

River Bend Park Property Owners Association, Inc.

Board Meeting

January 7, 2016

Board members present were: Trish McNatt, , Kelly Newcom, , Mitch Johnson, Steve Evans Carol Meilke, Richard Blair, Teresa Coots and Clarissa Brown.

Board Members Absent: Dave Brown

Call to order by President Kelly Newcom.

It was asked what happened with the CD. It has rolled over.

Richard Blair asked if the electricity was shut off. It has been.

Old Business:

- Water Tank: Eagle Sandblasting has been given the engineer report and will be sending a new estimate. We will be getting a second estimate in next week.
- Electric Bills: Will be sent out this week. Mailing date was postponed due to flood.
- Assessments: New year needs to be sent out as soon as possible. Since assessment payments are due February 1. A year end statement will also be sent out.
- Locks: The purchase price for locks for the boxes is \$2,600.00. Mitch Johnson moved to purchase the locks for \$2,600.00. Richard Blair seconded. All in favor.
- Winter Projects: Have stalled with the flood. The employees are starting to do the extra clean up.
- Rules/regulations Committee: Met and updated the rules and regulations. They will meet again to remove what cannot be enforced in the Dor and get it ready to vote on as soon as possible.

New Business:

- Bath House # 3: There is a Water Leak on the outside wall in the copper pipe. It has been patched and needs to be repaired. The Board was presented with 2 options. One involved digging up the concrete and the other replacing it by going over head. Richard Blair moved to authorize spending of up to \$1,500.00 to replace the copper pipe by going over head. Mitch Johnson seconded. All in favor.
- Bath House #3 Roof: Richard Blair asked if we wanted to replace the roof now. Mitch Johnson asked if we would be better off to have bids taken instead of having the employees replace it. Richard Blair stated the roof could be replaced while the Bath House was open. Bids will be taken on replacing with a metal roof.

- **Electric Wire at Main Gate:** It is too low and needs to be moved. Carol Meilke stated we needed to move the Guard Shack first. Kelly Newcom stated that we should wait until we see where the bridge replacement is going to go so we know how far we need to move it.
- **Emergency Exit Lights:** Mitch Johnson asked if they have a battery back up. They do. The signs are required by the Insurance company. Steve Evans moved that we purchase the emergency exit signs. Carol Meilke seconded. All in favor
- **Fire Extinguishers:** Mitch Johnson asked if we had a company to service the fire extinguishers. We need them at all Bath Houses, the Community Building and the shop. Jonathan will make calls.
- **Tractor:** Steve Evans looked at a Massey Ferguson tractor from Cox Implements. 1998 model for \$29,500.00 with extra cost for hydraulics up front and a bucket. Carol Meilke moved that the Park purchase the Massey Ferguson Tractor using the insurance money as down payment with enough added to make a down payment of \$20,000.00 Pending approval of Credit application. Richard Blair seconded. All in favor
- **Truck:** The park needs a truck. We will be shopping around for one. Mitch Johnson stated we needed to buy it out right.
- **Rules and Regulations:** The Rules and regulations were changed and are awaiting board approval before they can be brought to the property owners. Richard Blair moved to accept the updated rules and regulations. Steve Evans seconded. All in favor.
- **Activities:** The activities committee is requesting \$2,000.00 be placed in the budget for activities. Mitch Johnson moved to place \$2,000.00 in the activities budget. Carol Meilke seconded it. All in favor.

River Bend Park Property Owners Association, Inc.

Board Meeting

February 4, 2016

Board members present were: Trish McNatt, Dave Brown, , Mitch Johnson, Steve Evans Carol Meilke, Richard Blair, Teresa Coots and Clarissa Brown.

Board Members Absent: Kelly Newcom

Call to order by: Richard Blair

Richard Blair moved to accept Kelly Newcom's resignation from the Board. It was seconded by Steve Evans. All in Favor.

Mitch Johnson made a motion to appoint Lisa Harrel to fill the vacant Board seat. Dave Brown seconded. All in favor.

Clarissa Brown made a motion to appoint Richard Blair President and Mitch Johnson Vice President. Dave Brown seconded. All in favor.

Board Minutes presented by Clarissa Brown:

Carol Meilke moved to accept minutes. Mitch Johnson seconded. All in favor.

Old Business:

- Water Tank: Should be done by opening
- Electric Bills: Have been sent out.
- Locks: Supposed to be in next week.
- Winter Projects: Been on hold for flood clean up
- Bath House #3: Leak has been repaired. Expecting roof estimate in a couple of days.
- Electric Wire at Main Gate: Has been fixed.
- Emergency Exit Lights: Waiting for install. Mitch Johnson will help with that.
- Fire Extinguishers: 2 were recharged. Need more for rest of bath houses, community building, both gates and shop.
- Tractor: Insurance paid \$8,500.00. Need to ask question on new policy to make sure we have replacement cost. Down payment was \$12,000.00. Discussion on increasing the down payment amount. Dave Brown moved to increase the down payment by \$4,500.00. Steve Evans seconded. All in favor.
- Truck: We are continuing to look.
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New Business:

- Meetings: Change Board meetings to the first Saturday of the month in the park. Postpone POA meeting until after opening. Third Saturday of March.
- Pools: Jonathan will get estimates from the company working on the tanks to sand blast the pools. And the lighting still needs to be fixed.
- Activities: The activities committee would like to use the donated 5 wheel frame and build a stage. Mitch Johnson asked if we could get cost estimates. Dave Brown will check into it.
- Dumpster: Get one before opening for debris removal.
- Gravel: Waiting until after we get tractor and see how much we need and where.
- Cameras: Have not heard from the committee. Jonathan suggested getting a camera from Sam's. Carol Miellike moved to purchase one camera for gate to see how they work. Steve Evans seconded. All in favor.
- Block signs: Look for cost of metal ones
- Electric: Trish McNatt asked if Jonathan was getting negative feedback on property owners having to back electric before services. Not really. Carol Meilke stated the electric bills needed to go out on time.
- Office Hours: Need to be posted everywhere.
- Facebook: Need to find out who are not property owners and remove them. Need to be used for information purposes. Dave Brown moved to let Jonathan control what was posted on the facebook page. Clarissa Brown seconded. All in favor.

Dave Brown moved to adjourn. Steve Evans seconded. All in favor

Adjourned.

River Bend Park Property Owners Association, Inc.

Board Meeting

March 3, 2016

Board members present were: Trish McNatt, , Mitch Johnson, Steve Evans Carol Meilke, Richard Blair, and Clarissa Brown.

Board Members Absent: Dave Brown and Teresa Coots

Call to order by: Richard Blair

Board Minutes presented by Clarissa Brown:

Mitch Johnson moved to accept minutes. Carol Meilke seconded. All in favor.

The finance committee gave a report on the findings of their audit and gave the Board a list of recommendations for improvement.

Old Business:

- Water Tank: Done but the interior paint requires 21 days to cure. Then 2 days for samples and then flushing the system. Looks like it will be April 1. The information will be posted on facebook and website about the situation.
- Electric Bills: We have boxes that need to be replaced and wiring may be a problem.
- Locks: Are being put on now. Those already paid will not be locked and as people pay they will be unlocked.
- Bath House #3: Men's side has been completed.
- Tractor: Working well and being used
- Truck: We are continuing to look.
- Pools: Waiting on estimate to sand blast. Discussed concrete patch for pools before caulking.
- Cameras: A new set installed but need to be tested for night viewing.
- Block signs: Will be discussed next meeting
- Gravel: Waiting until after the flood cleanup. Try to get estimates.

New Business:

- Office Hours: Wednesday 9-5 in park, Thursday 9-5 in park, Friday 1-6 in park, Saturday 9-5 in office, Sunday 2 -6 in office
- Ice Machine: Get 2 machines and have a large one at the gate.

Adjourned.

River Bend Park Board Minutes

April 2 ,2016

Board Members Present: Trish McNatt, Carol Meilke, Mitch Johnson, Richard Blair, Clarissa Brown, Dave Brown, Teresa Coots, Steve Evans and Lisa Harrell.

Call to Order by Richard Blair

Minutes presented by Clarissa Brown

Mitch Johnson moved to approve. Carol Meilke seconded. All in favor

Old Business:

Water tanks are done. Waiting on site samples. First samples were good.

Office Hours are set and posted.

New Business:

Pool: We will be getting bids on swimming pools.

Dave Brown asked about speed limit signs. Trying to get them mounted on something to make them sturdier.

Dave Brown asked about the 2 little white trucks are we keeping them or selling them. Going to get the van fixed. Had an offer to buy one of the white trucks. Offered 2,000.00. Counter with 3,500.00 and settle for 3,000.00. Ffa having auction next Saturday for possibly getting rid of equipment we no longer need. Jonathan will call about auction. DaveBrown moved to selling white truck to Lynn Dail for 3,000.00 Lisa Harrell seconded. all in favor

Clutch in pumper trump is going out and need to be fixed. Going to check and find someone who can do the work.

Mitch Johnson stated we need to fix the fence at the play ground. People are making a road through it again.

Make sure everyone follow the rules. You have to have a camper on the lots. Mitch Johnson stated we changed the rules and regulations to cover a lot and everyone needs to abide by them. Anybody not paid up gets no water and no pumping.. Got to watch for violations.

Friday pumping: Assessments don't cover 2 pumpings a week. It was stated in minutes Friday and Monday. They need to notify the office they will be there all week. So we are not pumping people who come in late in the week twice.

Jonathn stated the staff are not trying to take away services . Trying to make things more efficient.

Pumping policy will be sent out with electric bills. Lisa Harrell will write a policy up. Will email and everyone respond. Need it done before the poa meeting.

Dave Brown got 2 bids to redo the main sign with new logo. 180 or 250 per side. Carol moved that we get the main sign fixed for the bid of 180 as presented by dave Brown. Steve Evans seconded. All in favor

Sign needs to be prepped before the new signs are to be put on. It needs a border painted and scraped.

Mitch Johnson asked about sign advertising at water tank if it is on our property. If it is it needs to be removed.

Letters on the water tower. Lisa will look in to it.

Mitch Johnson moved to adjourn. It was seconded by Dave Brown. All in favor

Adjourned

River Bend Park Board Minutes

May 7 ,2016

Board Members Present: Trish McNatt, Carol Meilke, Richard Blair, Clarissa Brown, Dave Brown, Steve Evans and Lisa Harrell.

Board Members Absent: Mitch Johnson and Teresa Coots

Call to Order by Richard Blair

Audit Committee reports to the Board on the first quarter audit. A report was given to the board.

Richard Blair asked how we had more petty cash. It is a cash drawer and cash is placed in it for deposits.

The extra was cash that was paid and had yet to be deposited. It has now been deposited.

Richard Blair asked about ice money. More is missing that bags sold. Ice Money will be deposited and ear marked for playground improvements.

Dave Brown asked about records being missing.

It was stated that there could be conflicts with some committee members.

Charlotte Evans stated that Steve Evans doesn't handle to money and she doesn't see her being in conflict.

Stated that without records it's a waste of time to audit. The Board will discuss it.

Time Cards. Need to be kept up with. Steve Evans stated that its documentation needed for the hiring of new employees. Richard Blair stated that the park manager needs to sign for write ins.

Carol Meilke asked about employees being salaried.

Steve Evans stated we need to have logs of what is being done by the park.

Maintenance account needs to be checked several times. Lisa Harrell asked if it was debit card or checks. Its debit card. Lisa Harrell asked how often they reconcile the account. Jonathan stated he has mobile banking.

Clarissa Brown stated that Julie Moss had commented that the maintenance account shouldn't have been over drawn because it shouldn't have over draft.

Steve Evans moved to accept the committee report. Carol Meilke seconded. All in favor

Minutes presented by Clarissa Brown

Old Business:

Water tanks are done. Water has passed.

Pool: Dave Brown stated he thought we were paying for sand blasting. But it was actually for pressure washing. We got it for 6180.00 and it is under warranty. Dave Brown also asked why they didn't paint the liner. Richard Blair will ask if they can paint the liner. Richard Blair stated that we need to get the pools ready and get the inspectors.

Steve Evans stated he ordered 4 lights for the pools. Will need to put transformer outside of the pool. Lights should be in Wednesday.

Steve Evans said Repairing the pool would entail breaking up the concrete and replace the pipe underneath. We need to get that fixed. Can be done with water going in. We will start getting the pool fixed and have it done before its opened.

The lights have been a safety issue and we this will resolve it.

Lisa Harrell moved to get the lights and have them put in the pools. Trish McNatt seconded. All in favor

Clutch in pumper truck is going out and need to be fixed. Going to check and find someone who can do the work. It was made high priority.

Fence in playground is put back up. Speed limit signs are going up. Block signs need to go up. Preferably before memorial day weekend.

Sign at main road is complete. Nobody has heard from Howard about when he will finish his part of the sign.

New Business:

New Lights were put up at guard shack. They are set on timers so they will come on at night. And they are not motion sensors. We need them for the guard shack in 9 and Dave stated we need some at the bath house for the stage.

Steve Evans asked how much gravel has been brought in. Bring in gravel to fill up holes and will be ordered as needed.

The newsletter has not been sent out. It is outdated when it gets out. Try to get property owners who want things by email to get signed up.

Mowing is being done. Lisa Harrell asked about order of priority. Dump field and bath houses.

Password protection for website. Need a new password every year.

Carol Meilke moved to sell the keliper for 800.00 and it will go back into the equipment account. It was seconded by Lisa Harrell. All in favor.

Brush piles in block 8 and block 6. Getting a lot of complaints and needs to be burnt.

Dave Brown talked about setting up an emergency committee. So we could have people trained to help in case of emergency while waiting on emergency responders. Richard Blair said we need to have more details on what is wanted and needed. Need Gates marked clearly so emergency personnel know where they are going.

Jared asked about keeping 3 people on the pumper truck. Its left up to Jared.

Dave Moved to adjourn Trish McNatt seconded all in favor

Adjourned

River Bend Park Board Minutes

June 4 ,2016

Board Members Present: Trish McNatt, Carol Meilke, Richard Blair, Clarissa Brown, Dave Brown, Steve Evans , Mitch Johnson and Lisa Harrell.

Board Members Absent: Teresa Coots

Call to Order by Richard Blair

Minutes presented by Clarissa Brown

Mitch Johnson moved to accept. Seconded by Carol Mielke . All in favor

Treasurers report presented by Clarissa Brown

Mitch Johnson made a motion to accept. It was seconded by Dave Brown

Justin Taylor of Sporting Equipment Committee made a presentation to the Board.

Richard Blair appointed Charlotte Evans, Justin Taylor, David Barnes, Steve Evans to for the sporting equipment committee. Mitch Johnson moved to accept and Lisa second. All in favor

Report from the Sporting equipment committee. Submitted report for the boards approval.

Mitch Johnson moved to accept the sporting equipment committee's proposal. It was seconded by Clarissa Brown. All in favor.

Trish McNatt asked about the equipment and checking it in and out. Committee will handle that on weekends and Jonathan will help during the week.

What about possibility of foul balls hitting a car on the road, would the park be responsible.

Old Business:

Pools: Everything has passed. At the end of season we have issues to deal with then.

State inspectors came out to inspect. He stated that the complaint went around his office to the governors office and then he was pressured to come down on Saturday. He was fine with the work that is being done. Maintenance can change plugs, breakers and put in meters.

Emergency lights are going up in the bath houses.

Clutch in pumper trump is going out and need to be fixed. Going to check and find someone who can do the work.

New Business:

Steve Evans stated we need to rent or buy an excavator. Back hoe on the tractor about 10 k but those that have used it don't care for it. We need to look into renting one. To work and fix the drains. Some drains will cross some privately owned lots. We need to find out who and where we are going to need to dig. Perforated pipe is laid in block 2 and needs to be replaced.

We need quotes for work done on drainage. Possible we could hire it out cheaper than we can do it ourselves.

Dave Brown stated we need paper work on pets that are in the park. Copy of shot records be on file in the office.

George Masters has offered the park 500 cash for lot 168-9 The park has a set price at 1000 a lot. Offer declined.

Jonathan is bringing an issue before the board for a property owner. They own a lot that is off of a secondary road that is no longer defined. They need to rebuild the roads and get them reopened to property owners. We will build up roads to the property owners who are in the park.

Steve Evans stated we need more pool lights. We need new lights at the bath houses.

Carol Mielke stated that the light at the playground parking lot is not working. Also that they need to have one at the playground where the equipment is. We will call entergy.

Steve EVans stated that when we have concerts we need to have security. We had an incident that involved guest last weekend.

Mitch Johnson made a motion to adjourn. It was seconded by Dave Brown. All in favor

Adjourned

River Bend Park Board Minutes

July 2 ,2016

Board Members Present: Trish McNatt, Carol Meilke, Richard Blair, Clarissa Brown, Dave Brown, Steve Evans , and Lisa Harrell.

Board Members Absent: Teresa Coots and Mitch Johnson

Call to Order by Richard Blair

Minutes presented by Clarissa Brown

Dave Brown moved to accept and it was seconded by Steve Evans . All in favor

Treasurers report presented by Clarissa Brown

Carol Meilke moved to approve Maintenance account treasurer report Lisa Harrell seconded. All in favor

Election: Need to have names of candidates 45 days before election to give to the chairman of the Election Committee. Notice posted at community building , bath houses and gates. List and Bios available in office.

Appointments are a yes or no vote. Lee Watson is chairman of Election Committee. We will ask for a policy on election.

Motion that we will have a general election on Sept 3, 2016 and Lee Watson will be the Election Committee Chairperson. That all Bios need to be turned by July 20. Dave Brown and Lisa Harrell. All in favor.

Old Business:

Clutch on Pumper truck. We are still waiting. Van is still waiting.

Trish McNatt had a request from Rita Moreland. At the next auction 2 river lots are going to be auctioned. That the park buy the lots for river access. There is no parking. The Board will not pursue the issue. The Board is looking at options.

Steve Evans: Drainage. We are still waiting on estimates. Do we need to redo block 6. Get bids for all 3.

Block 4 lot 59. Need gravel in the middle . We have campers on roads that haven't had gravel since before the flood. We will start getting to the ones that have campers first.

Remind POA that the roads are Poa property.

Caution and watch for oncoming traffic at trussel. 3 signs will be made to place on both sides..

Dave Brown made a proposal to the Board that the activities committee do a raffle to start a building fund for a new community building.

Clarissa Brown moved to accept the activities committee starting a fundraiser for a new community building. Carol Meilke seconded. All in favor. Dave Brown abstained

County has no ordinance on stray dogs.

Discussion on employees logs. And whether or not we need to hire another employee.

Locks and Keys: We are having severe gate issues with the locks. We need to look into changing locks. A non-duplicated key. 800 keys and locks 4000 price tag.

Carol Meilke moved to change the locks on the gates. Lisa Harrell seconded. All in favor

A discussion was had about the pumper truck and holding tanks. We are researching and have not come to a decision.

Carol Meilke moved to adjourn. Steve Evans seconded. All in favor

Adjourned

River Bend Park Board Meeting

August 6, 2016

Members Present: Clarissa Brown, Mitch Johnson, , Carol Meilke, Trish McNatt, Steve Evans, Teresa Coots, Dave Brown and Lisa Harrell

Members Absent: Richard Blair

Call to Order: Mitch Johnson

Minutes presented by Clarissa Brown

Dave brown moved to accept. Lisa Harrell seconded. All in favor

David Barnes would like to address the board.

Old Business:

- Van and Pumper truck: Jared stopped by they have not done anything. Clarissa Brown suggested just taking it to Jonesboro to get it repaired. Randy Slaughter has a shop and is willing to work on it. We will put it on a trailer and Steve will take it. Steve Evans suggests we wait till the end of the season before we take in the pumper truck.. Board members will be looking for a pumper truck. Need list of lots sold that was ear marked for this purchase.
- Drainage: Lisa Harrell and Clarissa Brown met with Brad Cline. He will talk to his engineer about giving a price to do a top over the areas and see what size a pipe and where it is actually needed and the he will come up with a plan. Steve Evans asked about getting a permit to drain in the river. Yes we will have to get one. .
- Signs for Trussle: They have been delivered along with gate signs that say please close and lock gates. Electric company is leaving the gates open. People are just posting on facebook instead of calling anyone.
- Locks and keys: Harvey Carter has everything on order and started cutting keys. We are on schedule for labot day weekend. We will swap out 2 keys at the office. Mitch Johnson suggested a form to keep up with who has a key. So we can keep up with how many. Send out a notice for the key exchange. Any extra keys wait until next season. Limit 2 keys per lot.

New Business:

- David Barnes spoke to the board about the new community building. The board was approached and a plan had been devised to fund it without use of park money. In light of what has been taking place the project has met with some resistance. The activities committee was trying to set up activities to fund the buildings. The activities committee decided to regroup and continue this years activities and start fresh next year. Using the money they raised to have plans made up and proceed next year with fund raising

for the building. Mitch Johnson stated that the activities committee has done more this season than in the past few years. Security needs to come out of assessments. The committee is doing a great job.

- Fencing: What kind of fence we want and where the county property ends. Privacy fence would be hard to drive through and then can't see through it. Can our maintenance staff take care of it or will we need outside maintenance. Get pricing per foot on various kinds of fencing. Where are we going to put it. Lisa Harrell work on getting prices. What about electric right away. Creek isn't real accessible but need to check. Need to measure how many feet we are talking about in 8 and 9.
- Security: Would need to know what hours we would need them. Fence was broken about 5 am on a Monday morning. The thieves have not been caught yet. Can't secure the river. One person isn't going to be able to secure everything.
- Pool: Lisa Harrell asked health department and insurance have no problems with keeping the pools open 24 hours. Having after 10 as adult time. Mitch Johnson stated we need to take this to the property owners. We will table it for the moment. Adult time for the pools. The appointment needs to be set up for when the pools are closed to have it scoped. Steve Evans stated if we don't do something we will be having serious problems. Part of deck buckling and wall started to settle. Lights for bath house 5 on outside.
- Meet the candidates:: The August POA meeting and the morning of the election. Board meeting after the election results.4:30
- Playground: Lisa Harrell stated she was not aware that concrete was exposed at the slides. The employees put sand underneath the slide. Some maintenance is needed. May need to use pea gravel to hold for regular rain or the rubber filler.
- Under the tressle: Can we fill the hole that has been washed out. Keep a check on the pipe to make sure its not blocked. Eventually we will have to fix the slab.
- Burned Tractor: Insurance has left it for us. We need to call someone to have it hold off.
- Street Light: Need to call entergy about the lights not put in or working.
- What are we going to do about the lot Howard Baswell has offered to sell the park for \$5,000.00. Carol meilke stated in light of what has been happening we need to concentrate on security and wait on river access. Teresa Coots suggested that we make payments on the lot.
- ADEQ Permit: States the possible that we need to have all campers would need to be removed during the winter. We need clarification on the ADEQ permit. Julie Moss let us look at a letter and will make copies for us that the use of blue boys is prohibited in river bend park. Mr Malone handed the board a complaint that was issued to adeq last fall or winter. We will be making copies of. We need to make amendments to the permit and start the processing.
- Staff has turned in the maintenance logs.

Motion to adjourn. Was made by Dave Brown and seconded by Carol Meilki

River Bend Park Annual Election

September 03 ,2016

Members Present: Clarissa Brown, Trish McNatt, Teresa Coots, Dave Brown, Richard Blair and Steve Evans

Members Absent: Mitch Johnson

Call to Order: Richard Blair

Welcome to the POA Election. Meet the Candidates.

The candidates were asked to speak to the membership.

The meeting was turned over to the Election Committee Chairman Lee Watson.

The instructions for voting were given .

Board Recessed until the results were in.

Board reconvened.

Results:

Clarissa Brown 67

Dave Brown 64

Troy Douglas 48

David Barnes 48

Rick Rasdon 45

Marcia Field 15

Lisa Harrell 81 yes and 22 no

A run off election has been set for September 17,2016.

Richard Blair made a motion to adjourn. It was seconded by Lisa Harrell.

Adjourned

River Bend Park Run Off Election

September 17 ,2016

Members Present: Clarissa Brown, Teresa Coots, Troy Douglas, Lisa Harrell and Steve Evans

Members Absent:, Mitch Johnson, Richard Blair, Trish McNatt and Dave Brown

The meeting was turned over to the Election Committee Chairman Lee Watson.

The instructions for voting were given .

Board Recessed until the results were in.

Board reconvened.

Call to order by Steve Evans

Results:

Troy Douglas 54

David Barnes 25

Welcome to the Board of Directors Troy Douglas

Clarissa Brown nominated Dave Brown for President of the Board of Directors.

All in favor

After discussion the offices of secretary / treasurer was separated.

Steve Evans nominated Lisa Harrell for Secretary

All in favor

Steve Evans nominated Clarissa Brown for Treasurer

All in favor

Clarissa Brown nominated Steve Evans for Vice President

All in favor

Steve Evans moved to adjourn it was seconded by Lisa Harrell. All in favor

Adjourned.

RIVER BEND PARK BOARD MEETING

October 1, 2016

Members Present: Dave Brown, Steve Evans, Clarissa Brown, Lisa Harrell, Troy Douglas, Trish McNatt, Teresa Coots, Richard Blair, Mitch Johnson

Call to Order: Dave Brown

Dave welcomed Troy Douglas as new member of the board. He thanked Richard Blair and Mitch Johnson for their past year as President and Vice President.

Gary Gartman, property owner, addressed the board about personal concerns and opinions he had about park.

August Board Minutes presented by Lisa Harrell. Richard Blair moved to accept. Steve Evans seconded. All in favor.

September 17th Run-Off Election Minutes presented by Lisa Harrell. Clarissa Brown moved to accept. Lisa Harrell seconded. All in favor.

Board Meeting Agenda presented by Lisa Harrell. Richard Blair moved to accept. Clarissa Brown seconded. All in favor.

Clarissa presented a rough draft financial report for review. Board discussion.

Old Business:

- Pumper Truck – Jonathan to see what it will take to get it licensed so it can be driven to Jonesboro for repairs after park closes for season. It will be taken to Randy Slaughter for repairs.
- Key Exchange – due to number of members that have not exchanged keys, old locks will stay on at least until end of season and re-evaluate at that time. Suggest making a postcard to send out to every property owner reminding of new keys.
- Fencing – reviewed bids and decided the best option was wood posts with black pipe fencing. Decided some revisions need to be made on bid and have Moss send a revised bid. Discussed doing the fences in stages instead of all at once. Jonathon is working on getting in writing where the county easement is. We will have to check with each property owner if the fence will be on the edge of their property. Can't start any fencing until the property lines are clarified.
- ADEQ permit – need to dig up caps for septic system inspection. King Johns will do inspection. Jared will check with someone to bring in backhoe. Mitch will check with B&B and see if they can dig it and also inspect it.
- Drainage – Richard Blair moved to accept Erosion Control bid for completing a topo and drainage proposal for drainage issues in block 2 and block 7. Clarissa Brown seconded. All in favor.
- Pool Repairs – Block 9 pool. Discussed busting up concrete all around the pool and repairing the plumbing. Getting bids from concrete companies to bust it up and pour it back after plumbing is fixed.
- Electrical Repairs – Block 10, block 7, block 4 all have lines that need replaced from junction box to lots. They have temporary lines hooked up now. Check into having someone come and dig the trench for lines. Teresa going to ask Toby for a bid for coming in and digging the trenches for lines. Going to see if one company can do the backhoe work for all the projects that requiring digging.

New Business:

- Park Closing – Mitch Johnson made the motion to have December 5, 2016 as the park closing date. Richard Blair seconded. All in favor.
- Discussed hiring a temp for Gerald while he is off due to injury. Jonathan going to see who he can find.
- Electric at main gate. Steve going to call the electrician, Robert Hartgraves, to get it hooked back up by Tuesday.
- Bath house #3 - Needs new roof before remodeling the inside. Outside needs painting for insurance purpose – have to get bids for new roof.
- Community Building – Needs painting and some siding repair for insurance purpose.
- Jerad is going to email a list of winter projects/repair he has.
- Discussed a new accountant, Debbie Smith, for getting quickbooks fixed the way the park needs it. Her husband just passed away so we are giving her a little time before we call her for a meeting to get a price for her services.
- Board decided to get internet hardwired to the office. It is going to be cheaper than the internet we have now and unlimited data. Jonathan is to get this ordered. He is going to check on how much it would cost to get guard shacks connected also.
- Jared is calling to get the tractor serviced this week.
- Jonathan stated we only have one mower that works at this time. He presented a flyer about a mower/tractor he would like to get demonstrated at the park. It was stated we need a price on them before they come for demo. This company is out of Memphis. Concerned about where it would be serviced. Going to get Cox to give us bids on equipment also.

Motion to adjourn was made by Richard Blair and seconded by Mitch Johnson.

RIVER BEND PARK BOARD MEETING

November 5, 2016

Members Present: Dave Brown, Clarissa Brown, Lisa Harrell, Troy Douglas, Trish McNatt, Richard Blair

Members Absent: Steve Evans, Mitch Johnson, Teresa Coots

Call to Order: Dave Brown

Board Meeting Agenda presented by Lisa Harrell. Richard Blair moved to accept. Clarissa Brown seconded. All in favor.

October Board Minutes presented by Lisa Harrell. Richard Blair moved to dismiss reading of minutes since everyone has copy. Clarissa seconded. All in favor.

Financial Report presented by Clarissa Brown. Budget report through September was presented. Several items are incorrect and will be fixed before final budget will be presented. Payroll is incorrect, accountant will fix this. Electric is incorrect because all reimbursements are not reported yet. Water is over because so many more campers this year, and pool leaks and other leaks in park. Clarissa suggest that we walk the lines to see if there is possible leaks outside the park or somewhere in the park. This needs to be done before water is shut off for season. Discussed the possibility put a tattle tail meter on the meter so we can tell if water is running when it is not supposed to. Jonathan is going to check with Hardy water to see if they will swap meter with one with a gauge on it.

Building Maintenance (Property Maintenance) way over budget. Jonathan going to check what all this was for. Possibly something put in this category that shouldn't be.

Still a lot of things not on this report. Will not post this report until everything is correct on it.

Old Business:

- Key Exchange – December 5th old locks are coming off.
- Fencing – Discussed using post that are already there in block 8 and run steel cable through it. Do not have funds to build whole new fence. Jared going to check with B&B for prices on steel cable.
- ADEQ permit – McNulty to uncover septic cover on Tuesday and King Johns do inspection. After inspection, we will set up meeting to go over rest of permit.
- Pool Repairs - Major repairs are done. Replaced every skimmer and every jet.
- Electrical Repairs – Got a bid from Toby for \$250 to dig trench for Block 7 for repairs. As we repair boxes we need to bring them up to code. Troy is going to check on prices for new boxes. The boxes we have now are no longer manufactured and we cannot get parts for them.
- Power company has found more poles that have not been read. They are suppose to get with Jonathan to find out how much \$ have not been billed.
- New CPA – Meeting with her on November 14th.
- Temporary employees we have now are Michael and Yvette to help while Gerald is off for injury.
- Discussed the committees for the new year. Still trying to find people for the audit committee.
- Priority of Projects to be completed during off season:
 1. Bathhouse 3 repainted- paint is bought going to be repainted soon. Roof repair – Richard suggested doing a patch repair instead of reroofing at this time. We will still get estimates on replacing roof. For now patching will be done so the remodeling can be done.
 2. Bathhouse 4 in block 6 needs exterior repair because of wasps, birds, squirrels, etc.
 3. Tree Trimming
 4. Install French drain around community building and repair building and paint.

- Water leak in block 2- coming Tuesday to fix it
- Pumper truck is not feasible to get it licensed. It will have to be towed to Jonesboro for repairs.
- Internet has been hardwired.
- Tractor maintenance – still trying to get in touch with them to do the maintenance. Should be done in a couple of weeks.

New Business:

- Off season meeting places for POA meeting will be in Jonesboro at Earl Bell on December 10th, E Boone Watson Community Center on January 14th and Earl Bell on February 11th. Clarissa made motion to accept meeting places. Richard 2nd. All in favor. Board meetings dates will be decided on at next meeting.
- Answers to questions from POA
 1. Did we pay income tax? – Yes
 2. Is John Huffmaster receiving unemployment? Yes, but not drawing against Riverbend. Drawing from previous employer
 3. Why is NW corner of block 9 not getting mowed? Jerad going to check with Gail Davis to find out exactly where this is.

Letter from ADH – Every 3 years Sanitary Survey, Every 5 years – inspect water system. We have to have a back up pump. Steve was going to check on getting a bid for a pump. Jonathan sending ADH the contract and invoice where we had it refurbished and see if that will work. He is also going to call our water operator, Steve, to see if he knows someone that can inspect it. ADH will not do the inspections.

Discussed committees. Need to put on facebook and website that we are needing members for Activities and Bylaw committees. Was mentioned that some committees may need “sub” committees in order to stay with current bylaw requirements of only 5 members. Was decided that the “praise and worship” committee will be a sub committee under the Activities committee. Lisa requested that the T-shirt fundraiser dollars be placed in the activities fund. Dave asked if the surplus of dollars in the Activities fund will roll over to next year – the answer is yes. Repairs for the activity room will come from General park improvement and General maintenance accounts.

Discussed questions that were sent from Charlette Evans. Questions were answered and sent reply to Charlotte.

Board decided that the last two quarters audit will be done by the CPA since it's the end of the season and start next year with the quarterly audits again.

Jonathan suggested we review Entergy bill and see if we are being reimbursed correctly for electric. May need to look into a service charge to recoup some of our expenses due to taxes, etc. Also need to look at charging late fees. May need to look into making rules for payment of electric bills.

Richard made the motion to adjourn and Troy seconded. All in favor.

RIVER BEND PARK BOARD MEETING

December 3, 2016

Members Present: Dave Brown, Steve Evans, Clarissa Brown, Lisa Harrell, Troy Douglas, Trish McNatt, Richard Blair,
Members Absent: Teresa Coots & Mitch Johnson

Call to Order: Dave Brown

Richard made the motion to move Brad Cline to top of agenda. Troy seconded. All in favor.

Brad Cline presented the board with maps of the park and turned the proposal discussion over to Carlos Wood. The options he suggested for the surface drainage issue were as follows:

1. Suggested from 12-24 inch concrete inch pipe.
2. Make a swell (ditch) along lot lines to drain water
3. Run pipe to boat ramp and drain from there (more pipe will be needed for this method)
4. Run pipe down lot lines (shorter distance of pipe – will have to get permission from lot owners for easement.)

The best option cost wise would be run 18" pipe down lot lines (with lot owners permission) We will have to find out where utilities are located before anything can be done.

Price for doing the project will be done after we decide which route the pipe will go. Carlos stated when they bid the job he will provide us in writing the specs so we can get other bids based on the same specs.

November Board Minutes presented by Lisa Harrell. Richard Blair moved to accept. Troy seconded. All in favor.

Clarissa presented a financial report for review. Board discussion.

Old Business:

- Roofing Estimate – Richard made motion to accept Roofing Estimate from Owens Roofing Company to roof Bathhouse #3. Lisa seconded
- ADEQ Permit – septic to be inspected next week.
- Pool – still waiting on the coping. Was stressed that the torn up area MUST be covered up with plastic before it rains. Jared said it would be covered up immediately. Getting pool liner was discussed. Jared getting written approval from ADH for pool liner. Pool covers are also needed. Jonathan getting prices on this.
- Fence repair discussed. Lisa made motion to buy heavy duty post hole digger from Cox. Steve seconded it.
- Clarissa made motion to purchase 20 electrical boxes. Steve seconded.
- Troy made motion to change CPA's to Debbie Smith. Steve seconded. Ballard & Ballard will finish this year payroll and Jonathan will let them know their services will no longer be needed.
- Pumper Truck –It will be taken to Randy Slaughter for repairs after park closing.
- Board meetings for winter months will be on 1st Monday of Month. January will be the 2nd. The budget will be started on during this meeting. If needed we can finish up the following Monday, the 9th so it will be completed before the POA meeting on the 14th.
- ADH water tank inspection – waiting on estimate for pump.

New Business:

Board discussed employee pay evaluations

Winter hours of staff: Jonathan 8-5 Tuesday-Saturday; Jared 8-5 Monday-Friday

Vacation time was discussed – Troy made motion to change vacation for full time employees to two weeks. Must be planned in advance and not during peak holidays. Lisa seconded. All in favor.

Raises were discussed and tabled until after new budget is finalized.

Motion to adjourn was made by Clarissa and seconded by Trish.