

RIVER BEND PARK BOARD MEETING

January 2, 2017

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

Members Absent: Troy Douglas & Mitch Johnson

Call to Order: Dave Brown

Presenting of Agenda by Lisa Harrell. Clarissa made motion to accept, Steve seconded. Discussion – Clarissa added Pump House to agenda under old business. All in favor.

December Board Minutes presented by Lisa Harrell. Richard Blair moved to accept. Steve second. All in favor.

Clarissa presented a profit and loss report. Not a financial report present due to Jonathan not being at meeting. Lisa made motion to accept profit and loss. Steve seconded. Discussion. All in favor.

Old Business:

Project Updates:

POOL – Steve calling pool contractors to get the balance we owe them and let them know we were going different route on coping. Going to try to find someone that knows what they are doing to finish it. Decided to go with all concrete for coping. Electrician is supposed to be there this week to ground it. There is a slow leak at bottom of pool that will be ok for this year. We will fix that next year.

FENCE – Cable bought and auger is being picked up this week.

SHOP & COMMUNITY BUILDING – waiting till water is turned on to pressure wash before painting.

BATH HOUSE 3 – They have started the repairs on the inside.

BATH HOUSE 2 – Clarissa has some concrete board that she will donate if they need it for some of the repairs.

PUMP REPAIR – Having trouble getting in touch with people to repair it. Going to call them again. WINWater is the company. There is another company we can call ... Keeling. Dave was going to call him.

New Business:

Charlotte addressed the board about activities committee budget. Requesting \$3000. She discussed lots of activities and plans for the upcoming year. Including block parties, concerts, cook offs, bon fires, movie night for kids while there is “adult swim” nights at pool, softball tournaments, kids crafts, teen bash, scavenger hunts, back to school bash, etc.

Richard made a motion to put \$3500 on budget for activities. Teresa seconded.

Charlotte also asked about sending out the abandoned lot letters. Clarissa made motion to mail them. Lisa seconded.

BUDGET – discussed. Waiting on corrected chart of accounts from accountant to know exactly where we stand on the budget. We need to look at things that the park is paying for that is not getting the money back from the members for...example electric...(customer charges, taxes, surcharges) Finish discussion next board meeting.

Discussed employees and pay raises. Gerald should be released from dr. this week. Discussed keeping Michael on to help with remodeling of bath house and fence. Also talked about having one of the part time employees read meters to keep Jonathon doing office work.

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

RIVER BEND PARK BOARD MEETING

February 6, 2017

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

Members Absent: Troy Douglas & Teresa Coots

Call to Order: Dave Brown

Presenting of Agenda by Lisa Harrell. Clarissa made motion to accept, Mitch seconded. All in favor.

December Board Minutes presented by Lisa Harrell. Mitch moved to accept. Clarissa second. All in favor.

Clarissa presented a financial report. Mitch made motion to accept profit and loss. Lisa seconded. Discussion. All in favor.

Old Business:

Project Updates:

POOL – Concrete to be completed this week

FENCE – Fixed the part the was broke in block 8. Look into putting some kind of fence to the creek.

SHOP & COMMUNITY BUILDING – waiting till water is turned on to pressure wash before painting.

BATH HOUSE 3 – Inside done almost done with outside, still have to paint trim, deck almost completed.

BATH HOUSE 2 – Holes can be fixed but until the leak is found the holes will return. Jared will patch the holes and try to find the leak next winter.

BATH HOUSE 4 – Fixed holes. Needs painting

BATH HOUSE 5 - Needs holes fixed and painting

DRAIN – Jonathon is to call Brad and get the proposal so we can get bids for repair.

SEPTIC COVERS – need some kind of locks on them for safety reasons. Jared going to look into that.

PUMP REPAIR – Jonathon talked to our water operator and he knows someone that will come and give estimate. Jonathon is also going to call Billy with Hardy Water and see if they do it. Lisa going to check with her WinWater contact.

MEMBERSHIP CARDS, window hangers or window stickers was discussed. Would like to see people at the pools spot checked for membership cards. Voted to keep cost down by having just the membership cards and writing in the names.

New Business:

Electric Block 9 – those boxes are connected to the gatehouse. The lots in that section need to have electric boxes locked when park is closed.

Park opening is March 15th. POA meeting will be moved to March 18th at in the park at community building at 10:30 Board meeting will be at Steve's at 6 on March 6th.

BUDGET – discussed and finalized.

Electric rate that is charged to property owners needs to be raised. Park needs to get reimbursed for more of the electric charges. Trish made motion to increase rate to current Entergy charges. Lisa seconded. All in favor. Also discussed added late charge for property owners that do not pay on time. Electric meters need to be read at the same time every month.

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

RIVER BEND PARK PROPERTY OWNERS ASSOCIATION

BOARD MEETING MINUTES

March 6, 2017

MEMBERS PRESENT: Trish McNatt, Dave Brown, Steve Evans, Lisa Harrell, Clarissa Brown, Troy Douglas

MEMBERS ABSENT: Richard Blair, Mitch Johnson, Teresa Coots

Call to Order by Chairman Dave Brown

Presenting of the Amended Agenda by Lisa Harrell.

Presenting of the Minutes by Lisa Harrell. Motion to approve Steve, Clarissa seconded. All in favor.

No Treasurers Report available. Discussed amending the budget because some items from winter projects are showing up on this years budget. It is throwing off our budget amounts.

Old Business:

- Project updates:
- Ceiling fixed in activities room. Finished porch on bathhouse 3 and got steps done. Painting community building until sprayer broke. Got electric issues fixed in block 4 and block 10. Still waiting on block 7 junction box in order to get it repaired.
- Need to get locks on septic covers
- Pumper truck is repaired and ready to bring back to park.
- Busted tank claims – we have to redo wording in claim and resubmit it. We will look at getting estimates for policy with different insurance companies.
- Gravel – need 2" base first then gravel in some areas. 15 loads of gravel and/or base was approved to purchase. All in favor
- Electric rates – need to look at each bill and re-evaluate. We need a break down of each pole and what lots and meters on tied to that pole and compare what we are charged against what property owner is paying to see if it comes out the same. We need to start charging late fees on electric and indicating on bill that it is PAST DUE.

New Business:

- Insurance estimates/workman's comp – getting new estimates because our workman's comp will not be renewed in June.
- Getting a Big Dumpster for weekend before opening weekend.
- Gerald compensation for use of tractor to dig trenches for electric repairs. He needs to give us an invoice and we will compensate him the rate it would have cost to rent one. Steve made motion to compensate him, Lisa seconded. All in favor.
- List of property owners that are not in good standing posted somewhere. (brought up by property owners in February POA meeting). Board decided not to do this.
- Discussed possibility of emailing invoices.
- February POA meeting Property owner asked about converting to Salt Water pools? Board decided not to do this at this time.

- Hours during season: Overtime must be preapproved UNLESS it is emergency. President and/or Treasurer signs timecard with OT
Scheduled hours (will vary at times due to emergencies or other circumstances)
All full days have 1 hour lunch break
Jonathan: Monday 8 – 6; Off Tuesday & Wednesday; Thursday 8-6; Friday 10-8;
Saturday 8-6; Sunday 2-6
Jared: Monday 7-5; Tuesday 7-5; Off Wednesday & Thursday; Friday 7-5; Saturday 7-5;
Sunday 2-6
Gerald: Monday-Friday 7-4
Michael: 8-5 Monday-Wednesday; Off Thursday & Friday; 8-5 Saturday, Sunday
Yvette: 30 Hours as needed Monday, Tuesday, Friday, Saturday, Sunday; Off Wednesday & Thursday
- Board meetings will be on 1st Monday of the month in Jonesboro at Steve’s office at 6 p.m.
- Jonathan needs to decide a particular day each month for meter reads and let POA know that he will NOT be available during those two days.
- All boxes should be locked at this time if members have not paid
- Discussed that if Anyone is using park facilities and is not a member in good standing will be notified by Park Manager and Sheriff department.
- Steve made a motion to purchase cameras for all bathhouses. Clarissa seconded it. All in favor
- Jared requesting new drill/saws all/ etc. The ones they have are worn out. Steve made motion and Clarissa seconded, all in favor.
- Jonathon received a list of property that was going up for auction. We might need to look into these and see if there is any we might be interested in.

Adjourn – Clarissa made motion. Troy seconded. All in favor.

River Bend Park Property Owners Association, Inc.

Board Meeting

April 3,2017

Board members present were: Trish McNatt, , Dave Brown, Mitch Johnson, Steve Evans ,Troy Douglas, Teresa Coots and Clarissa Brown.

Board Members Absent: Richard Blair and Lisa Harrell

Call to order by President : Dave Brown

Treasurers Report present by Clarissa Brown

Mitch Johnson moved to accept the treasurers report. Steve Evans seconded. All in favor

Minutes will be approved next meeting.

Old Business:

- Drainage: getting bids for drainage. For the installation and the materials required. Will start with the Drain in Block 2 then do Block 7.
- Cameras: Cameras are to be purchased to install in all Bathhouses.
- Mower: Check into getting a new one at Cox.

New Business:

- Past Due Electric: Need to get a past due stamp and send delinquent notices to those past due. We are collecting past due with assessments.
- Spiders: Get bids to spray all buildings each month for spiders and other insects.

Announcements:

Mitch Johnson made a move to Adjourn that was seconded by Steve Evans. All in favor

River Bend Park Property Owners Association, Inc.

Board Meeting

May 1, 2017

Board members present were: Trish McNatt, Steve Evans, Mitch Johnson, Carol Halford, Troy Douglas, Lisa Harrell, Richard Harrell and Clarissa Brown.

Board Members Absent: Teresa Coots

Call to order by President : Steve Evans

Treasurers Report not presented

Minutes presented for March board minutes by Lisa Harrell and minutes for April presented by Clarissa Brown. Richard moved to accept both sets of minutes, Clarissa seconded. All in favor.

Jonathan gave us update on flood damage via phone conversation. Lots of damage and debris. Bathhouse 1 got about 3 feet of water in it, Bathhouse 4 got about 18-20 inches in it. Both need just hosing out and cleaning. The water is shut off on that side of park due to a water leak that has to be repaired. Three 200 amp park electric poles are down. We can possibly set one of the poles, Steve talked with Electrician and is suppose to be there on Tuesday to access the damages. Overtime was approved for the staff during this clean up time. Everything really too wet to do much clean up right now. Will start on clean up next week. Will continue to work on pools so they will be open on time.

Discussed cleaning the debris on property owners lots. Can only do this if property owner is there or if we have written permission from property owner.

Dumpsters to be placed in different locations – possibly BH 1, BH4 and somewhere else – ask staff where they recommend. Plus burn piles in various locations.

Going to check on getting a grapple attachment for tractor to help with clean up. We need one for this time and for future floods. Clarissa made motion to purchase one, Lisa seconded. All in favor.

Electric boxes – lot of junction boxes and individual boxes are laying down. Mitch said that the main power needs to be shut off on the ones that have boxes down before someone gets hurt. Steve will tell Electrician to check on those boxes. These boxes need to be cleaned as they are checked. ELECTRICAL. WATER LEAK AND BATHHOUSES UP AND RUNNING ARE TOP PRIORITIES.

Roads – majority of them are cleared. Some areas have big holes.

Old Business:

- Drainage repair is on hold right now until after flood clean up.
- Camera's for bathhouse put up on BH 3. Others will be put up after flood clean up (BH1, 4 & 5). We need to purchase monitors for each bathhouse service rooms for these cameras
- Mower's were looked at but no decisions until after flood repairs
- Insurance said they would not cover the busted tank issues. (there were 3 that were reported- we will reimburse by check with a PAID receipt) This is only for the 3 tanks from the malfunction of the truck last year.
- Phone message still has winter hours on it? Needs to be updated.
- Approved the pest control bid that was presented.

New Business:

Board adopted new Guest Pass Rule: POA Members not in good standing are not permitted to use guest passes.

Board voted to charge late charges/disconnect notices for electric. There will be late charges added to past due electric bills (30 days late) – followed by a shut off notice if not paid by certain date.

Mitch Johnson made a motion to Adjourn. Seconded by Richard. All in favor

RIVER BEND PARK PROPERTY OWNERS ASSOCIATION

POA BOARD MEETING MINUTES -- June 5, 2017

ALL BOARD MEMBERS PRESENT: Steve Evans, Richard Blair, Mitch Johnson, Clarissa Brown, Lisa Harrell, Teresa Coots, Trish McNatt, Carol Halford,

Call to Order by Chairman Steve Evans

Presenting of the Minutes by Lisa Harrell. Richard made motion to approve. Mitch seconded. All in favor

Presenting of the Treasurers Report by Clarissa Brown. Mitch made motion to approve. Carol seconded. All in favor

Old Business:

- FLOOD REPAIRS UPDATE:
 - a. electrical – Steve reported that he thought about 80% of electrical is repaired. Still have one pole that is laying in water. Waiting for it to dry up in order to repair it. Sending memo to Jonathan and inquiring on what exactly is not repaired yet.
 - b. debri clean up – A lot of the debri has been cleaned up with the new grappler that was purchased. Still debri on several property owner’s lots. Jonathon is to contact lot owners to inquire about the plan of action for campers that are still there that need to be removed. Some of the larger piles of wood debri the park can help with using the grappler if we can get written permission from the property owner.
 - c. burn piles – plan is to start burning the piles so they will be completed by the 4th of July holiday.
- Drainage – WE have received one bid and have requested two more.
- Cameras and signs installed at bath houses #3 & #9. Others will be done soon. Monitors will be purchased for cameras.
- Spot checking passes at pool will be started. Staff will be informed to spot check periodically. We have to get the word out and get the property owners accustomed to this practice.
- Tractor balance and payment log. Payroll Breakdown and Deposit breakdown report. (just one copy available at POA meeting for anyone that wants to look at it.) (This has been requested at the past two POA meetings)
- Attendance record of employees. Want to implement an attendance record that secretary can keep for the records. Board needs email when park manager is not working whether planned or unplanned absence. A staff attendance record is to be kept and turned in at board meetings.
- Pest Control contract has been put in place
- Guest Passes - All guest passes MUST be registered. Gate attendants will register the guest and make sure they are guest of owners in good standing. Gate attendant will have a list of property owners.
- Electric meters must be read by during the first week of the month. The first bill is delayed due to the flood. We will not implement the Past Due Stamp until the bills are

sent out consistently. When it is implemented the late fee will be \$5.00. All electric bills are to be mailed out regardless of the amount due.

New Business:

- BATH HOUSES: Inspection of the bath houses resulted in the following:
Bath houses - #1 – 1 Outside light out; Women's side: 2 lights out, 1 double fixture with no lights in it. Men's: 1 bulb out, 1 fixture with no lights in it.
#2 All lights good on women's side; Men's: 2 fixtures no bulbs, 1 fixture 1 bulb missing
#3 No Outside lights at all; Women's 1 bulb out
#4 No signs on doors to indicate Women/Men; Women's: Needs door on 1st stall,
#5 Women's: water leak behind toilet? Men's 2 main lights in front of showers no lights in fixture at all.

Need all hot water heaters accessed and pictures taken so we can determine get a plan of action together to replace them. Tank less water heaters were mentioned and several members said this type of water heaters were not a good fit for our purposes due to using too much electric.

Memo sent to staff to address the above items. Any lights fixtures that need replaced will be replaced with LED light fixtures.

- In additions to the regular treasure's reports an A/R and A/P print out was requested for board meetings.
- Specialty Sales items – in order to maintain inventory, staff will order items in bulk at least 4 months worth, and have them delivered free. This will eliminate running out of supplies.
- Gate Attendants new gate attendant was hired. Need to post on facebook page to see if anyone is interested. Radios or walkie talkies need to be purchased for the gate attendants. Steve is bringing some to try that he has.
- Activities - Carol and Clarissa agreed to be the board members that are over activities. There is a tentative schedule that needs to be verified before being announced to property owners.
- Gravel – Motion made by Mitch and 2nd by Troy to approve \$5000 to be used to get some more gravel in park and put on high traffic roads that need repair. Secondary roads will be done at a later date. All in favor
- Clarissa going to check into taking debit/credit card for payments.
- Office Back Up on weekends if Jonathon is absent. Was discussed that board members could rotate to help cover the office.
- Personnel Procedures – Need to look at the job descriptions in place now and re-evaluate.

Mitch made motion to adjourn, Richard seconded. All in favor.

RIVER BEND PARK PROPERTY OWNERS ASSOCIATION

POA BOARD MEETING MINUTES – July 10, 2017

BOARD MEMBERS PRESENT: Richard Blair, Mitch Johnson, Clarissa Brown, Lisa Harrell, Trish McNatt, Carol Halford, Troy Douglas

BOARD MEMBERS ABSENT: Steve Evans, Teresa Coots

Call to Order by Chairman Richard Blair

Presenting of the Minutes by Lisa Harrell. Carol made motion to approve. Clarissa seconded. All in favor

Presenting of the Treasurers Report by Clarissa Brown. Clarissa made motion to approve. Lisa seconded. All in favor. Discussion of treasurer report – why is cell bill so high? Jonathan spoke with Verizon and they could not give him an explanation. He is going to get pricing from other carriers.

Several returned checks from property owners, some are repeat offenders. Board decided that only 2 returned checks are allowed then it is a cash only from that property owner.

Old Business:

BATH HOUSES: Inspection of the bath houses resulted in the following:

Bath houses - #1 – **1 Outside light out-FIXED**; Women's side: 2 lights out, 1 double fixture with no lights in it. Men's: 1 bulb out, 1 fixture with no lights in it.

#2 All lights good on women's side; Men's: 2 fixtures no bulbs, 1 fixture 1 bulb missing

#3 **No Outside lights at all-FIXED**; Women's 1 bulb out

#4 **No signs on doors to indicate Women/Men-FIXED-**; Women's: Needs door on 1st stall,

#5 **Women's: water leak behind toilet? FIXED Men's 2 main lights in front of showers-FIXED**

All water heaters are working as well as they can. They just are not big enough. There is only 1 for each bath house with except bath house 2. If we use 2 we could run them in series.

POA requests from POA meeting:

Locks on bathroom stalls

Security Light for Ms. Betty – she offered to put a light on her pole. Jonathan or Jared needs to tell her to speak to her neighbors to see if they are ok with a light. There is not a pole close to her that the park could put a light on.

Security light on pole on the corner of park? (next to Carol Meilke lot) Jonathan will check with Entergy. Mowing and weed eating needs to be done more regular.

Lot/block# on ATVs – ENFORCE it. Need to have something to give them for a temporary purpose to display lot/block#.

Board decided that any lots not occupied that have damaged electrical boxes from flood will not be repaired until someone moves on lot and needs them. Any meter that got broke because flood will be replaced by park.

NEW BUSINESS:

Handicap bathroom request: need safety grip strips on floor in shower. Hand held shower head was also requested. Also need benches in all shower stalls.

No lots owned by the park are to be rented without a property owner sponsor.

When lots are rented, the rental fee includes all services: electric, water and pumping if needed. If they need pumping they must put it on the pumping board for the Monday pumping.

Discussed the issue of a pig in the park. Attorney is being notified to see what we need to do if they do not remove the pig. A letter will be issued to property owner to try to rectify the issue without attorneys.

Election coming up. Clarissa going to contact Lee Watson to see if he will oversee it again. Clarissa would like to get the records from court house for \$30. Richard made motion to approve, Clarissa seconded. Need this report the first of August due to 30 day rule for property owners.

Lisa made motion to adjourn, Clarissa seconded. All in favor.

RIVER BEND PARK PROPERTY OWNERS ASSOCIATION

POA BOARD MEETING MINUTES – August 7, 2017

BOARD MEMBERS PRESENT: Richard Blair, Mitch Johnson, Clarissa Brown, Lisa Harrell, Trish McNatt, Teresa Coots, Steve Evans, Troy Douglas

BOARD MEMBERS ABSENT: Carol Halford

Call to Order by Chairman Steve Evans

Presenting of the Minutes by Lisa Harrell. Clarissa made motion to approve. Mitch seconded. All in favor

Presenting of the Treasurers Report by Clarissa Brown. Lisa made motion to approve. Troy seconded. All in favor. Discussion of treasurer report – Clarissa stated she could not export reports. Jonathan will see how to change that setting. Lisa asked about the checks to Treasury – if they were payroll taxes? Jonathan said he wasn't sure. He will have accountant to label better. Jonathan is to call trash pick company and see if they will put dumpsters in different locations like put one on the other side of tracks also.

OLD BUSINESS

- BATH HOUSES updates:
- Jared said he has not had time to work on replacing the lights.
Steve stated they must be fixed and put on top priority because it is a liability. If Jared cannot fix them then we need to hire an electrician.
Lisa stated that the lights that have not been fixed are secondary lights. The major lights (bath house 5 and the outside lights) have been replaced. Steve said he wants the remainder to be done by the holiday.
- Bath houses - #1 –Women's side: 2 lights out, 1 double fixture with no lights in it. Men's: 1 bulb out, 1 fixture with no lights in it.
- Men's: 2 fixtures no bulbs, 1 fixture 1 bulb missing
- #3 Women's 1 bulb out
- #4 Women's: Needs door on 1st stall,
- Handicap bathroom request: need **safety grip strips on floor**- in shower-ORDERED. Hand held shower head was also requested. Also need benches in all shower stalls.

POA REQUESTS:

Locks requested on bathroom stalls-He has the locks they just need to be put on.

Security light by Ms. Betty. A pole would have to be added somewhere. She informed Lisa that she is just going to put one up on her lot.

Security light by playground -Jonathan was going to check with Entergy

Lot/block # on ATVs – temporary plates provided by Lisa to try. Needs to be enforced if they do not have them

Electric Reading/Bills-How many are over 30 days late? Jonathan said there are about 170 that are more than 30 days late. Clarissa said that we could send a statement and give them 10 days to pay or disconnect them. Another suggestion is to put notes on campers giving them 10 days.

Lisa suggest to put a past due notice on the electric bills. This month since bills have already gone out, Jonathan is to put notes on doors. Next month he can stamp the bills with a past due stamp. There are several old electric bills that are owed from people that are no longer in park. Was discussed about possible putting a lien on the property. We need to discuss this with attorney.

Park Drive Through log – Jonathan/Jared please have for board to see how many lots are not in compliance. Steve said we need a list emailed to board of lots that are not in compliance. Citations must be put on the campers that are not in compliance. Jonathan asked if we need to cap the water to lots that do not have holding tanks. Yes the water needs to be capped. Steve said he would help contact the people with Jonathan.

Steve said there is a security committee being formed that will help with enforcing violations. They are all volunteers. Citations need to be printed. Mitch made a motion to print 3 part citations. Richard seconded. All in favor.

Cell phone providers-Jonathan was going to get bids-still trying to find one that is not affiliated with AT&T. Cricket has comparable plans – he will check into a little further. Our cell phone bill is extremely high. Jonathan is going to see how much longer we have on our contract.

Return check status – still have one that is outstanding. Their water is to be capped tomorrow and no pumping service. (They have their own pole) They will be cash only from this point forward.

Burnt camper and other abandoned ones on hill. Any camper that is on the hill and not registered needs to be towed. Jonathan will check with towing companies about this.

Amended Tax Return for 2015 – Jonathan spoke with accountant and he is going to meet with him this Thursday. New accountant didn't do depreciation for 2016 either. Accountant also suggested we switch to Quickbooks online and suggested a program for electric bills. Jonathan will have information on this before next meeting. He will also send the board a link to look at that program.

Number of paid in full assessments and number of ½ payments. 391 full assessments have been paid. 11 – ½ assessments paid. Are all the ½ payments services locked? Jared said yes they are locked. If they have their own pole they are capped off and not being services.

Upcoming Elections – Report from court house? Jonathan put in a request for it at the courthouse. Clarissa suggested we purchase the program where we can pull up online anytime the court records for deeds. Mitch made the motion to purchase the program, seconded by Teresa. All in favor. Clarissa is going to get a list to Jonathan of members in good standing for 30 days.

Election committee: Lisa stated that she spoke with Lee Watson and he said he wanted Angie on the committee and she is going to find other members. There will be an introduction of the candidates at the POA meeting. Not a question and answer session but just an introduction.

Drainage bids – Received two – Steve going to check with guys who did our pool work after the holiday.

Adult Swim Activity was pre-approved at the beginning of the year for having one a month. There was not a host for this activity until now. Justin Taylor is hosting this one. Pool rules will be enforced. This will be a trial run for Adult Swim Activities in the future.

New Business:

Converting every lot owner to their own electric pole due to the costly expense of repairing the electrical grid of the park. (3 year plan? 5 year plan?) Any new electric needs to run underground. If this is put in place it will have to be put in the DOR.

Steve said he would call the Engineer department of Entergy and get their input on this plan.

Gravel – getting any more gravel this year? Mitch asked if we spent all the money allocated for gravel? Yes we have. We need to quit pouring gravel on the roads and put road base down first. Clarissa going to see if we have any money left in budget for road base.

Steve asked about tractor. Jared said tractor will not start right. It takes a while to get it started. Waiting on a part. Going to check to see if they can rebuild starter instead of buying a new. Steve said next year have the tractor serviced before the beginning of March.

Update on lawn mower: valve is broke and caused internal damage so the engine is shot and needs new engine. Mower has 1200 hours on it and is 6 or 7 years old according to Jonathan. Engine install is estimated at \$2500 - \$3000. Cox loaned us a mower while ours is in shop for no charge. Jonathan is checking around for new mowers. He has worked out financing with Centennial Bank using our CD as collateral for less than 3% interest on a new mower. Jonathan is to get the exact dollar amount for the new mower and email the board and we will vote via email. Mitch made the motion to fix old mower now, Richard seconded. All in favor.

We must have a maintenance log book for all our equipment. This needs to be started immediately.

Trish asked about ADEQ permit. Lisa said she spoke with ADEQ and we have until the end of November to submit the application.

Richard said he has some chemicals that he will bring and give to Jared for the septic tanks.

Mitch made motion to adjourn, Richard seconded. All in favor

RIVER BEND PARK PROPERTY OWNERS ASSOCIATION

ANNUAL ELECTION SEPTEMBER 2, 2017

BOARD MEMBERS PRESENT: Richard Blair, Steve Evans, Clarissa Brown, Lisa Harrell, Trish McNatt, Carol Halford, Troy Douglas

BOARD MEMBERS ABSENT: Mitch Johnson, Teresa Coots

Call to Order by Chairman Steve Evans

Welcome to the POA Election.

Meet the Candidates: Each Candidate introduced themselves to the membership.

Meeting was turned over to the Election Committee Chairman – Lee Watson

The instructions for voting were given. Voting started at 11 a.m. and continued until 1 p.m.

Board recessed until results were confirmed.

Board reconvened.

Results:

Dale Anschuetz – 67 (elected)

Lisa Harrell – 78 (re-elected)

William Davis – 78 (elected)

Julie Moss – 61

Carol Halford – Yes 83 (elected to finish appointed term)

Clarissa stated that board members be sure to read and become familiar with bylaws.

Richard Blair made motion to keep current officers in place. Troy Seconded.

Richard made a motion to adjourn. Seconded by Lisa Harrell.

RIVER BEND PARK PROPERTY OWNERS ASSOCIATION

BOARD MEETING MINUTES

October 2, 2017

BOARD MEMBERS PRESENT: Richard Blair, Troy Douglas, Lisa Harrell, Dale Anschuetz, Teresa Coots, Steve Evans, William Davis, Carol Halford

BOARD MEMBERS ABSENT: Clarissa Brown

Call to Order by Steve Evans

Presenting of the Minutes for August meeting and the September annual meeting by Lisa Harrell. Richard made motion to accept. Carol seconded. All in Favor

Richard made motion to accept resignation of Park Manager, Jonathan Meacham, William seconded. All in Favor.

Troy made motion to accept the resignation of Clarissa Brown as treasurer, Teresa seconded. All in Favor

Steve nominated Carol to relieve Lisa from being secretary and Lisa to take Treasurer position. Richard made motion to accept and Dale seconded. Lisa agreed to take the treasurer position as long as everyone has patience while she figures out how our QuickBooks is set up. She stated there are changes that can be made in QuickBooks that would make it a lot easier to run reports and find out information.

Steve brought up discussion of splitting up the responsibilities of the current Park Manager job duties. Have a park manager that works out in the park and a clerical person who works in the office doing the book work. He asked the board if there would be any objection to having Jonathan stay on working part time as clerical. Everyone agreed. Steve will speak with Jonathan. If he accepts, we will get a detail description and expectations for him to fulfill. Discussion was made to pay him his current hourly wage for 8 hours for one-day week.

William asked how we stood on the budget? We have no record of where we stand on the budget without manually going through QuickBooks. Lisa said that was one of the main things she was under the impression the new accountant was going to do - get this set up so we could run reports easily to see where we stood on the budget.

Steve brought up the suggestion of reading meters as the staff was pumping. This will be something that will be tried at some point. Richard brought up the selling of ice. He thinks the park should not sell ice. It is too much trouble and not profitable. It was just a convenience for property owners. We will discuss this more at a later date.

Discussion was done about the job description for the Park Manager. We need a detail job description for the position. Was also discussed about changing the position to a yearly contract position. Carol will get a job description started and has asked for all board members to email suggestions. She is also going to get a framework put together for a yearly contract. Before we advertise for Park Manager we need to have this job description ready.

Presenting of the Treasurers Report (copies provided via email from Jonathan) Richard made motion to accept treasurers report. William seconded. All in Favor

Old Business:

- BATH HOUSES update: completed items are in **bold**
- Bath houses - #1 –Women’s side: 2 lights out, 1 double fixture with no lights in it. Men’s: 1 bulb out, 1 fixture with no lights in it.
- #2 All lights good on women’s side; Men’s: 2 fixtures no bulbs, 1 fixture 1 bulb missing
- #3 Women’s 1 bulb out
- **#4 Women’s: Needs door on 1st stall - DONE**
- **Handicap bathroom request: need safety grip strips on floor in shower (done).** Hand held shower head was also requested. Also need benches in all shower stalls.

POA REQUESTS:

Locks requested on bathroom stalls – **done on shower stalls**- still need on bathroom stalls

Security light in playground. William has a light that he has that he will give to the park to be installed for the playground. Right now, Entergy is slow because they are gone to help with hurricane victims.

Troy asked if it was possible to shut down a couple of bath houses to get started on remodeling them. Steve said he could get the mini split (heat/air units) at cost. It all depends on the cost and what money we have available for remodels. There are a lot of issues with the bath houses that need to be fixed and/or remodeled. Steve suggested that any board members that could, meet after next POA meeting and go through each bath house. The staff is currently covered up with pumping during the week to be able to work on any extra projects at this time.

Cell phone providers - Jonathan could not find another provider that is cheaper. Verizon is the best one as far as service in our area. William asked if the park needed two phones with internet. Yes, Park Manager and Maintenance Manager need smart phones.

Drainage bids – Steve said the guys he knows are coming in at the end of season to give a bid for the drainage repair. William asked about clearing out the existing drain. It can’t be cleaned out because the drain is collapsed because it was perforated pipes and not repairable. It will have to be replaced by a company that knows how to do grades, elevations, etc.

Citations/Violation Books – Jonathan and maintenance crew has the books. These have been used already on several occasions.

Richard reminded all the board members that the property owner Facebook page is for positive status’ only. Approvals should not be given on any post that are negative. Richard said we as a board are trying to keep the park moving forward in a positive way.

ADEQ Permit – Richard is going to get with Lisa next week to help get the changes made. After recommendations are made, the board will be given a copy to approve.

New Business:

Work Orders- going to be printed with consecutive numbering.

October Activity-Going to do a Trunk or Treat, games and costume contest. Gail has some games she will donate.

Winter Projects – waiting on the money situation to decide what projects will be done

Linda Anschuetz will be hired to clean the bath houses temporarily. Dale wanted to make sure there would be no negativity if she does this. The rest of the board said it would not be a problem especially since it is just for a few weeks.

Board volunteers for working office from 1-3 on Saturdays until park closes on Dec. 1st. Will put signs on gates to reflect the office hours until park closing.

October 14 – Lisa

October 21 – Carol

October 28 – Dale

November 4 – William

November 11 – Steve

November 18 - Troy

November 25 – OFFICE CLOSED THANKSGIVING WEEKEND

Park will close on December 1.

Lisa asked opinions on changing POA meetings to 4 a year, due to the lack of participation. One in February, May, August and November. She suggested bringing it before the POA at the next meeting to get their input on it. Also would like to see sign in sheet for the POA meetings to keep track of how many people participate.

Board agreed that the POA should have an input on it.

William asked to have a list of inventories of everything in the shop, tools, etc. that belongs to the park. William agreed to work with maintenance on getting this list. He also will help implement the maintenance logs.

It was brought up about men going into women's bathroom with his wife. This has happened several times. This is not acceptable and we will have to start pressing charges for trespassing.

William asked why the post hole digger was bought. It was bought for the fence repair. William also asked that if any piece of equipment is sold, it needs to be brought before the board first.

Richard made motion to adjourn. Troy seconded

RIVER BEND PARK OWNERS ASSOCIATION
BOARD MEETING MINUTES
November 6, 2017

BOARD MEMBERS PRESENT: Richard Blair, Troy Douglas, Lisa Harrell, Dale Anschuetz, Steve Evans, Williams Davis, Carol Halford, Clarissa Brown.

BOARD MEMEBERS ABSENT: Teresa Coots

Call to Order by Richard Blair

Presenting of the Minutes for October by Carol Halford. Steve made a motion to approve the minutes. Lisa seconded the motion. Motion passed.

Presenting of the Financial Report by Lisa Harrell. Lisa indicated that Jonathan did not have the financial report ready for the meeting and that she will e-mail the reconciled financial report to the board for their review and approval by Wednesday.

Property owner, Julie Moss was on the agenda as requested but did not attend the meeting.

Old Business:

ADEQ update. Lisa provided an update on the ADEQ report. Lisa has contacted ADEQ and shared the correspondence with the board. They are requiring us to retain an engineer during this process at the Park's expense. The reason is due to a new Arkansas Code Ann. 8-4-203b. This deals with the cost for maintenance by a third party, paying a trust fund contribution fee, list of capital expenditures needed, connection data info, etc. The estimated cost for the engineer is \$2500.

Lisa and Richard have made the suggested changes to the permit including: when campers can be in the park, plans for back-up pumper truck, the use of the pumper truck when park s closed for porta-potty for staff and employee (care taker of the park). Lisa, Richard, and Jonathan are working with the engineer to make sure we are in compliance with all the new laws. The engineer will e-mail a final document to Lisa for our review and then it will be submitted. As a point of information ADEQ told Lisa that when someone from the park is turned in to them, they hold that property owner responsible.

Lisa has e-mailed Septic Tank Service for past records. We have 17 septic tanks which cost \$50 for each inspection and \$200 for cleaning. Inspections are to be done annually and cleaning is to be done if needed.

Winter Projects. There was much discussion about water leaks. The water in pool area and bathhouses need to be checked for leaks. The pump house has been full of water and the make up of that structure makes it difficult to read the meter. The pump house will need to be rebuilt at some point. The water operator said it would benefit us to join Arkansas Rural Water Association at a cost of approx. \$400. They would provide help in determining leaks.

Bathhouses will be the priority project for the winter. Repair and paint with the possibility of replacing hot water tanks and putting in LED lighting. The other emphasis will be on clearing out the drain pipe in block 2. William has asked Cotton to help with this and the cost would include line replacement if it's caved in and the lease of an excavator.

Cell phone. Many from the POA have suggested that we go with Straight Talk for phone service. Lisa checked into this and the cost will be \$45 per month per phone. Carol made a motion to move to change to straight talk if the price and information turns out to be legitimate. Richard seconded. Motion passed. The board approved giving Jonathan an old phone from several years ago that was not being used.

Job description for Park Manager. Carol presented a document for review and requested that the board members provide feedback by the Monday before the December board meeting. William brought in a document for review concerning job responsibilities.

Review of closing date. December 4, 2017

New Business:

CD. According to a property owner the CD was originally used as security during ADEQ probation ,therefore, there should be no liens placed on it.

Update on Park Management position. Steve will be addressing the POA in regard to possible candidates at the next meeting.

Dale indicated that a property owner told him in the past a ruling had been made indicating that a conference call could not be allowed to suffice for a member's attendance at a meeting. After discussion the board agreed that if evidence is submitted to validate this information then it would need to be voted on by the POA.

Board responsibility concerning previous board decisions made in the past of which we have no record of was discussed. The secretary will search out minutes and make a list of documented motions from past years and continue to keep a record of all legislation.

Standing committee's need to be organized and members appointed.

POA members that wish to speak and vote will need to register at upcoming meetings.

Steve was encouraged to seek an opinion from our attorney about owners who are using park property and not paying assessments. It was agreed that we would not take any action during the November 11th Veteran's day chili luncheon.

New board members were informed of the previous decision of the past busted tank issues. Property owners will be reimbursed if our insurance does not cover the expense.

Williams ask about Jared's last pay period. William indicated concern that some of our members want the option of paying in cash. Williams requested that we have a few of the dumpsters picked up for the winter so they we are not charged for them.

Troy made a motion to adjourn. Dale seconded. Meeting adjourned.

**River Bend Park Property Owners Association
Board Meeting
Minutes**

December 4, 2017

BOARD MEMBERS PRESENT: Richard Blair, Troy Douglas, Lisa Harrell, Steve Evans, William Davis, Teresa Coots, Dale Anschuetz, Clarissa Brown, Carol Halford

BOARD MEMBERS ABSENT: None

Call to Order by Steve Evans

Presenting of the Minutes for November by Carol Halford. Richard Blair made a motion to approve the minutes. Troy Douglas seconded the motion. Motion passed.

Presenting of the Financial Report by Lisa Harrell. She reported that there were some discrepancies from an unreconciled October report to the reconciled November report. Clarissa Brown made a motion to approve the financial report. Teresa Coots seconded the motion. Motion passed.

Old Business:

Lisa Harrell confirmed that our ADEQ report was received.

Lisa Harrell will call Michael and let him know that he needs to arrange the inspection of our septic tanks.

Winter Projects. Bath houses. Hot water heaters will have to be stripped down and inspected to determine if they can be salvaged. If so, they will be cleaned and rebuilt. All faucets will be refurbished with new parts. Steve Evans indicated that he will probably purchase energy saver shower heads. All fixtures will be checked for corrosion and replaced if needed. LED lighting will be installed to replace the old lighting. All bathhouses will be repainted.

Maintenance is going to repair the pump on the pumper truck.

We are going to block off the playground area with cables to keep vehicles out.

Bathroom 3 issue. A survey will have to be completed before we can make any changes to BH 3, they surveyor has been contacted. It was agreed that when the surveyor comes out, it would be a good time to also survey the area at the front gate at the second entrance.

Clarissa Brown made a motion to join the Arkansas Rural Water Association. Teresa Coots seconded the motion. Motion passed. (The membership will allow the park to use their services such as: assistance in locating water leaks.)

Lisa Harrell reported that after looking more closely into the Straight Talk service, it is not actually feasible for us. She negotiated a reasonable price with Verizon which will not require a contract.

New Business:

Clarissa Brown made a motion to purchase an all-in-one computer from the park. Troy Douglas seconded the motion. Motion passed.

Steve Evans made a motion to charge a \$25 fee for reconnecting suspended service due to non-payment. Lisa Harrell seconded the motion. Motion passed.

Steve Evans ask Clarissa Brown, Carol Halford and Dale Anschuetz to review the Articles of Incorporation as well as Bylaw changes that need to be made and attached to the DOR and then report back to the board.

The board discussed possibilities for Park Manager.