

Riverbend Park Board Meeting

Minutes

January 1, 2018

Board Members Present: William Davis, Richard Blair, Troy Douglas, Lisa Harrell, Steve Evans, Dale Anshuetz, Clarissa Brown, Carol Halford, Darrell Richert, and Michael Beard.

Board Members Absent: Teresa Coots.

Call to Order by Richard Blair.

Presenting of the Minutes by Carol Halford. William Davis made a motion to approve the December minutes. Lisa Harrell seconded the motion. Motion passed.

Presenting of the Financial Report. Lisa Harrell indicated that she would email the reconciled report to the board for their review before posting them on the website. There were some minor issues with double posting and she wanted to talk with the accountant as this is the first time that she has had the sole duty of reconciling the financials.

Richard Blair officially welcomed new manager, Darrell Richert.

Lisa Harrell reported on the ADEQ permit. She explained that additional documents (deeds) were requested and she has supplied them to ADEQ. At this point Lisa Harrell and Steve Evans are the names on the report as they require two names and in the future, we will put the Park Manager on the permit.

Lisa Harrell made a motion to return to the original wording on the permit, concerning dump stations, the original wording indicates that dump stations are closed when the park is closed. Clarissa Brown seconded the motion. Motion passed.

Steve Evans ask Michael Beard to report on current projects being done at the park. Michael reported the following:

- hot water heaters in bathhouses have been cleaned out and elements have been replaced.
- A new shower has been installed in Bathhouse no. 1
- Water saver shower heads and new handles are installed in Bathhouses 1 through 4
- New pea traps and drains have been installed in Bathhouses 1 through 4
- Shower curtains are at the shop and will be in place for the beginning of the season
- Old shower heads have been cleaned and stored for replacements if needed

Steve Evans indicated that new light fixture with LED lighting will be the next project as funds become available.

Williams Davis donated a light to be placed at the playground area. Darrell Richert will contact the power company to check on the installment cost.

Clarissa Brown reported on work that is being done on Park documents. She gave the new manager a copy of health department guidelines to be housed in the office for reference. She is currently chairing a committee including: Dale Anshuetz and Carol Halford in revising and updating the Articles of Incorporation and Bylaws. The committee is researching nonprofit state law and will provide proposed changes to the Bylaws committee with the intention of having this endeavor completed by the September POA meeting for a vote. Additional documents will include a manager's policy and guideline notebook that includes: daily, weekly, monthly and yearly duties to be housed in the office.

Clarissa Brown suggested that we complete a Title search on common properties. Steve Evans will check on the cost.

Williams Davis made a motion to table the report on the Bathhouse and gate survey until all information is available. Troy Douglas seconded the motion. Motion passed.

Lisa Harrell reported on the new year packets that will be sent out to the POA members latter in the week. The packets include: a newsletter and registration form. She suggested that we send a follow-up email if assessments are not received in a timely manner.

Lisa Harrell explained that we will be using the new quick books program for financials. She hopes to get our financial report to a point where it is easier to read and understand the monthly report. The board acknowledged her work and appreciates the effort to get us to this point.

Carol Halford reported on the proposed list of activities for the 2018 season. These activities are subject to change once the Activities Committee is in place following the February POA meeting. She suggested that the board request volunteers to serve on Committees at the next POA meeting and that we contact those individuals who had previously volunteered to see if they are stilling willing to serve.

The 2018 budget was discussed and prepared in anticipation of presenting it to the POA at the February 10th, 2018 meeting.

**Riverbend Park Owners Association
Board Meeting
Minutes**

February 5, 2018

Board Members Present: Lisa Harrell, Teresa Coots, Troy Douglas, William Davis, Clarissa Brown, Carol Halford, Steve Evans, Dale Anshuetz, Darrell Rickert.

Board Members Absent: Richard Blair

Call to Order by Steve Evans

Presenting of the Minutes by Carol Halford. Lisa Harrell made a motion to approve the minutes. Teresa Coots seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. Lisa reported that we are now using on-line quick books. There are still a few glitches and the accountant is working on streamlining the process. There are still some double entries but overall the on-line version as opposed to the desk top version is working well. Troy Douglas made a motion to approve the financial report. Clarissa Brown seconded the motion. The motion passed.

Old Business:

Winter projects review. Darrell Rickert reported the following:

- some of the lines have been cleaned out, the drain that runs along the road will have to wait until the water is turned on
- there is a plan to make a small ditch to temporarily help in case of flooding
- he is checking on prices of material to replace pipe in some of the flood-prone area
- Led lighting will be installed before the park opens
- Trees have been trimmed
- Merry go round is fixed
- Old lighting will be put up in the community building

Clarissa Brown made a motion for Michael to go on-line and order the LED lighting for the Bathhouses. Lisa Harrell seconded the motion. The motion passed.

Lisa Harrell requested that the areas below the slides on the playground be fixed with some type of surface that is safe for the kids.

Darrell reported that we have a pump for the well house sitting at McNolty's shop, the pump will need fittings which we owe for at a price of \$2500 and the cost of labor will be \$1400. Troy Douglas made a motion to approve the expenses to get the pump ready. William Davis seconded the motion. The motion passed.

Darrell is contacting Murphy Oil to purchase a counter which will be put on the diesel tank to monitor how much we are using.

Update on Bylaws. Clarissa Brown gave an update on park documents. She indicated that work had been done on the Articles of Incorporation and the Bylaws. We will provide a rough draft to the bylaws committee as soon as possible. She also discussed the Settlement Agreement and has concerns. The Board ask Clarissa to seek counsel from a POA Attorney.

ADEQ Update. Lisa Harrell reported that we have received a letter from ADEQ confirming that we have submitted all the documents they requested and now we will wait to hear back from them.

Quickbooks/Budget. Darrell Rickert reported the cost for fixing the clogged drain. The budget did not reflect a line item for drainage cost therefore Lisa will create a line item and move \$1500 from plumbing maintenance and \$500 from electrical maintenance to pay for the repairs.

Lot sale. Lisa indicated that Sandra Starky still wanted to purchase 2 lots. Lisa will make sure they understand that those lots cannot have services on them and they do not include the right of way.

New Business:

Response to Amanda Clayton e-mail. The board was in agreement that Amanda Clayton is welcomed to petition the POA and allow them to take a vote in regard for their request to forgive past assessments.

Messer's Lot. Darrell responded to a complaint concerning loose dogs living on Jerry Messer's property. Mr. Messer indicated to Darrell that the dogs had belonged to an individual that was no longer using the lot in question. If there are dogs he assured Darrell that they would be leashed.

Troy Douglas made a motion to order 10 water locks. Clarissa Brown seconded the motion. The motion passed.

The board discussed fees that will be charged in the upcoming season. \$35 for a returned check, \$25 for a reconnect for suspended services, \$5 electric fee. Carol Halford made a motion to assess a \$100 fee for damaged water locks. Clarissa Brown seconded the motion. The motion passed.

Steve Evans has contacted George Masters with 2 options concerning the bathhouse, one, redraw the property lines or two trade one of our lots for his lot. George said he would consider. Steve has talked to the Title company and they indicate that we own our common properties.

Riverbend Park Board Meeting

Minutes

March 5, 2018

Board Members Present: Steve Evans, Troy Douglas, Lisa Harrell, William Davis, Carol Halford, Clarissa Brown, Dale Anshuetz

Members Absent: Richard Blair, Teresa Coots

Call to Order by Steve Evans

Presenting of the Minutes by Carol Halford. Clarissa Brown made a motion to approve the minutes. Lisa Harrell seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. Carol Halford made a motion to approve the financial report. Clarissa Brown seconded the motion. The motion passed.

Old Business:

Projects review. Darrell Rickert reported the following:

- water is on and all leaks up to this point have been fixed
- all bathroom lights will be hung by park opening
- the pumper truck will be regulated and ready for use
- they are making an effort to have the bathhouses power-washed and painted
- pool preparation will begin the end of March

The board suggested that Darrell Rickert contact George Masters in hopes that something could be worked out with the entrance to bathhouse 3 by opening weekend.

Bylaws. The bylaws committee will be asked to stay at the conclusion of the POA meeting. Clarissa will provide the documents for their review and consideration.

Electric Meters. It was suggested that Darrell should find a way to identify meters that are not in use by a special paint or sticker. Until meters can be removed from lots that have power poles those meters do not need to read.

Insurance. Lisa Harrell reported that our liability insurance does not cover any lawsuit that would be filed against the park in reference to live streaming POA meetings on face book; she is checking into how much it would cost to cover that activity. She is also getting bids on insurance for the vehicles as well as liability.

New Business:

Face book Riverbend ID. The board has a face book page that is set up and in use. The board discussed adding property owners that are in good standing to the page. It was decided that the issue would need to be voted on at the next POA meeting.

Webpage. Our current webpage will not be available after September; the current page cannot be read on a phone or laptop. We have to renew our site before September so that we have time to rebuild the webpage. Clarissa Brown made a motion to proceed with the renewing of the website platform to the new version. Troy Douglas seconded the motion. The motion passed.

Part-time Employees. Darrell Rickert informed the board as to his needs for an employee on the grounds and one employee in the office. He will be looking at resumes and hiring soon. There was agreement that the new office personnel be paid \$10 per hour and new grounds keepers \$9 per hour.

Owner passes/Guest passes. Lisa Harrell will be printing new passes for the season; the passes will be available for pick up at the office. We are also looking into hanging ID's that can be hung from a vehicles rearview mirror.

It was decided that ice will be sold at the gate when gate attendants are present.

Darrell Rickert is going to check on the walkie talkies in the shop to see if they are functional. Steve Evans will check into purchasing a few more for the employees for better communication.

We ask Darrell to check into putting a power pole at the first entrance guard shack.

Steve Evans asked Darrell to send the board weekly updates on what is being accomplished once the park opens.

Lisa Harrell made a motion to adjourn. Clarissa Brown seconded the motion. Meeting adjourned.

Riverbend Park Board Meeting
Minutes
April 2, 2018

Board Members Present: Steve Evans, Lisa Harrell, Troy Douglas, Clarissa Brown, Dale Anshuetz, William Davis, Carol Halford

Board Members Absent: Richard Blair, Teresa Coots

Call to Order by Steve Evans

Presenting of the Minutes by Carol Halford. Lisa noticed a spelling error and suggested a change in wording. Corrections were noted and will be changed. Clarissa Brown made a motion to approve the minutes with corrections. Dale Anshuetz seconded the motion. Motion passed.

Presenting of the Treasurers Report by Lisa Harrell. Lisa indicated that the first part of the audit will take place April 21st @ 9:00am. Clarissa Brown made a motion to approve the financial report. Troy Douglas seconded the motion. Motion passed.

Old Business.

Insurance for Van. Lisa is securing liability insurance on the van in order for employees to drive outside of the park to pick up supplies. There was a discussion concerning the use of employee vehicles in the park. We encouraged Darrell Rickert to utilize the van and small truck. For personal vehicle use we ask Darrell Rickert to check into how much mileage he is logging on a weekly basis in the park, for reimbursement purposes.

Bathhouse Parking Lot. The board agreed to leaving the parking area at bathhouse 3 as is.

Projects Update. Darrell Rickert reported on the following:

- Lighting is complete
- Numbers are being put on meters
- Service cut off will begin this week
- They will be starting on the fence
- Darrell indicated that it would cost between \$800 and \$1000 to make bathhouse 1 handicap assessable

We also asked that Darrell have the ice machines at the guard shacks by the time we start using gate attendants, place a porta- potty in block 9 and check into the cost of getting gas onsite. Clarissa Brown made a motion that Darrell get bids to put up a pole and mast at the guard shack in block 9. Troy Douglas seconded the motion. Motion passed.

New Business.

Fire at George Masters Lot. Steve Evans shared the report from the Sharp Co. Sheriff's office, and the report indicated that Mr. Masters's insurance company would be conducting an investigation.

Security. Steve Evans will be contacting those who volunteered for security last season. The board is hoping to implement a volunteer security team for this season.

Wayne Eddings Tank. The board discussed the initial agreement with Mr. Eddings which was to reimburse him for the repair of his tank once he provided a receipt for the repair. The secretary will send Mr. Eddings a letter indicating that we will honor the initial agreement.

Pest Control. Last year we paid for services that were provided in May, September and November. The company indicated that it is a quarterly service therefore they did not charge for the first application this spring. Lisa will check on the cost of service for the months of May through October.

Office Phone. Lisa checked with Century Link about a land line for the office, they will charge us \$10 a month for the land line if we sign a 2 year contract. Troy Douglas made a motion to get the land line. Clarissa Brown seconded the motion. Motion passed.

Announcements.

Troy Douglas was asked to check with the roofing company about leaks at the Bathhouse In block 9.

The board discussed the Park lots that have been sold but deeds have not been filed, therefore leaving us to pay taxes on them.

Richard Blair sent a letter of resignation to the board. The resignation was accepted. Dale Anshuetz was voted to replace Richard Blair as Vice-President. We discussed and agreed that we should get the word out on face book asking who would be interested in filling the remainder of the term on the board. Lisa will post this and on May 5th we will hold a special board meeting at the Park to interview prospective board members.

Troy Douglas made a motion to adjourn. Dale Anshuetz seconded the motion. Motion passed.

Riverbend Park Board Meeting

Minutes

May 7, 2018

Board Members Present: Clarissa Brown, Lisa Harrell, Troy Douglas, William Davis, Dale Ansheutz, Carol Halford, Teresa Coots, and Steve Evans.

Call to Order by Steve Evans

Presenting of the Minutes by Carol Halford. Lisa Harrell made a motion to approve the minutes. Troy Douglas seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. Lisa reported on assessments: 260 full payments, 69 half assessments and 133 non payments. Lisa also reported that the Finance Committee will be reporting on the upcoming audit.

Old Business:

Projects Review.

- Darrell Rickert reported on how many miles he is putting on his vehicle as requested from the board at the previous meeting. Lisa Harrell made a motion to reimburse .40 a mile when there is no other option and mileage is logged and provided with the time cards. Carol Halford seconded the motion. The motion passed.
- Darrell discussed employee issues and the new time clock policy.
- Clarissa made a motion to start the process of hiring a part-time person \$ 9.00 an hour until they could be evaluated for possible full-time employment. Troy seconded the motion. The motion passed.
- Paint has been ordered for the pools.

Bylaws update.

The bylaws committee has met, corrections are being made and the committee has discussed having the document completed and sent the board for approval and then sent to the POA for a vote by September.

Roof leak at Bath house 9.

Troy called Steve Owens to come and look at the roof but he has not been in the park yet. Troy will follow-up with another call.

Park Lots – Taxes.

Amanda is working on getting all the Park lots tax information documented.

Insurance update.

Lisa reported that workman's comp has been renewed with a new insurance company, East Arkansas Insurance Agency.

New Business:

New Playground.

Darrell discussed updating the playground equipment, making a sand pit volleyball court and putting up basketball goals with a concrete pad. The board discussed doing some fundraising for these projects.

Agenda for June POA meeting. The agenda was set and is ready to be posted on our website.

Upcoming activities were discussed.

The board reviewed the policy of debit card use over \$500 needing to be approved by two board officers. E-mail would be appropriate. The board requested that we no longer use any personal online purchasing accounts for park orders. The manager will have the only debit card for the maintenance account.

Darrell reported that he would be talking with Brad Cline about the gate and fence on his property and the security issues involved.

The Sheriffs patrol is periodically making trips out to the park and Darrell is making every effort to slow speeders down.

De Ann Rucker was appointed to fill the remainder of Richard Blair's term ending September 18, 2018

Clarissa made a motion to adjourn. Lisa seconded the motion. Meeting adjourned.

Riverbend Park Board Meeting
Minutes
June, 4th 2018

Board members present: Steve Evans, Lisa Harrell, Clarissa Brown, Troy Douglas, Dale Anshuetz, William Davis, Teresa Coots, DeAnn Rucker, and Carol Halford.

Board members absent: none.

Call to Order by Steve Evans

Presenting of the Minutes by Carol Halford. Troy Douglas made a motion to approve the minutes. Clarissa Brown seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. Lisa provided an update on paid assessments and indicated that we are getting close to number of assessments upon which the budget had been set. Carol Halford made a motion to approve the report. Troy Douglas seconded the motion. The motion passed.

Committee Updates.

Audit Committee. Julie Moss was in attendance to provide the report. She indicated that the 1st quarter audit was completed and the committee made the following recommendations: 1. Time cards must have full names on them. 2. Employees must clock in and out. 3. Employees must take a 30 minute lunch break. 4. When employees leave the park for any reason they must clock out and then upon their return they must clock in. 5. Receipt numbers need to be entered into QuickBooks. 6. Include dates on deposit summary.

Activities Committee. Carol Halford reported on the upcoming Kid's Campout Night on June 8th as well as the activities planned for the 4th of July.

Bylaws Committee. Julie Moss reported that the committee had met twice and that the Articles of Incorporation were completed and the Bylaws were still being evaluated. The committee will send the documents to the board for review and then a final copy will be sent out to the POA to be voted on.

Projects Update. Darrell discussed the need to purchase a side by side or golf cart for the park. The board agreed that if the little trucks were sold that money would need to be used to purchase something to use for park staff. He is trying to replace old electrical boxes and the staff is working hard to keep the day to day operations going. He requested a time during the POA meeting to announce that he will be selling items such as old chairs etc., and the proceeds would go toward the pumper truck. We also discussed exposing of abandoned campers. Steve Evans will call the Health Department for assistance. The board discussed having an electrician and plumber on call for emergencies.

Clarification on Lot Requirements. The board discussed the requirements for campers to be clear on what is required for each lot.

POA Contract. Carol Halford discussed the request made by several POA members to provide a contract to be sent out along with the registration form. The request includes providing a list of said services and amenities outlined in writing. The board decided to begin work on such a document and will ask for assistance from POA members on the project.

River Rocks Program. DeAnn Rucker proposed a program for the park children ages 15 and under. The safety program will include: earning rocks for following the speed limit, being courteous drivers, controlling their ride, and being safe. The rocks will be turned in at the end of the season for prizes. She hopes to register the children during the 4th of July weekend. The board was in full support of the endeavor.

Announcements: Those wishing to run for board positions will need to have their bio sent to the park secretary 45 days prior to the election. The deadline is July 18th.

Dale Anshuetz made a motion to adjourn. Clarissa Brown seconded the motion. Meeting adjourned.

Riverbend Park Board Meeting
Minutes
July 9, 2018

Board Members Present: Steve Evans, Lisa Harrell, Clarissa Brown, Troy Douglas, Dale Anshuetz, DeAnn Rucker, William Davis, Carol Halford.

Board Members Absent: Teresa Coots.

Call to order by Steve Evans.

Presenting of the Minutes by Carol Halford. Clarissa Brown made a motion to approve the minutes. Dale Anshuetz seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. Carol Halford made a motion to approve the financial report. Dale Anschuetz seconded the motion. The motion passed.

Committee Updates.

Bylaws Committee. Clarissa reported on the continued updating of the Bylaws. The process is slow but the results should complete before the end of the season.

Activities Committee. Carol Halford reported that the next activity would be held on August 11th, a back to school party at the pool with blow-ups, water slide, cardboard boat race. Hot dogs, chips and drinks will be provided for the kids. The Labor Day activities were discussed; those include pancake breakfast, parade and concert (Drive South).

Election Committee. There was no report. Gail Davis requested to serve on the committee. We discussed the time line for the intent to run and the bios which will be July 18.

Pumper Truck Committee. Julie Moss reported that we are selling T-Shirts, having pancake breakfast fundraisers to make money to go toward a pumper truck

Projects Update. Darrell reported that the clutch had been changed on the pumper truck. The issue with the truck now is that the rear seal is leaking causing the emergency break not to work. Darrell requested to pay George Starky 200.00 and George Starky Jr. 100.00 for fixing the pumper truck the next morning after the breakdown. The clutch kit was 659.00

POA Contract. Steve Evans appointed a committee to begin work on a POA contract that can be put into affect during the 2019 registration. William Davis, Carol Halford and DeAnn Rucker.

New Business:

Land Line. The board discussed the possibility of getting a land line. Temporarily Darrell will leave his phone with an employee when he is out of the park. If this does not help with communication we will look at a land line.

Pool Use After Hours. The manager will address those using the pool after hours and take appropriate actions for those who are trespassing.

On-site Defibrillator. DeAnn Rucker reported that NEA Baptist will be giving the Park an AED and we are checking on an AED the Park owns to see if it is operable.

Fundrasier for Pumper Truck. Carol Halford requested that the Board, Activity Committee, and Pumper Truck Committee be allowed to raise funds by selling tickets for prizes with the top prize being a free assessment or 500.00 and other prizes would be solicited from individuals and businesses. Lisa Harrell made a motion that the park would supply the grand prize of free assessment or 500.00. Troy Douglas seconded the motion. The motion passed.

Carol Halford suggested that we take the pumper truck funds and match those with park funds to purchase a pumper wagon/truck. The board agreed that after the raffle we would look at the possibility of matching those funds.

Road in Block 7. Darrell said he will get an estimate on repairing the pipe and fixing the drain problem in Block 7.

Troy made motion to adjourn. Clarissa seconded.

Riverbend Park Board Meeting
Minutes
August 7th, 2018

Board Members Present: Steve Evans, William Davis, Lisa Harrell, Clarissa Brown, Carol Halford, Troy Douglas, and Manager Daryl Rickert.

Members Absent: Teresa Coots and Dale Anshuetz.

Call to Order by Steve Evans.

Presenting of the Minutes by Carol Halford. Lisa Harrell made a motion to approve the minutes with a change of Block from 5 to 7. Troy Douglas seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. Lisa Harrell presented the report indicating that she had corrected some charges that had been taken from the wrong line item. She reported that 402 full assessments and 16 half year assessments have been paid. The board requested that she add a new line item for Bathhouses as we intend to start repairing and updating them. Carol Halford made a motion to approve the financial report. Troy Douglas seconded the motion. The motion passed.

Old Business:

Committee Updates.

Audit/ Finance. Lisa Harrell reported that the committee is trying to come up with a date to start the 2nd quarter audit.

Bylaws. Clarissa Brown reported that the process is ongoing and the committee will be sending recommendations to the board. She is close to having the Articles of Incorporation set up for the POA to vote on as soon as it is approved by the committee and the board.

Pumper Truck. Carol Halford reported that the committee was requesting help from the board selling tickets for a raffle that will take place on Labor Day weekend. Tickets are 5.00 a piece or 5 tickets for 20.00. They requested that the board approve a top prize of free assessment or 500.00 to be donated by the park, additional prizes will be donated. Lisa Harrell made a motion to provide the free assessment of 500.00. Troy Douglas seconded the motion. The motion passed. After the funds have been raised the board discussed looking into matching those funds and purchase a pumper wagon/truck.

Activities. Carol Halford reported on the upcoming back to school event for the kids as well as Labor Day activities.

There were no other committee reports.

Project Update. Manager Daryl Rickert reported the following: 1. Road in block 6 and 7 need to be fixed. 2. Block 6 Lot 8 has a bank that is eroding creating an issue with a park pipe. 3. The well house is in desperate need of attention. 4. Bathhouse 6 has a counter top that is falling in. 5. He has ordered 24 meters. 6. He would like to have someone mark the trailers that need to be scrapped. The board requested that he get estimates on cost for rebuilding the well house and for the rebuilding of bathhouse 6. 7. Daryl requested a one dollar per hour raise for George Starkey and Amanda Dahm. 8. The board discussed water leaks on lots. Carol Halford made a motion to purchase a water regulator for the well house. Clarissa Brown seconded the motion. The motion passed. 9. Daryl ask that we mark trailers that need to be scrapped. 10. Daryl informed the board that we had a drainage issue on Block 2 Lot 47 which is owned by the park. He will be addressing the situation.

New Business:

The board discussed assessments and when they are due for 2019. Troy Douglas made a motion that beginning 2019, yearly assessments will be 775 if paid in full or two payments of 400 if paid in two payments, due February 1 and the second payment due May 1. William Davis seconded the motion. The motion passed.

Lisa Harrell reported that our insurance company had inspected the park and mandated the following: fire extinguishers in every building, repair all uneven or open breaker boxes, cover all electrical panels, provide wet floor signs, and repair a broken window in building 6.

The board requested that if staff leaves the office for an emergency any they should put a sign in the window indicating their return.

POA Contract. A draft of the agreement was presented by DeAnn Rucker. She is making corrections and additions at which point will have the board and the by-laws committee to review. The board will have the document reviewed by a lawyer.

The board went into executive session.

The board approved a \$1 an hour raise for Amanda and George.

The meeting adjourned.

RIVER BEND PARK PROPERTY OWNERS ASSOCIATION

ANNUAL ELECTION SEPTEMBER 1, 2018

BOARD MEMBERS PRESENT: Steve Evans, Clarissa Brown, Lisa Harrell, Carol Halford, Troy Douglas, William Davis, Dale Anschuetz, DeAnn Rucker

BOARD MEMBERS ABSENT: 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 2 p.m.

Board recessed until results were confirmed.

Board reconvened.

Results:

DEANN RUCKER -74

STEVE EVANS – 72

SANDRA STARKEY – 69

JULIE MOSS – 52

JUSTIN TAYLOR – 51

TRACI FORTNER – 34

JAMES MOORE - 31

Troy Douglas made a motion to keep the previous slate of officers for the upcoming year – Steve Evans- President, Dale Anschuetz – Vice President, Carol Halford-Secretary, Lisa Harrell - Treasurer. DeAnn Rucker seconded the motion. All in favor. Motion passed.

Meeting Adjourned

Riverbend Park Board Meeting
September 8, 2018

Board members present: Troy Douglas, William Davis, DeAnn Rucker, Sandra Starkey, Steve Evans, Dale Anshuetz, Lisa Harrell, Clarissa Brown, Carol Halford

Board members absent: none

Call to Order by Steve Evans

The Pumper Truck Committee was in attendance to give a report. Justin Taylor and David Barnes provided the board with specs and information on a pumper wagon. The particular wagon is \$8,560 and the Carport to cover it will be anywhere from \$700 to \$1500.

The committee requested that the park provide a ¾ ton truck (gas burner) to pull the wagon. After discussion we recommended that Justin give the report to the POA in the 10:30 meeting.

The Pumper Truck Committee also requested that they be allowed to convert to a Special Projects Committee. This committee would look into building a stage for performances with electricity and make plans to raise funds for a playground.

Other items discussed:

- Rocals
1. Rolland Block ~~7~~ *7* *Duncan*
 2. Possible purchase of excavator
 3. Getting the golf cart fixed

Riverbend Park Board Meeting
Minutes
October 1, 2018

Board members in attendance: Sandra Starkey, Troy Douglas, Clarissa Brown, Dale Anshuetz, DeAnn Rucker, Carol Halford, Lisa Harrell, and Steve Evans. Ex-Officio Gerald Ostermeier, Amanda Dahm

Call to Order by Steve Evans.

Presenting of the Minutes by Carol Halford. Dale Anshuetz made a motion to approve the minutes. Sandra Starkey seconded the motion. The motion passed.

Presenting of the Financial Report by Lisa Harrell. Troy Douglas made a motion to approve the financial report. Dale Anshuetz seconded the motion. The motion passed.

Old Business:

Justin Taylor/Honey Wagon. Justin reviewed the options and cost of purchasing something to use for pumping if the truck was not available. After looking into all possibilities it was agreed that the honeywagon at a cost of 8,650 would be the best fit. The board encouraged the committee to proceed as originally planned.

Projects Update. Gerald shared his plan to fix the drainage issue, we asked him to also talk with Scott about the drainage at the gate. He requested that we put a fence around the drainage field to prevent damage in wet conditions at a cost of approx. 1,600 and repair the well house at a cost of approx. 1,100. Gerald also discussed the possibility of putting exhaust fans in the bathhouses. Carol Halford made a motion to repair the well house. Lisa Harrell seconded the motion. The motion passed. Troy Douglas made a motion to fence the area around the drainage field. Carol Halford seconded the motion. The motion passed. Gerald is checking on prices for the drainage project, the exhaust fans for bathhouses and the board will be sent an e-mail.

Committee Updates. The Activities Committee is working on Halloween activities. The Bylaws Committee is continuing efforts to complete bylaws. The Abandoned Lots Committee has indicated which trailers are ready to be hauled off.

POA Contract. The plan is to have an appointment set up with Perkins Law Firm by the first of November for documents review.

New Business:

Tanks that hold cans. Gerald was asked to get the trailer licensed so that the tanks can be transported to a recycling center. The money for the cans will be put in a special account.

Water Inspector. The water inspector has reported on his duties when he enters the park and indicated that he is in compliance with all regulations and policies concerning water inspection guidelines.

Park Manager Position. The board will post the position and begin taking resumes for the position.

Number of Dumpsters. Dumpsters are continuing to be fully utilized. Gerald will start closing off dumpsters after Halloween and contact the company to put some the dumpsters on vacation status.

Excavator. Troy Douglas made a motion to purchase an excavator for 5,000 and make the necessary repairs estimated at 1,000. Dale Anshuetz seconded the motion. The motion passed.

Plans for Flooded Areas. Information is addressed under projects update.

Lisa Harrell indicated that our printer in the office is not working and she suggested that we purchase a commercial printer at a cost of \$900 and then \$16 a month maintenance contract. Carol Halford made a motion to purchase the printer. DeAnn Rucker seconded the motion. The motion passed.

Riverbend Park Board Meeting
Minutes
Monday November 5, 2018

Board members in attendance: Troy Douglas, Clarissa Brown, DeAnn Rucker, Sandra Starkey, Dale Anshuetz, Lisa Harrell, William Davis, Carol Halford, Ex-officio Gerald Ostermeier

Board members absent: Steve Evans

Vice President, Dale Anshuetz called the meeting to order.

Presenting of the Minutes by Carol Halford. Troy Douglas made a motion to approve the minutes. William Davis seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. There was a question concerning ice deposits and credit due for ice. Lisa indicated that she will get with Amanda to answer these questions. Carol Halford made a motion to approve the financial report. William Davis seconded the motion. The motion passed.

Old Business:

Projects Update. Gerald reported that the pump house project has been completed. Mowing is ongoing. The trailer has been licensed and is ready for use. The drainage field by the pool house has been fenced off to protect the lines from being damaged when trailers are driven in that area to be parked for flooding. He discussed his plan to work on cleaning out the drainage pipes and replacing pipes. The Board decided to put the purchase of an excavator on hold and put those funds into a much needed truck for the park. In the meantime we have access to an excavator that can be rented at a reasonable price by the week.

POA Contract/Bylaws. An appointment has been made with an attorney to look at these documents.

Park Manager, Contingency Plan. An ad will be put in surrounding area newspapers. It was agreed that we need applications on file.

An e-mail sent in the spring to the board was discussed due to it being sent a second time. The response letter to the first e-mail to the individuals was read, indicating the options available to them.

New Business:

Electric Bills. Several complaints have been filed in regard to electric bills being sent in a timely manner as well as errors in the charges. Lisa and Clarissa will work to resolve

the issues. We will continue to encourage our POA to purchase personal electric poles due to the age of our electric grid and the cost of replacement.

William Davis requested a list of paid assessments of which Lisa will provide.

The Board discussed surveying the gate area in 7. We will wait to see what is going to happen with the county before we pay for a survey.

The Board discussed cleaning and clearing out our part of the lot by George Masters.

Riverbend Park Board Meeting

Minutes

December 3, 2018

Board members present: Sandra Starkey, Lisa Harrell, Clarissa Brown, William Davis, Troy Douglas, Carol Halford, DeAnn Rucker, Steve Evans and via phone Dale Anshuetz.

Presenting of the Minutes by Carol Halford. November minutes and September minutes (september had been overlooked and not approved) were provided. Lisa Harrell made a motion to approve all minutes. Troy Douglas seconded the motion. The motion passed.

Presenting of the Treasurers Report by Lisa Harrell. The ice receipts were discussed. DeAnn Rucker will be coming up with a cash receipt to assist in keeping good records for ice purchases. Carol Halford made a motion to approve the financial report. Clarissa Brown seconded the motion. The motion passed.

Old Business:

Projects Update. Steve Evans covered information from an e-mail from Gerald concerning park updates. Gerald reported the following: Everything has been winterized. The brush by the railroad tracks in block 6 has been cleared. Downed limbs and debris from the November 25th storm has been cleaned up. Gerald counted 142 privately owned power poles and indicated that meters are due to be read tomorrow. The following items were discussed and Steve Evans requested that Gerald be sent an e-mail concerning the discussion immediately following the Board meeting: Update on Centennial Bank water renewal, for any trailers moved to the hill numbers of names need to be put on them for identification, in the future ice receipts must be kept, electric bills must go out in a timely manner, Clarissa will develop a spread sheet to be used to keep electric bills organized, chain remaining dumpster if necessary, the 2019 assessment package will go out soon and follow the February 2012 implementation of saving \$25 when the payment of \$775 is paid by March 15, 2019 or pay two payments of \$400, 1st payment February 1, 2019 and second payment May 1, 2019.

New Business:

Committee Updates.

Clarissa Brown reported that she, Lisa and Steve had met with a Lawyer from Perkins Law Firm, concerning legal issues from years back. He agreed to no retainer and hourly fees of \$185. They are collecting material that the Lawyer requested such as minutes from 2012, etc. The Lawyer will provide direction concerning Bylaws, Property Deed etc. DeAnn Rucker will be taking all park owned property deeds to Lenders Abstract Co. for them to proceed with Title searches to verify if there are any attachments to the deeds such as liens.

DeAnn Rucker reported on a mobile text alert system for the park. For a one time fee of \$230.00 the park can have this service to send out emergency alerts to the POA. Lisa Harrell made a motion to purchase the service. Troy Douglas seconded the motion. The motion passed