

BOARD MEETING MINUTES

FEBRUARY 11, 2025

Meeting called to order at 7:00PM by Beth Sator. Meeting held on Zoom with 3 POA members in attendance.

ROLL CALL

Present: Beth Sator, Yancy DeLoach, Michele Sharp, Carol Kirby, Charles Mobley, Danny Washburn, Christine Wall, Tonya Cole. Absent: Adam Farmer

APPROVAL OF MINUTES FROM PREVIOUS MEETING

Yancy made a motion to approve January Executive Board Minutes as written. 2nd by Danny Washburn. All Ayes. Zero Nays.

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APPROVAL OF FINANCIAL REPORT

Michele says that all the reconciliation is done and balanced to the penny. All checking accounts are 100% balanced, all the errors were entry errors, nothing malicious, Michele spent 2 days learning QuickBooks online, and says she has learned a lot of things and has many pages of notes. I know you don't have everything tonight to approve financials as I just finished them about 30 minutes ago so it will be tomorrow at minimum that you get the financials. I am sorry but they just were not ready. You will receive all checking accounts for November, December, January, Budget vs Actual for Nov and Dec 2024 and Jan 25. Aging report for Jan 25. If you want December aging report, I will send it out, all said they did not need Dec. P&L can be sent if you need them, just let Carol or Michele know.

Tonya makes a motion to hold off approving financials until they have all been sent out and approve in email once everyone has time to review them. 2nd by Christine Wall. All ayes. Zero Nays.

REPORT OF THE PARK MANAGER

Michele did speak with Jake prior to the meeting. Michele or Carol touches base with Jake most days, Gate at block 5 was down yesterday, so Michele called him. Jake said that when it rains at times the roof leaks and drips into the breaker box. Then the box has to dry out and the gate goes on battery back up and only has so long to stay on battery backup before the battery dies. So, if it is over the weekend then sometimes it has to be resent. He is going to get the roof fixed and may have to look at replacing the breaker in the box. He is going to look at that and get back to me this week. Yancy said if he is going to replace the roof with tin then let him know as he has several bags of the screws needed at his camper and he will get them to Jake. He is going to have to let this weather pass so he can get up there and get to work on it.

Jake also sent Michele the report and photos from Steve Blansett on the water tank, Michele will print those photos and place in the files. Steve told Jake he did not see problems and he is sending all the information in to ADH to have our deficiency lifted. But for Steve the tank passed inspection and we just need to wait to hear from ADH. Tank inspection should be good for 3-5 years. ADH will give that recommendation in their letter we receive. Steve did have a couple suggestions for Jake and Jake is going to take care of that as well. There is moss growing on the

tank that needs to be removed and told Jake a chemical to use for that and how to clean it. Also, there is some brush and overlying trees over the tank or close to the tank that needs cleared away. Jake will take care of this when the weather turns a bit nicer.

We also got a letter from the State about water turn on that I will get sent to Steve. Michele filed it in the filing cabinet. It pertains to testing the water when he turns the water on and it has to be tested twice over the first 24 hours it is turned on.

Jake also said the utility companies are in the park trimming trees for bright speed. This is for aerial internet in the park. He has tried to field as many questions pertaining to that as he can. He is getting calls about the workers in the park. They will be there for a couple weeks.

Jake has also built a separate room in the shop that locks. It is for all the supplies for the park that we have ordered. He is the only one with a key so all workers will need to go through Jake to get supplies. Michele will be working on an inventory list to help keep track of use. So now there are 2 locking rooms inside the maintenance shop. 1 for supplies and 1 for tools.

Jake has also worked on the inventory list for tools. He is not quite finished but will bring it to me and Michele will get it typed up and sent to the board so they know what is on hand. Jake will go through supplies monthly to keep accurate counts and make sure we have things on hand to keep the park running smoothly. This will help keep track of waste.

Jake has completed the evaluations for Jayden and Ayden and has approved them getting raises as the board sees fit to give.

Tonya asks a question about Jake asking for another advance. Michele says that has to be talked about in executive. Tonya says its on the finances so can be talked about here. Michele says that Carol and her would like to talk to the board about this in an executive meeting because this is not the place to hash that out.

Tonya makes a motion that all board members are consulted before advances are given. Tonya states we need to decide as a group if they should get advances. Michele states that she believes the executive meeting will resolve this issue. Beth states she knows it will.

Beth states that she wants to let everyone know that Jake spoke to her about the Honey Hole Island. They want to clean up the island and maybe put a picnic table over there so people can go over there on the island and have more space. It would give more space as well as a spot for canoers to take a break. Michele states that she received a call from Cody Clayton and he has 3 picnic tables that he would like to donate. These are the wired type picnic tables and 1 vis handicap accessible. The other 2 are a bit smaller. He would like to see that the 2 smaller tables be placed at the playground areas. One in each area. He did ask if the guys would help unload. He didn't specify where the handicap one be placed but maybe that would be good at the Honey Hole. Danny states he agrees with the island getting cleaned up but he is concerned tables would wash away in the flood. Beth states that they will pull them off the island and store them in off season. Just have them out during the summer so they can be utilized. Danny concerned about floods in May. They won't go out until after flood area. Tonya says that we can't say the area is ours and we need to be open to others going by to stop. All board members agreed it would be open for the public to stop there as well.

Yancy asked if Jake needed anything for the tractor. Jake has not said anything at this time. Jake did do an oil change in December or January. He did buy the stuff needed. Yancy said he would make sure he brought the items needed for the next oil change and have them in the park on hand so the park didn't have to purchase them.

Beth asked about the gaskets. They did come in and have been given to Jake and they fit. Jake will get the pump up and running before water turn on

OLD BUSINESS

ACCEPTING 2026 PAYMENTS

Carol states that we have already talked about getting a separate account to keep future payments separate.

Carol makes a motion to accept payments for 2026 (and future years) and put it in a separate account, then in January of each year that money would get moved into the main account. The account would be so money wouldn't get spent in the current year. 2nd by Danny.

Tonya asks if anyone talked to the accountant. Carol has talked to the accountant and it is whatever the park decides to do. A separate account can be set up called future dues and it be deposited into and at the beginning of the following year that money can be transferred over into the main account to start the year. To add a sub account is fine but then the money still shows in the main account and the POA believes we have money that is actually slated for 2026. Carol states yes, the POA would see what is in this account as well. It will show deposits only until the time of transfer in January. This money would not be able to be touched during the previous year and because it would be in a specific account then hopefully the POA would understand that. The POA would receive this information monthly in the financials just like the other checking accounts. Tonya's question is that it has to be matched up in quick books. It will show in quick books. Tonya asks if we have any 2026 payments right now, and asks how much it is. Carol says she doesn't know the total and asks Michele. Michele states she doesn't know the total at this time, but there are 3 members that are paying 2026 already and 1 pays \$65 per month, 1 pays \$70 per month and 1 pays \$80 per month, so currently it is not a big part of our total amount, but this is something that multiple members have asked about. Carol says that before we allow others to make payments and announce it we would like to put it in a separate account so that there are less error pathways. There are enough 2026 payments at this time to actually open an account and POA members would be able to make payments for next year and that may help them out so not to have to pay all at once. Beth states the sooner we get an account the sooner we can move the money. Michele states do we have a vote. All ayes. Zero Nays. Michele and Carol will get an account open after having Patty help figure the best way to put it in Quick Books.

LAWSUIT

Beth states that we have an update from insurance. We have 1 that is still in litigation. Michele states she would like to know who is still in litigation because online it is showing that the case is closed. That is separate from the insurance. That is for the criminal. This is an insurance claim. Beth has also tried to contact the previous lawyer to get a closure letter. Charles asked about the lawsuit and Beth explained about it. Beth states that the \$6000 retainer was used, Tonya asked how we know, Beth states that they went to court several times. Beth has asked for a closure letter. Insurance is saying

it could go on 3-4 more months. Beth has been contacting insurance every few weeks. Insurance will not give Beth any of the details, but several new questions were raised so they are all being looked at now. Beth will continue to monitor this. Tonya asks will the park be out any more money, Beth states no we paid our deductible and this is all insurance now. Michele asks can we post the criminal case closed but there is still an insurance claim open. Julie has asked about the retainer and Beth states that she is trying to get a finalized bill but they have not answered. Beth is having to leave messages, and she is having to leave messages every time she calls. A statement of our account would also be great. Michele states she can email our current lawyer to see if he can help. Everyone agreed to this. Once Michele has a reply, she will forward it on to the board.

WELL

Yancy has called a company out of Mammoth Spring. Looking at putting a well up by where the tanks are now will run \$150k-200k. We have about 2 acres up there. We have to get in touch with the states so they can come in and tell us what size well we would need and all the stuff needed to get approval on the location. Once we have that information, we can call the well driller back and present it to the POA. We would have to take out a loan and finance it, but the money we currently pay to Hardy water would make the monthly payments for the well. Michele did email Rachael at ADEQ to see if she could help figure out who we have to speak with at the state and we will get that information back to Yancy so he can speak with them.

DYLAN JOHNSON 055-05 CAMPER ISSUE RESOLVED

Michele states that she knows this was sent out to the board but wanted to enter it into the minutes for board. This pertains to the camper that Jake and the guys were accused of imploding the black tank. Dylan did bring it back to the park for it to be checked and Joe Niswander (Joe's RV) requested it be brought to him in Jonesboro at the shop as he just didn't have time to get to the park. Dylan did come and get it and took it back to Jonesboro. Joe took down the underpinning and got the camera out. It was a defect in the tank that had nothing to do with the park, they guys did nothing wrong. the tank itself was not imploded. It was a defect around a joint in the tank and Joe helped Dylan with insurance paperwork. Joe said he made sure Dylan understood that it was not anything to do with pumping at the park and said Dylan understood that. So, this matter is closed at this time. Everyone has an email for this to read. Michele did ask Joe if there was a charge for this and Joe said no charge to the park. I have put copies of everything in the folder for Dylan's lot.

REVIEW INFORMATION

2023 Compilation. We received a letter from Patty. She sent us the results of her compilation and the analysis of the financial data. Michele will email that out to everyone. Carol read the email we received:

Number one, she said. Your QuickBooks. Financials are reconciled to your tax returns number 2. The income and expenses are consistent from year to year, other than expected differences, a decrease in revenues from 2022, and 2023 as compared to 2020 and 2021. Increase and decrease in expenses. Fuel costs have tripled since 2020. Electric gate costs. Utilities were down \$16k from 2022 and payroll was down \$3000 from 2022. Major improvements which help to keep resale values stable included a bathhouse rebuild and a new tractor purchases as well as the culvert project. Assets sold. 3. Analysis of the income accounts and

expenses. Accounts are fairly stated. Number 4. There are no unusual adjusting journey entries. 3. Analysis of the income accounts and expenses. Accounts are fairly stated. Number 4. There are no unusual adjusting journey entries number 5. All write-offs and adjustments are normal operations. Number 6. All bank accounts are properly reconciled. All deposits on the bank statements are in QuickBooks. All withdrawals are recorded.

Number 7. Although embelement and fraud are difficult to find. I reviewed many of the invoices and payment files, owners, records, payroll reports, cash deposits, bank statements, all of which are correctly stated.

Number 8. The books and records appear to be in good condition, and your organization appears well, run financially.

Tonya asked if Carol read where revenue was down. There was discussion and Tonya says this doesn't sound right. Beth says give Patty a call. Tonya states that she is not happy to seek out a compilation instead of doing a review. Michele states she believes the POA voted to change it. Tonya states she has been to every single meeting and that this wasn't changed and that Mandy made the motion that we put \$1000 up for a 2023 review and \$6k for an audit of 2024. September meeting. Michele said yes but before that there was a motion for the compilation while Deb Myers was on the board. Beth says pull those minutes and look at them but if that's the case that is why it was done that way. If you have questions on the compilation then call Miss Patty and she will be happy to talk to you about it. Tonya also says they (meaning POA) need to read the contract that was made with Patty so they know what she was asked to do and so they understand. The contract is available in the office for anyone to come look at. There was more back and forth discussion with Beth and Tonya about the compilation/review. Yancy states we just need to make it available in the office and anyone can come look at it. Chris states agree. Tonya states it needs to be posted. Yancy states trying to save Michele a little work, Beth and Chris agreed. Michele states she will eventually get it posted but it is not the top priority right now.

Tonya states that she wants to talk about the audit. She has spoken with several different auditors (about 15 of them) only a couple are interested in doing an audit for us. Up to \$20k price range. Several suggested that we consider an AUP, they felt we weren't ready for an audit, that if they found errors it would increase the price. For other HOA/POA they do AUP. Agreed upon procedures. Just in general, they suggested the AUP instead of an audit. The board/POA would come up with a list of exactly what we wanted checked in our records. Like x amount X, number of invoices checked to make sure that those matched up to everything, we give them the list, then they check the list. Why, it is cheaper or less than the audit would be because they're not issuing an opinion. and it's got to do with when they issue an opinion. They really are legally bound by that. If something were to come up for the year that they check. If something in the future came up, they are legally responsible if they didn't find it, and they've issued an opinion. And then something happens in those records for that year. That is why it is so expensive. With AUP they are not bound as they are just checking exactly what we asked them to check and they report back on

exactly what they found. There were questions on how to choose invoices, receipts etc. Tonya said we would give a number for them to check. This would be \$7k-\$10k (about \$150) an hour was the going rate. They would come to the park and pull things from 2024 to look at. They would give a list start with this and go through this; they have to have access to all of this. Beth asked if they would sit with Patty as she is our accountant, Tonya said she believes they would come to the office. Charles asks what is our budget and for how many years. Tonya states we have enough carried over to cover any extra money needed for this. Michele asks if do we not have to take this to POA? Tonya agreed we did. Tonya also brings the thoughts of doing like a HOA management company. The company would do all our books this may help hiring someone for the office. Michele asked how they would handle cash payments. Tonya states that they suggested we go cashless due to lack of internal controls. Beth states there is no way we can segregate duties we just are not big enough to do that. So, we are limited on internal control measures. The accountant did say we needed to consider stopping cash payments, and going to credit and debit payments and maybe alternatives. Tonya wants to know what cash payments we had come through in 2024, Michele says for 2025 we have probably had upwards of 100 people pay in cash. Tonya states that with the secretary we won't be able to control that. Michele states that Carol will be doing deposits. We have a lot of cash people, we have people that don't use checks, or cards. Tonya agrees that this may not make some people happy, but she would like to look into alternative payments. There are folks that pay certain ways so they don't have to pay the fees. Beth states she understands but she also knows that if she has the option to pay with cash or pay a fee she will pay with cash every time. We charge 3% to pay with credit card and 1% with bank. Tonya states that previously to Michele and Carol being in the office the office person would not always write a receipt when cash was brought in. This would be in the SOP for new persons. Tonya will look into the costs so we can have the information to consider. Tonya would also like to know what our office person made. Michele states that she doesn't have that figure but it was \$16 for 30 hours per week. But new office person may have decreased hours. But we need to realize that we will need someone in the office at minimum Friday, Saturday. The office person will need to learn key cards, deed information, registrations, assessment payments, fine payments, minimal QB information. They won't be doing reports and things like that.

ROPES FOR POOLS

Michele asks did everyone look at the links she sent, there were 2. So, 1 is a flat plate with an eye hook. This goes on each side of the pool and the rope attaches to those. Then Chris sent something that firemen use for their equipment. It's a clamp type thing with a pin that the rope would attach to. We would use the existing eye hooks the weight on the rope would pull the pin and release the rope. Yancy states that he would choose the 2nd one and with the age of the pool he feels the concrete wouldn't hold the weight and we would have a hole and a mess. He and Charles agree that the breakaway would be better. Beth asks can a person pull the pin out, sure. But it is not any different from just unhooking the rope. Yancy says save the concrete and use the breakaway clamps and if they continue to pull the pins close the pools. Charles says more cameras, and see if we can catch who does it. Not fair to close the pools for everyone for a few.

Yancy talks about the closing of the pool. At least if it's a pin then we can hook it back up and not close the pools. Tonya says its not the actual rope breaking. Yancy states no they are pulling the eye hooks out of the concrete. The anchors are pulling out of the concrete. It loosens the eyebolt from making the hole bigger and just wallers a hole and then pools have to be shut down to patch the concrete. Beth says the breakaways would be better. Michele found some heavy-duty sailboat clips just like Chris sent and they are like \$25 a set. Danny makes a motion to purchase the breakaway clips. 2nd by Charles. Order 2 sets for each pool. All voted in favor. Michele will get these ordered. Tonya asks who closes the pools. Beth and Michele have talked about this and Jake will be getting all board member's key. We will put a calendar out for everyone to sign up for weekends. Beth wants 2-man integrity. Board member and spouse will be fine. Danny says that security can go with a board member as well. Jake may be able to close them but we would have to pay him to come in to do that. Danny says he always doesn't know when he will be there, each board member will be responsible for their weekend or finding someone if they are not going to be there.

PARK IMPROVEMENTS

Chris says she hasn't worked on anything pending the outcome of cost of the audit and worried we may have to use some of that money. Tonya states we should have enough in surplus to cover the audit. Chris states she will work on looking into prices for BB court in block 9. Michele brought up spike strips at the outgoing gates. There is a lot of traffic that comes in the wrong way and it messes up the sensors on the gates to the point that the gates stick open and allow everyone access to the park. She has looked into the pricing and it is about \$1500 for each and we would need 2. There are pros and cons with this. We could have signs made stating strips are in use, and they do make ones for gravel. Danny would like to vote on the spike strips, but Michele would like everyone to look at them and research and we need to involve the POA as well. Tonya would like the POA to give their input on what they would like to see out of the park improvement money and we all agreed to this. Tonya will make a poll/survey and post in the group and see if we can get any information from the POA on this. It will also be available at the Feb meeting for them to vote on paper.

There is discussion about the disc golf and getting them from the office. Michele states that a board member may have to take on the disc thing on the weekends. Michele states there is a bunch of balls in the activity stuff.

Danny would like to see the gate houses worked on. Beth says that Jake is working on that.

SECURITY PLAN

Tonya just asked if we had plans, Michele states that we are discussing cameras at the POA meeting. We do also have a couple people that may have interest in security. Michele would like to wait until April to post that job since we won't be using them till May. Michele would like everyone to jot down what they would like security to do. Tonya would like to have someone at the gates as well if we can figure that out. Things to think of: hours, 1 person vs 2 people, we still need to work on this plan. Beth wonders if POA would volunteer for the gates. Michele states it was Michele, Rob, Danny and Jeanie Myrt. Nobody else stepped up.

NEW BUSINESS

KEYS FOR BATH HOUSES AND POOLS

Beth says Michele and her have been working on that. We discussed something similar to the doors at the Dollar General. Pools cannot be locked due to emergency personal may need entry. We would have to have a way for them to get into the pool. We will have to look into that more so that the park is not held liable.

Beth states that we have people using the park for tent camping that uses the bathhouses. 1 assessment is 1 key. It would be a physical key for a doorknob. Danny mentions on using key cards. Tonya is checking on that with cell gate and they haven't got back to her yet. We will look into costs for that and if we need internet or hardline/WIFI... Key locks would be about \$300 per bath house. Key cards would be about \$400 per reader or \$800 per bathhouse plus cell gate fees. Just remember when looking into this it will be x 10 doors. Danny asks do we need to bring this to the POA and Beth says no this is for the betterment of the park. This will be a different key than the padlock for the gate.

WIFI for 2 gates and community center through bright speed would be \$89.99. so that is something to look at as well. It may decrease our cell gate as well.

ADJOURN

Motion to adjourn by Yancy. 2nd by Charles. All Ayes. Zero nays