Glass seconded. All board members voted Aye.

Ms. Okert nominated Ms. Bondi for board Treasurer. Mr. Glass made the motion, Mr. Cooper seconded. All board members voted Aye.

Mr. Ragan made a motion to change the board meeting day to the second Wednesday of every month. Seconded by Mr. Glass. The following board members voted aye: Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith. Motion carried.

Mr. Ragan made a motion to approve the Rules of the River Bend Board of Directors 2021 Session. Seconded by Ms. Okert. The following board members voted aye: Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith. Motion carried.

3. APPROVAL OF MINUTES OF PREVIOUS MEETINGS

A motion was made by Mr. Ragan to approve the August 2021 board minutes as written unless there are any changes needed. Seconded by Mr. Holder.

The following board members voted aye: Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith

A total of 8 votes were cast – Motion carried

4. APPROVAL OF FINANCIAL REPORT

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

The following board members voted aye: Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith

A total of 8 votes were cast – Motion carried

5. REPORT OF THE PARK MANAGER

Jericho Smith reported the following:

- Block 9 pool is closed, trying to find the leak.
- Block 2 pool will stay open, weather permitting.
- 120 ton of gravel coming for the roads.
- There is a leak in the block 9 pool, working on finding where it is.
- In the process of building a new roof for the pump house on Hwy 63.
- Has prices for the water leak / tree removal in block 6.

6. REPORTS OF STANDING COMMITTEES

None

7. REPORTS OF SPECIAL COMMITTEES

None

8. OLD BUSINESS

None

9. RESOLUTIONS PREVIOUSLY TABLED

None

10. NEW BUSINESS

Ms. Bondi explained that she talked to the banker and he said we can sell the lot whenever we want. The reason is because we will use that money to pay off the water loan. It was determined that a survey will need to be done, but that cost can be added back to the price of the property. Ms. Okert made a motion to sell the property on Oak Ridge. Seconded by Mr. Cooper. The following board members voted aye: Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Stacey Okert and Thomas Smith. Motion carried

Ms. Bondi suggested changing the Pump Request deadline to Saturday at midnight. Then the list would be published on Sunday, giving POA members time to prove they sent in a request before Monday pumping. Discussion went back and forth on this. It was decided that nothing would change.

Mr. Ragan made a motion to remove the Pump Board from the office on October 3rd, 2021. Seconded by Mr. Glass. The following board members voted aye: Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert and Thomas Smith. Motion carried.

Mr. Ragan talked about the Sticker/Tags for ATV, UTV, etc. He wants to grandfather in some plates. After much discussion, President White said this should go to the Safety Committee and they can present 3 options at the November Board Meeting.

Ms. Okert made a motion to cut down the tree in block 6 that has grown over the water line. Seconded by Ms. Bondi. The following board members voted aye: Rick Cooper, Kimberly Bondi, Ryan Holder, Stacey Okert, Thomas Smith. The following board members voted no: Jackie Ragan, Mary Beth Dodd. The following board member abstained: Jeremy Glass. Motion carried.

Mr. Ragan made a motion to change Quiet Time to 12am – 8am. Seconded by Mr. Glass. The following board members voted aye: Jackie Ragan, Kimberly Bondi, Jeremy Glass, Stacey Okert, Thomas Smith. The following board members voted no: Rick Cooper, Mary Beth Dodd, Ryan Holder. Motion carried.

Ms. Dodd made a motion to change Quiet Time to 12am – 7am. Seconded by Mr. Cooper. The following board members voted aye: Rick Cooper, Jackie Ragan, Kimberly Bondi, Mary Beth Dodd, Jeremy Glass, Ryan Holder, Stacey Okert, Thomas Smith. Motion carried.

11. MISCELLANEOUS AND UNFINISHED BUSINESS

None

12. ANNOUNCEMENTS

None

13. EXCUSED BOARD MEMBERS

None

14. ADJOURNMENT

Mr. Ragan made a motion to adjourn the meeting till the next scheduled meeting which is on October 13, 2021 at 6:30pm via Zoom. Seconded by Mr. Holder. Motion passed by majority verbal Ayes. Meeting adjourned at 8:10pm.

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I. OFFICERS

Rule 1 - Titles & Selection

The officers of the Board of Directors of River Bend Park shall be the President, Vice-President, the Secretary, and the Treasurer.

Rule 2 - Powers & Duties During Meetings

- A. The President shall preside at all meetings of the Board of Directors. They shall take the Chair at the hour appointed for any meeting of the Board, call the members to order and on the appearance of a quorum, preserve decorum and decide all questions of order. The President shall appoint standing and special committees, and shall serve as a member of all committees with the same rights of other members.
- B. The Vice-President shall, upon the absence, disability or failure to act of the President, preside over the Board of Directors and succeed to and perform all of the duties and functions of the President.
- C. Secretary shall handle all Board administrative measures during the meeting of the Board. They shall move to: defer the approval of the minutes until printed; approve minutes when printed excuse Board Members not present; adjourn to a date certain; and carry out other duties assigned by the President. Secretary shall, upon the absence or disability of the Vice-President, succeed to and perform all duties and functions of the Vice-President.
- D. Treasurer shall, upon the absence or disability of the Secretary, perform all duties and functions of the Secretary.

II. SESSIONS

Rule 3 - Annual Session

One session of the Board of Directors shall be held annually, immediately following Board Elections.

Rule 4 - Special Sessions

The President may call special sessions of the Board, giving twenty four hour notice thereof, and shall specifically state by a message in writing to the Board of Directors when assembled, the object for which the special session has been called, and the action of the Board during the special session shall be confined to such object.

III. MEETINGS

Rule 5 - Annual Meeting

- A. The Board of Directors shall be annually convened on the Saturday, before the first Monday in September and shall be called to order by the President at 6:00 p.m.
- B. Newly elected members shall be present and their names shall be entered upon the roll.

Rule 6 - Regular and Special Meetings

Meetings of the Board of Directors shall be held at a location determined by the President. Regular meetings shall be held the second Monday of each month. Special meetings shall be held at such times as may be fixed by special motion, which motion shall be approved by a majority vote of the members present.

Rule 7 - Resumed Meetings

The President, Vice-President and Secretary, or any two of them, may convene the Board for a resumed regular meeting prior to such future date. When directed by the President, Vice-President and Secretary, or any two of them, the Secretary shall cause a written notice to be electronically mailed to each member of the Board, stating the date, hour and place of such resumed regular meeting, and upon receipt of such notice each member shall be obligated to attend such meeting. After convening in such resumed regular meeting, the Board's order of business shall be the same as in all regular meetings.

Rule 8 - All Meetings Open to The Public, Except

All meetings of the Board of Directors and its Committees shall be open to the public, except that when the Board needs to discuss matters of confidentiality.

Rule 9 - Quorum

Six members shall constitute a quorum, but a smaller number may adjourn from day to day.

Rule 10 - Absence from Meetings

Unless a member's absence is excused on motion, stating the cause thereof, and adopted by a majority of the members present, whenever a member of the Board is absent from a Regular, Resumed or Special Meeting of the Board of Directors, it shall be counted as a Missed Meeting.

Rule 11 - Agenda and Calendar to be Posted

A copy of the tentative agenda for each Board meeting including the date, place, and time, shall be electronically mailed to each Board member by the Secretary, posted by the Secretary on

the Riverbend Property Owners Facebook page, posting on the official River Bend website. No item may be included on the printed tentative agenda after 5:00 p.m. the Thursday prior to said meeting. A calendar reflecting meeting days, holidays, and other pertinent dates which can be determined in advance shall also be posted on the website.

Rule 12 - Journal of Proceedings

The Board of Directors shall keep a journal of its proceedings, and the yeas and nays on any question shall at the desire of any member present be entered thereon. The proceedings of each meeting of the Board shall be published after approval at the next regular Board meeting.

IV. ORDER OF BUSINESS AND PROCEDURES

Rule 13 - Regular Order of Business the Order of Business and Procedure shall be as follows:

1. Roll Call.
2. Suggested Prayer. "Almighty God, source of all authority, we humbly ask guidance in our deliberations and wisdom in our conclusions. Amen."
3. Announcement of any Special Order of the Day.
4. Approval of minutes of previous meetings.
5. Approval of Financial Report
6. Report of the Park Manager.
7. Reports of Standing Committees
8. Reports of Special Committees
9. Old Business
10. Resolutions previously tabled
11. New Business
12. Miscellaneous and Unfinished Business.
13. Announcements.
14. Excused Board Members.
15. Adjournment.

Rule 14 - Exceptions and Unfinished Business

- A. The President at each meeting shall state the business in the order provided by Rule 13 and shall announce the Special Order of the Day, if any, when same is to be taken up other than in the appropriate order of business. No business shall be taken up or considered until the class to which it belongs shall be declared to be in order, but communications may be taken up at any time the affirmative vote of the majority of the members present. Any agenda item may be made a special order of business.
- B. Any unfinished business in which the Board was engaged at the last preceding adjournment shall take precedence in the order of the day.

V. COMMITTEES

Rule 15 - Standing Committees

The Standing Committees of the Board of Directors shall be:

Rules & Credentials

Activities

Safety

Finance Committee

Elections Committee

- A. The Rules & Credentials Committee shall be responsible for an annual review of the Rules of the Board and make recommendations for amendments; and see to the proper enforcement of the Rules adopted by the Board. This committee shall be made up of four Board Members only.
- B. The Activities Committee shall consider all matters pertaining to the parks recreation and events.
- C. The Safety Committee shall consider all matters pertaining to the Safety of members and guests of River Bend Park, and suggest rules and regulations for the Board of Directors to consider.
- D. The Finance Committee shall consider all matters pertaining to the assessment of property, park debt and interest thereon; also the economy, order and accountability in the park's fiscal affairs and the workings of park functions dealing with financial matters.

- E. The Election Committee shall oversee all elections in accordance with Article VI of the By-Laws

Rule 16 - Personnel & Administration Committee

- A. The Personnel & Administration Committee shall consist of the President, who shall be the Chairman, the Vice- President, the Secretary, the Treasurer and one other Board Member appointed by the President and approved by a majority of the Board.
- B. The Personnel & Administration Committee shall consider all matters pertaining to the Employees of River Bend Park

Rule 17 - Special Committees

A Special Committee shall be appointed by the President only when requested by a Resolution adopted by the Board. Any Resolution addressed to the establishment of a Special Committee must state the time period in which it shall conclude its assigned task, provided that no such time period shall extend past the end of the current annual session of the Board.

Rule 18 - Committee Powers & Limitations

- A. Standing Committees shall also suggest such means as will improve the usefulness and enlarge the advantages of any activities or conditions related to the subject matter of said Committee.
- B. No Committee or member thereof shall have the right to assume or perform any executive duties, either in the execution of ordinances, in the settlement of claims or in any other manner.
- C. No Committee shall employ a clerk or other assistant or incur other expense without having been authorized to do so by an affirmative vote of the majority of all the members of the Board.

Rule 19 - Appointment of Committee Members

The President shall, following the February POA meeting, appoint the Standing Committees which shall consider all matters referred to them, examine them, and report their findings to the Board of Directors.

Rule 20 - Removal of Committee Members; Reappointment Prohibited

Attendance at all Committee meetings and hearings shall be mandatory and permanently recorded by the Committee Chairman who shall be empowered to excuse the absence of any non-attending member. Any member having three consecutive unexcused absences from Committee meetings may be removed by the Chairman by written notice to the President; and

any such removed member shall not be reappointed to the same Committee during the same annual session of the Board.

Rule 21 - Committee Quorum and Voting

A majority of the Committee membership shall constitute a quorum. The President of the Board when attending a Committee meeting shall be counted to achieve a quorum, but their presence does not change the number needed to form the quorum. A quorum of a Committee may transact business and a majority of the quorum, even though it be a minority of the whole Committee may authorize action for the Committee. A Board Member must be present when a question is called to cast a vote in Committee.

Rule 22 - Calling Meetings

A Committee shall meet on the call of its Chairman or in the event of their absence, illness or disability, then on the call of the Vice-Chairman; or upon petition of a majority of the members of the Committee in writing to the Chairman requesting a meeting.

Rule 23 - Meeting Notices to be Published and Posted

An announcement of the date, place and time of any meeting held by any Committee of the Board shall be posted at least 24 hours prior to said meeting on the River Bend Property Owners Facebook page and shall contain a brief description of the contents of the Committee meeting as called. Issues not posted to be considered at a regularly scheduled meeting of a Committee shall not be considered at said meeting.

Rule 24 - All Meetings Open to the Public, Except

Any member of the Board of Directors and any POA member may attend any meeting of any Committee of the Board of Directors. No Committee meeting shall be closed to the public except as allowed by law. Any member of the Board of Directors may examine any document at a Committee meeting with the approval of the Committee Chairman or a majority of the Committee members present at the meeting or hearing.

Rule 25 - Executive Session

During Executive Session, no electronic recording will be allowed, with the exception of the Secretary. Any other use rebroadcast, retransmission, account, any pictures, or descriptions, of any Executive Session, by a Board Member, without the River Bend Park Board of Directors unanimous consent and the Board President's written consent the Board will vote on the suspension of the member violating this rule and placed before the POA for a vote of removal.

VI. DEBATE AND DECORUM

Rule 26 - Procedure for Recognition

- A. Before speaking, members shall raise their hands and address the Chair as "Mister or Madame President," and wait to be recognized before speaking.
- B. Should two or more persons address the Chair simultaneously, the person recognized by the President shall be entitled to the floor.
- C. No person shall be recognized to speak twice upon the same subject until every other person shall have had an opportunity to be heard.
- D. No other person shall be recognized to speak on a motion after the President recognizes the proposer to close on such motion.

Rule 27 - Transgression of the Rules; Points of Order

If any member transgresses the Rules of the Board of Directors the President or any member, may call them to order, in which case the member called to order shall immediately sit down. After recognition the person calling the member to order then shall state the rule or order transgressed and the President shall decide whether the point of order is well taken or not, subject to an appeal from their decision to the Board of Directors. If there is no appeal, the decision of the Chair shall be submitted to without debate. If the point of order be decided not well taken, the member called to order shall be permitted to proceed with their remarks; if otherwise, they shall keep their seat and not proceed until recognized by the Chair. According to these Rules, and if the case requires it, said member shall be liable to censure of the Board of Directors. On such questions of order, no member shall speak more than twice, except the President, who shall be heard in preference to any other member. All questions of order shall be noted by the Secretary, with the decision reported in the minutes.

Rule 27A - Appeal of a Decision of the Chair

When an appeal of a decision of the Chair is seconded, the question shall be put in this form, "Shall the decision of the Chair stand as the opinion of the Board of Directors?" and unless a majority of the members present vote in the negative the decision of the Chair shall be considered as sustained.

VII. MOTIONS

Rule 28 - Presenting Motions

No motion shall be put or debated unless it is seconded. When a motion is seconded it shall be stated by the President before debate, and the proposer of the motion shall be entitled to the floor. Motions shall be presented to the Secretary in writing.

Rule 29 - Withdrawing Motions

After a motion is stated by the President it shall be in possession of the Board, but may be withdrawn by the proposer at any time.

Rule 30 - Amending Motions

- A. During the consideration of a motion, as well as other matters before the Board, a motion to make an amendment shall be in order, but one to amend an amendment to any amendment shall not be in order. An amendment modifying the intention of a motion shall be in order, but an amendment relating to a different matter shall not be in order. Provided, however, that no bill shall be so amended in its passage as to change its original purpose.
- B. On an amendment to "strike out and insert," the paragraph to be amended shall first be read as it stands and then the words proposed to be stricken out and those to be inserted. Finally, the paragraph as it would stand if so amended shall be read.
- C. Amendments shall be presented to the Secretary in writing.

Rule 31 - Motions During Debate

When a question is under debate the only motions in order shall be:

- A. to lay on the table;
- B. the previous question;
- C. to adjourn;
- D. to adjourn to a time certain;
- E. to refer;
- F. to amend;
- G. to substitute; and
- H. to postpone indefinitely or to a day certain.

Rule 31A - Non-Debatable Motions

The following motions shall be decided without debate:

- A. to lay on the table;
- B. the previous question;
- C. to adjourn;

D. to suspend Rule 43 to introduce a Resolution provided that a copy of any such Resolution shall be placed on the desk of each member prior to any vote on such a motion; and, provided further, that the principal sponsor has the right and privilege to have any such Resolution formally read by the Secretary in open session prior to any vote on such a motion; and

E. to suspend Rule 44.1 to consider a Resolution or place a Resolution on the agenda.

Rule 32 - Motion to Adjourn

A motion to adjourn shall always be in order, except when:

- A. another member is in possession of the floor;
- B. adjournment was the last preceding motion;
- C it has been decided that the previous question shall be taken; or
- D. the members are voting.

Rule 33 - Motion to Refer

A motion to refer to a Standing Committee shall take a precedence over a similar motion for a Special Committee.

Rule 34 - Motions Laid on the Table

When a question is laid on the table it may not thereafter be considered except by an affirmative vote of two-thirds of all the members of the Board.

Rule 34A - Majority Required to Adopt Motions

Unless as expressly noted in these Rules, a motion shall be adopted if it receives the affirmative vote of a majority of the members present. Any member voting "Present" shall be considered present and voting and such vote shall be counted for purposes of determining the number of members present. A vote of "Present" shall not be counted as an affirmative vote.

VIII. VOTING PROCEDURE

Rule 35 - Voting Mandatory

Every member present in the meeting shall vote aye, no, present or abstain on each question stated by the President.

Rule 36 - Executive session voting.

No vote shall take place in executive session. Any issue addressed in executive session requiring a vote shall take place in open session.

Rule 37 - Private Interest Prohibited, Unless

No member shall be permitted to vote on any issue or serve on any Committee when the matter under consideration involves in any way the private interest as distinguished from the public interest of such member without first disclosing to the other members of the Board in public session any private interest which they may have. Any such disclosure shall be presented to the Secretary in writing, entered into the minutes and reported in the Journal.

Rule 38 - Division of the Question

If the question under consideration contains several distinct propositions, any member may request division of the question so that each proposition may be considered separately when the sense of the question admits it.

Rule 39 - Record of Voting

In all cases when a motion is entered into the minutes the name of the member moving the same shall be entered also. All votes shall be taken by yeas and nays and shall be entered into the minutes and reported in the Journal.

Rule 40 - Roll Call Procedures

Upon every roll call the names of members shall be called in the following order, Vice-President, Secretary, Treasurer, Board members by seniority and the President of the Board of Directors called last. After the roll has been called, the Secretary shall call in the same order the names of those not voting. Members appearing after the second call, but before the result is announced by the Secretary may vote. Before the result of a vote has been finally and conclusively announced by the President, but not thereafter, a member may change their vote, and a member who has answered "present" may vote "yea" or nay".

Rule 41 - Right of Member to Explain Vote

Any Board Member voting on any subject may have an explanation of their vote entered in the Journal, if the explanation would have been admissible in the discussion of the subject. The said explanation shall be in writing and shall be presented to the Secretary before the end of the meeting at which the vote is cast.

Rule 42 - Reconsideration

A vote or question may be reconsidered at any time during the same meeting or at the first regular meeting held thereafter, but not otherwise. A motion for reconsideration being once made, and voted upon, shall not be renewed, nor shall the vote to reconsider be reconsidered. A motion to reconsider shall require the affirmative vote of a majority of all the members of the

Board for its adoption. Such a motion can only be made by a member who voted with the prevailing side on the original motion.

IX-RESOLUTIONS

Rule 43 - Introduction Requirements Each Resolution shall be introduced by a member or members of the Board and must be delivered to the Secretary of the Board of Directors in a manner prescribed by the Secretary, on or before 5:00 p.m. on the fourth day before the date on which the said Resolution is to be formally introduced (e.g., Thursday for Monday meetings).

Rule 43A - Form Resolutions shall be numbered sequentially each session by the Secretary. The following words shall be inserted at the end of each Resolution introduced to the Board:

`` Introduced on the ____ day of _____, _____ by: _____

Adopted this _____ day of _____, _____, as attested by:

Secretary

President

Rule 43B - All resolutions must be in writing.

Rule 44 - First Reading

- A. Before any Resolution may be read or voted upon, a copy of said Resolution shall be electronically mailed to each member.
- B. The principal sponsor has the right and privilege to have any such Resolution formally read by the Secretary in open session prior to any request for unanimous consent, motion to suspend Rules, motion to refer to Committee, or consideration of the Resolution.

Rule 45. General Board procedures for Resolutions.

Resolutions may be amended on the floor of the Board by a majority of the members present. Amendments shall be presented to the Secretary of the Board in writing. The principal sponsor of a Resolution shall move for adoption of said Resolution after all amendments have been considered and said Resolution shall be adopted if it receives the affirmative vote of a majority of all the members of the Board.

X. RULES

Rule 46 - Annual Adoption; Amendments; Suspension

The Board of Directors shall adopt Rules of its proceedings, subject to the By-Laws, at the beginning of each annual session by a majority vote of all the members present at the first

meeting of the regular session which is held on the Saturday before the first Monday in September. Thereafter, during the said session, any Rule, may be abolished, altered, amended or suspended upon concurrence by two-thirds of the members present provided such action is not superseded by the By-Laws, the Declarations of Restrictions, or state statutes.

Rule 47 - Parliamentary Procedure

The prevailing rules of the parliamentary procedure shall be Robert's Rules of Order.

XI. EMPLOYEES OF THE PARK

Rule 48 - Hiring Procedures

- A. All employees of River Bend Park shall be reappointed by a majority vote of all the members of the Board of Directors and such reappointment shall take place on the first Monday in January of each year, or as soon thereafter as possible; and such employees shall hold their offices and positions at the pleasure of the Board.
- B. The Personnel & Administration Committee shall notify each Board member by electronic mail of any position to be filled at least 10 days prior to the filling of said position. Personnel authorized and recommended for employment shall first be examined and screened by the Personnel & Administration Committee as to general character, fitness and qualification for employment by the Board. The Personnel & Administration Committee shall recommend not more than three candidates for each position. Full description of each candidate's qualifications shall be supplied to each Board member. Six votes will be required to fill any position.
- C. All new employees shall be considered probationary for the first year of employment. An evaluation of performance shall be conducted by the Park Manager and delivered to the Personnel & Administration Committee at three, six, and twelve month intervals following employment.

Rule 49 - Complaint Procedures

Complaints against any employee shall be made in writing to the Chairman of the Personnel & Administration Committee. An investigation into the complaint shall be conducted as soon as possible if approved by the Committee. The Committee shall be empowered to:

- A. Order the complaint quashed which shall be final and which action shall be reported to the Board.
- B. Report the following findings and recommendations to the Board:

- (1). Discharge

(2). Suspension without pay for a period up to 30 days

XII MISCELLANEOUS

Rule 50 - Seniority

Seniority of the Board with the same service shall be determined by lot following each election and said result shall be in effect for one year.

Rule 51 - Smoking Prohibited, Where

No person shall smoke in any public or non-public area of any building owned, leased or operated by River Bend Park nor in any public or non-public area of any building occupied by River Bend Park to the extent of such occupancy.

Rule 52 - Alcohol Prohibited, Where

No person shall consume alcohol in any public or non-public area of any building owned, leased or operated by River Bend Park nor in any public or non-public area of any building occupied by River Bend Park to the extent of such occupancy.

Finance Committee Audit Report April-June 2021

Meeting Date: September 19, 2021

Committee Members present: Brandy Alcorn, James Alcorn. Other committee members were not able to attend due to unavoidable circumstances. Stacey Okert had already drove 2 hours to attend the audit so we went ahead and held it. Stacey sat in on the audit due to Jeremy Glass being unavailable, but she did not review records. The audit was held in the office due to a large number of papers/records ranging from January 2020-July 2021 being found throughout the office when it was cleaned. All of 2020 had to be reviewed to ensure these were just duplicate printouts and not missing financial records. Kim Bondi was present in the office during the audit due to her currently filling the role of the office personnel. There were several questions that could only be answered by having Kim present.

Records audited in the office: Bank statements, Expenses/bills, Deposits, Receipts, Receipt books, and the stray paperwork from 2020.

Information reviewed out of office: Payroll, Meter reads, Electric invoices.

Expenses:

This year there have been expenses on the bank statement noted as "System Recorded Fee for QuickBooks Payments", but no correlating paperwork has been available. In the last audit, 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. During this audit, the committee requested a report that detailed these fees so we could ensure they were being charged to the POA members on their invoices. QuickBooks did not have a report that showed the fees accurately, so Kim discussed it with the accountant to try to find a resolution. After talking with the accountant, Kim found out that QuickBooks is charging fees for payments made by electronic check or debit. Because they were unaware of this, the fees were not charged to POA members on their statements if they paid by electronic check or debit and the park paid these fees without being reimbursed.

Older records reviewed:

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". This needs to be added to checks ordered in the future.

All other older records found throughout the office were duplicate printouts.

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:

Before Sarah left, she let Kim know some May receipts from stores were missing. Kim was able to get these receipts reprinted before the audit.

Payroll:

Employee payroll for 3/26/21- 7/1/21 was checked using employee timecards, accountant's payroll reports, and time clock printouts.

For pay-period 6/18/21-7/1/21, one employee was not paid the overtime hours that were listed on their time card. The accountant was notified of this error and the employee was paid the missing time.

Comparison of 2nd quarter 2020 to 2nd quarter 2021

	Regular Employee hours	Overtime Hours
1 st quarter 2020	2,627.27	58.03
1 st quarter 2021	2,745.05	105.20

Electric

Park Meters were not read for every block each month. Blocks 1, 8, 9, and 10 were not read in April. Block 6 was not read in May. Blocks 2, 3, and 8 were not read in June, but were read twice in July.

Some meter reads were not invoiced in a timely manner so the usage was added to the next months invoice. Block 6 was read in April but that usage was not invoiced until it was put on the June invoices. Blocks 8 and 9 had combined invoices as well. This results in the park losing the customer charge for that month.

05/16/2021	E21-62183	017-01 SEAN & CAROLEE STAFFORD	PREVIOUS: 5984 CURRENT: 6128	144	20.71
07/10/2021	E21-62364	017-01 SEAN & CAROLEE STAFFORD	PREVIOUS: 6128 CURRENT: 6131	3	0.43
07/16/2021	E21-62409	017-01 SEAN & CAROLEE STAFFORD	PREVIOUS: 6131 CURRENT: 6131	0	0.00
		017-01 SEAN & CAROLEE STAFFORD	PREVIOUS: 6131 CURRENT: 6132	1	
		076-01	PREVIOUS: 11369 Current: 13364		
		Check meter to see is this read was written incorrectly. May or may not have usage.			
		021-02	PREVIOUS: 12010 CURRENT: 12020	10	
		Mystery usage? No other usage on lot this year.			
		035-02	PREVIOUS: 2549 CURRENT: 2559	10	
		Mystery usage? No other usage on lot this year.			
		026-03	PREVIOUS: 4858 CURRENT: 4869	11	
		Mystery usage? No other usage on lot this year.			
5/4/2021	E21-62134	035-03 Chris Jackson	PREVIOUS: 7481 CURRENT: 7958	477	
6/11/2021	VE21-62249	035-03 Chris Jackson	PREVIOUS: 7958 CURRENT: 7968	10	
		Invoice E21-62134 was sent to Jim Rowe for the 477 kWh used March-April. Chris Jackson was sent the invoice for April-May 10 kWh but it was , but was voided. Should one of these invoices have been sent to the other person?			
		069-03	PREVIOUS: 3512 CURRENT: 3524	12	
		Mystery usage? No other usage on lot this year.			
		073-03 EVERETT & REBECCA SHREEVES	PREVIOUS: 7522 CURRENT: 7865	343	
		073-03 EVERETT & REBECCA SHREEVES	PREVIOUS: 7865 CURRENT: 7878	13	
		They were invoiced for the meter read to 074-03, but not the reads/usage on 073-03			
		074-03 JUSTIN & CRYSTAL KERSEY	PREVIOUS: 15038 CURRENT: 15045	7	
		094-03 SHANNON & SHALA SPRINKLE	PREVIOUS: 2367 CURRENT: 2369	2	
		My sheet has this meter on 080-03			
		128-04 JUSTIN BRYANT	PREVIOUS: 4837 CURRENT: 4868	31	
04/25/2021	E21-62082	128-04 JUSTIN BRYANT	PREVIOUS: 1891 CURRENT: 1897	6	0.86
		This person was not invoiced for the 31 kWh used March-April. They were invoiced for 6kWh on lot 129-04, but my sheets do not show any usage on lot 129-04.			
		135-04	PREVIOUS: 5203 CURRENT: 5278	75	
		This lot was noted as meter pulled in April, but usage was noted in August.			
4/25/2021	E21-62085	145-04	PREVIOUS: 1253 CURRENT: 1345	92	
6/11/2021	D21-62257	145-04	PREVIOUS: 1345 CURRENT: 1387	42	
		This usage was for the meter on 145-04 but was invoiced to 031-03 Brandon and Alyssa Yates and was paid			
6/11/2021	D21-62260	182-04	PREVIOUS: 9102 CURRENT: 9271	169	
		June invoice was sent to Shane Camp (081-04), same owner for both lots?			
07/13/2021	E21-62387	017-05 STEVE & ALICE WILSON	PREVIOUS: 8882 CURRENT: 8949	67	9.63
07/24/2021	E21-62454	017-05 STEVE & ALICE WILSON	PREVIOUS: 8949 CURRENT: 9064	115	16.54

		017-05 STEVE & ALICE WILSON	PREVIOUS: 9064 CURRENT: 9263	199	
09/17/2021	E21-62621	017-05 STEVE & ALICE WILSON	PREVIOUS: 9263 CURRENT: 9329	66	9.49
		065-05	PREVIOUS: 3342 CURRENT: 3543	201	
04/25/2021	E21-62091	072-05 BRANDY FRY & DUSTIN LEE	PREVIOUS: 1218 CURRENT: 1232	14	2.01
04/26/2021	E21-62097	072-05 BRANDY FRY & DUSTIN LEE	PREVIOUS: 650 CURRENT: 659	9	1.29
		4/26/21 invoice was for Meter reads belonging to 070-05, but were invoiced to 072-05			
		039-06	PREVIOUS: 515 CURRENT: 615	100	
		039-06	PREVIOUS: 615 CURRENT: 662	47	
		048-06	PREVIOUS: 0 CURRENT: 33	33	
		048-06	PREVIOUS: 33 CURRENT: 223	190	
		125-06	PREVIOUS: 5934 CURRENT: 5948	14	
		Mystery usage? No other usage on lot this year.			
		024-08	PREVIOUS: 5240 CURRENT: 5248	14	
		Mystery usage? No other usage on lot this year.			
		042-08	PREVIOUS: 867 CURRENT: 830	37	
		042-08	PREVIOUS: 830 CURRENT: 766	64	
		042-08	PREVIOUS: 766 CURRENT: 706	60	
		Meter was running backwards.			
		053-08	PREVIOUS: 2708 CURRENT: 2739	31	
		Mystery usage? No other usage on lot this year.			
08/15/2021	E21-62564	016-09 MIKE & BETH PHILLIPS	PREVIOUS: 10292 CURRENT: 10366	74	10.64
		End read was 10368			
08/15/2021	VE21-62567	078-09 JERRY & JACQUITA ANDERSON	PREVIOUS: 7542 CURRENT: 7796	0	0.00
		This meter read belongs to lot 076-09. Invoiced to wrong person?			
		119-09	PREVIOUS: 4774 CURRENT: 4783	9	
		Mystery usage? No other usage on lot this year.			
		009-10 CALEB & KELSEY ALLBRITTON	PREVIOUS: 4383 CURRENT: 4437	54	