

Riverbend Park Board Meeting

Minutes

January 7, 2019

Board Members Present: Sandra Starkey, Steve Evans, DeAnn Rucker, William Davis, Clarissa Brown, Lisa Harrell, Troy Douglas, Carol Halford, ex-officio Manager, Gerald Ostermerier, Amada Dahm.

Those Absent: Dale Anshuetz.

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

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

Pumper Truck/Wagon Committee. David Barnes reported on behalf of the committee. The committee has completed the pumper truck/wagon project as originally planned. There is approximately \$3200 left in that special account. They are planning to build a permanent entertainment stage in Block 9. They indicated that the account should be utilized for park improvements. The committee will address the POA at the February meeting concerning future plans. The board is in support of the committee's proposal.

Projects Update. The areas that needed to be fixed in number 2 bathhouse are close to completion. Gerald plans to put 8 inch fans in all of the bathhouses. Sliding doors have been added to the shop. The pipe in block 7 that needs to be replaced has been located and they are currently working on the drainage situation. All meters have been locked on lots where money is due to the park. Keys have been ordered for the gates. The office will be painted and cleaned. The rails around each pool will be sanded and painted.

Committee Updates. Committees will be assigned at the February meeting.

New Business:

Packets. Lisa Harrell covered all of the information that will be sent out to the POA next week. The board is to respond to a final draft by the end of this week for approval. We discussed providing 10 guest passes per membership and then using weekend passes for all other guest. The packet will include: assessment information, registration form, and a news letter.

Budget for 2019. The board reviewed the proposed budget with minor changes from last year's budget process. Troy Douglas made a motion to approve the 2019 budget. Sandra Starkey seconded the motion. The motion passed.

The board will discuss meeting dates for the POA at the February meeting.

The board recommended that Gerald prepare to open the Park on March 8th, if the weather permits.

Mobile Text Alert. DeAnn Rucker is working on this project for the upcoming season.

Lisa Harrell reviewed a list of members that needed to be listed as inactive, in discussion concerning unpaid accounts, the board decided to change the \$5 customer charge to a \$5 electrical maintenance charge for all of those on park power.

The board went into executive session.

Riverbend Park Board Meeting

Minutes

February 4, 2019

Board members in attendance: William Davis, Sandra Starkey, Troy Douglass, DeAnn Rucker, Steve Evans, Lisa Harrell, Clarissa Brown, Carol Halford, Ex-officio – Gerald Ostermeier.

Board members absent: Dale Anshuetz

The meeting was called to order by Steve Evans, President.

Carol Halford presented minutes from the previous meeting. Troy Douglas made a motion to approve the minutes. Lisa Harrell seconded the motion. The motion passed.

Lisa Harrell presented the financial report. Carol Halford made a motion to approve the financial report. Clarissa Brown seconded the motion. The motion passed.

Lisa also reported that the attorney had contacted her to check on the status of the title search; he wants to be sure that the lots are attached to the DOR.

Old Business:

Project update. Steve Evans reported that he has been in contact with Sharp Co. and Fulton Co. officials concerning the new bridge. He will have to sign off on an easement before they begin the project this spring. He also addressed the security issues and they have agreed to secure the park entrance during the time of construction. Plans for the project will be available for the POA members to view at the next POA meeting. Mr. Evans also talked with the Sharp Co. Judge about the importance of fixing Bluff Road, the issue will be put on the agenda for the next court meeting. We learned that the guard shack will have to be moved back so that we can have the appropriate slope for trailers to be brought in and out of the park. The road will be higher than it is now and he is trying to get information on the elevation. Steve requested that Gerald get the pumper truck breaks fixed as soon as possible.

Managers report. * main pump on the highway has been reinforced under the fiberglass and is in good condition * brush has been cleared, debris and broken limbs have been removed from block six * sliding doors have been added to the shop and culverts will be replaced * bathhouses are complete with the exception of two supply lines to toilets, this includes: repairs to walls, caulk and paint where needed * water heater elements have been changed and ready for park opening * all equipment except tractor have been serviced * drain tank is in the ground, line is repaired and road fixed as good as they could, the ground is waterlogged and it will take time to dry so that gravel can be brought in * numbers have been placed on boxes to help with meter reading *Gerald will be contacting the Hardy Water Works and the Inspector for the septic system next week * working on prices for exhaust fans for the bathhouses* office has been painted and

arranged for the beginning of the season * marked and located several lines for property owners who are planning construction.

Committee report. Sign up sheets for those wanting to serve on committees will be available at the next POA meeting.

New Business:

Disputes from POA members. Lisa Harrell covered disputes brought to her attention since the last board meeting for the board's information. 1. A member would like to remove a meter that is not being used. 2. A member was told that he would only have to pay a partial payment. 3. A member reported that a meter on his property that has a bucket over it needs to be addressed. 4. Continued questions concerning electric bills. These have all been addressed.

Pest control renewal. The board affirmed that it was time to renew this contract.

Fire Extinguisher service. Lisa reported that extinguishers will be serviced before we open for the season.

The board covered the agenda for the next POA meeting.

Meeting adjourned.

**Riverbend Park Board Meeting
Minutes
March 4, 2019**

Board Members in Attendance: Steve Evans, Troy Douglas, William Davis, Carol Halford, DeAnn Rucker, Clarissa Brown, Dale Ansheutz via phone.

Board Members Absent: Lisa Harrell

The meeting was called to order by Steve Evans.

Carol Halford presented the minutes. Troy made a motion to approve the minutes. William Davis seconded the motion. The motion passed.

The treasurer's report will be sent to board members via e-mail for their approval.

Old Business:

Project update. *drain in block 5 has been completed. *culvert has been placed in the ditch in front of new shop doors. *some gravel down and more to come. *Entergy has turned on main power. *water tank on highway is turned on and ready to go for Thursday March 7th. *Troy assisted with all known electrical issues before park opening. *pool fences will be painted. *buried a water line from pool house around pool to remove hose from the fence in block 9. *excess water has been pumped out of block 2 and once the water is on the drain pipe will need to unclogged.

Committee reports. Amanda will put a post on face book to encourage the POA to serve on committees.

Bridge update. Project is set to go.

New Business:

Gerald was told that the Park would have to purchase a water meter from the city. We are awaiting a letter from the city of Hardy to confirm.

A truck has been purchased for the Park.

The common ground in block 9 will be considered for the permanent stage once structural drawings are submitted by the pumper truck committee.

Clarissa made a motion to keep the van for cleaning of the bathhouses. Troy seconded the motion. The motion passed.

The board has been made aware that some of the POA are not getting their mail.

Riverbend Park Board Meeting

Minutes

April 1, 2019

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

The meeting was called to order by Steve Evans.

Carol Halford presented the minutes from the previous meeting. Troy Douglas made a motion to approve the minutes. Clarissa Brown seconded the motion. The motion passed.

Lisa Harrell presented the financial report. Carol Halford made a motion to approve the report. Dale Anshuetz seconded the motion. The motion passed.

Committee updates. No reports

Stage update. We are waiting for the committee to provide plans (drawings) for the project to the board.

Projects update. * a pressure regulator was added to the bathhouse * sections of the fence have been painted * will be spot filling with gravel * surveys will be done on roads that have no access * Amanda will be contacting someone to remove the scrap pile

New Business:

Electric gates. Steve Evans discussed the possibility of having an electric gate. We currently replace keys every 3 to 4 years and we are sure that keys are being recut, which tears up our tumblers. We can look at the option of using barrel keys. The other option is an electric gate that is a swing gate, an arm or sliding gate. We would need to have a sticker on the windshield with a barcode. He indicated that he would be discussing the project with the POA to get their opinion.

Policies in regard to Lots. The policy is one camper per lot. If there are other structures they cannot have plumbing.

Issues with Trash. The board approved the following policy to be placed on the website immediately.

Garbage should be in sealed plastic bags and placed inside a dumpster. Bringing trash from outside the park to dump in the parks disposal bin is prohibited. Tree trimmings should be burned on your lot or taken to the dump. At no time should bins be loaded with landscaping, pruning matter or construction materials. Large items such as mattresses or appliances are not to be placed in the dumpsters. Refuse haulers will be brought in three times per year for large items.

Clarissa Brown made a motion to move the April POA meeting to the last weekend of April due to the third weekend being Easter. DeAnn Rucker seconded the motion. The motion passed.

River bend Park Board Meeting
Minutes
May 13, 2019

Those in attendance: Clarissa Brown, Lisa Harrell, William Davis, Sandra Starkey, Troy Douglas, Dale Anshuetz, DeAnn Rucker, Carol Halford 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 suggested that we move the 1000 from the Electrician line item to contract labor. The accountant suggested that next year's budget should include a line item for background checks and drug testing. Dale Anshuetz made a motion to approve the report. DeAnn Rucker seconded the motion. The motion passed.

Old Business:

Project updates. Steve Evans indicated that he was concerned about the meter reading being done by the city of Hardy and the reading that our staff is doing and the discrepancies in the numbers. Clarissa Crown made a motion to send a letter to the Hardy water department to express our concern and find out where the water meter is being read, the tank in town or at our meter across from Biggers bed and breakfast. The board discussed the high turnover rate for employees and steps toward improving the situation. Gate keepers will begin this weekend in order to train new people before the Memorial Day weekend. Sandra Starkey made a motion to sell ice for 2.00 per bag. William Davis seconded the motion. The motion passed. Ice will be sold at the first gate to the park.

New Business:

The board discussed the September election and the importance of having the election committee meet and discuss the voting procedures. Bio's for those running will need to be provided to the secretary within 45 days from the election.

DeAnn Rucker reported that after Memorial Day we should have enough contact information to implement the Text Alert system.

Clarissa Brown will follow up on the plattes at the office to see if they are stamped as filed. She will retype the DOR and include an Exhibit A with all the plattes.

The board set a policy for the renting of the community building. There will be a refundable 50.00 deposit for the use of the building for events.

The board discussed individuals living in building on property without campers. Those individuals will be contacted

Riverbend Park Board Meeting
Minutes
June 10, 2019

Call to Order by Steve Evans

Those in attendance: Lisa Harrell, Clarissa Brown, William Davis, Sandra Starkey, DeAnn Rucker, Steve Evans, Carol Halford

Mr. Thacker made a request to address the board. He indicated that he would like to purchase the corner of Block 8 Lot 71. The board decided that we cannot make changes to the platte and would not be able to sell that property.

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

Steve Evans reported that he had talked with the Mayor Rose about the water meter readings. The mayor will check into our concerns that the meter may not be read at the appropriate place. a follow-up letter is being sent to the Hardy Water Department. He also requested that the Hardy Police make rounds in the park during the holidays.

Presenting of the Treasurer's Report. Lisa Harrell reported that we have met our budget based on 387 paid assessments. At this time we have 403 full payments and 17 half payments. Carol Halford made a motion to approve the report. Sandra Starkey seconded the motion. The motion passed.

A POA member would like to assume responsibility for a power pole that was originally owned by the park, at the corner of 1-28 and 1-30. The board will need a bill of assurance with specific restrictions on the lot where the pole is located. We will remove our system and they can replace it with a power pole once we clear it with our attorney. Amanda will type up a letter and e-mail it to the attorney.

Lisa Harrell reported that a POA member is asking for a credit for being overcharged. We will review last years charges and make a decision on a reimbursement.

Updates. Gerald discussed that we have large numbers of trailers to be pumped every week, which is taking our employees away from other things that need to be done in the park. There is a dead tree in block 1 that needs to be dropped. We are going through a lot of electric meters. Burn pile will be pushed to a safe spot and burned.

Gerald will begin working on roads. The board ask Amanda to post on facebook that we are requesting that the POA replace all leaky hoses.

Committee Updates. The election committee has been contacted and they will meet before the board elections to get organized. All bio's need to be in to the park secretary by July 17th and the vote will take place on August 31st. The bylaws committee is close to finishing up in order to send the updated by-laws to the Board and then to the POA for vote.

Riverbend Park Board
Minutes
July 8, 2019

Call to Order by Steve Evans

Those in attendance: Lisa Harrell, Clarissa Brown, William Davis, Sandra Starkey, DeAnn Rucker, Dale Anshuetz, Carol Halford, Steve Evans, Troy Douglas.

Presenting of the Treasurers Report. Dale Anshuetz made a motion to approve the financial report. Troy Douglas seconded the motion. The motion passed.

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

Greg Hobbs requested a meeting with the Board. He would like to purchase block 9 lot 168 from the park. We will check on the deed and contact him.

Projects updates. The project to fix the road will be done as soon as the park closes. Ice sales continue to do well and Guard shack was open during the week of the 4th from Wednesday through Sunday. 11 loads of gravel have been brought in. Gerald is working on getting a 30 yard dumpster for about the same cost as the 6 yard dumpster. He can use the tractor to push the trash down in the bigger dumpster. The 40 yard dumpster will be picked up on tues. July 9th. Amanda will put a post on face book encouraging the POA to replace leaking water hoses and shut off water when they leave the park. Century Link provided materials to repair some damages they made and they will need to reimburse the park \$50 per hour for 4 hours of labor. The clutch is out on the pumper truck so the honey wagon will be running through Wednesday. Amanda will announce that electric boxes are not to be tampered with and those with power pole that no longer need park power should contact the office. We will need to find fittings to allow easier use of the honey wagon after contacting the individual who built it. We ask Amanda to put the ad we have for park employees in the local newspapers.

The board will need to evaluate the pumping policy at the next meeting.

Follow up on the power pole on block 1 lot 28 and 30. The individual on that pole will be getting a bill for the use of power since that is the only one on that pole.

Carol Halford made a motion to hire security for every Saturday evening through Labor Day including all of Labor Day weekend. Clarissa Brown seconded the motion. The motion passed.

Lots with tents can only have electric temporarily will they are making arrangements for an RV.

All park employees are covered by insurance unless there is an exclusion.

The board agreed to allow Stacy Okert to open the pools for adults only every other Saturday nite from 9pm to 11pm flip flopping the use of the two pools, each of the pools will be used once a month for adult swim.

Cameras will need to be put up in the office. William Davis will make the purchase.

We need dirt and rock in Block 7 and ask Amanda to follow-up with Gerald.

The park has an April to April contract the Blansett Excavating for water readings and the bill is spread over 12 months.

River bend Park Board Meeting

Minutes

August 12, 2019

Those in attendance: Steve Evans, Lisa Harrell, Sandra Starkey, Clarissa Brown, Troy Douglas, William Davis, DeAnn Rucker, Dale Anshuetz and Carol Halford.

Steve Evans called the meeting to order.

Carol Halford presented the minutes. Troy Douglas made a motion to approve the minutes. Dale Anshuetz seconded the motion. The motion passed.

Lisa Harrell presented the financial report. Carol Halford made a motion to approve the treasurer's report. Sandra Starkey seconded the motion. There was a discussion about the sale of lots, and if the money is to be put into the pumper truck fund. The POA voted on putting the funds into that account, therefore any reversal of that decision will need to be voted on by the POA.
The motion passed.

Old Business:

Projects update.

Gerald is working on placing gravel where it is needed. The pool by the office is leaking and repairs will need to be made, it will be closed after the holiday and the pool in block 9 will remain open for a short time following the holiday. Gerald is making sure that power is cut at the main box on lots where owners have their own power poles. We have determined that we have a few lots for sale, inquires can be made at the office.

The Board requested that Amanda meet with Gerald weekly to prepare a manager's report and e-mail it to the board.

Lisa Harrell received communication from Leta Roston asking the Board to look into the possibility of providing a family bathroom that is also handicap assessable. Gerald will be checking on this.

Security. Officer, Scott Rose has recommended a gentleman to serve as a security officer for the Park. Carol Halford made a motion to allow Gerald to hire the gentleman as recommended by Officer Rose. DeAnn Rucker seconded the motion. The motion passed.

Greg Dobbs met with the Board last month requesting permission to purchase Block 9 Lots 181 and 182. We have determined that 181 can be sold. He will be contacted with the information.

Mobile Text Alerts. Phone numbers are now in a template and ready for upload for mobile alerts. The cost to the Park is 228.00 per year. Management will make decisions on what alerts are sent and when they are sent. We are limited to 1500 text per month. Examples of possible alerts will be flooding, power outages and amber alerts.

Committee updates.

Bylaws will be mailed out to the POA for them to vote on.

New Business:

The next electric bill and newsletter will include information about services being 30 Amp and those with 50 Amp RV's will need to make arrangements to purchase a power pole.

Steve Evans will discuss services at the next POA meeting. Those having their own power poles are encouraged to send a work order into the office requesting that the park power on their lot be shut off. From this point forward new owners that have a power pole will need to get in touch with the office to have the park power shut off. If the new member's camper is 50 Amp they will be required to have their own power pole.

William Davis inquired as to who in the park could sign deeds when they are sold. Lisa Harrell will e-mail our Lawyer in regard to the question.

River Bend Park Board Meeting Minutes

September 9, 2019

Those in attendance: Steve Evans, Dale Anschuetz (by phone), William Davis, Lisa Harrell, DeAnn Rucker, Sandra Starkey, David Hicks, Rick Cooper, Justin Taylor

The meeting was called to order by President Steve Evans

Steve Evans called for nominations for officers for the newly formed Board of Directors. Before nominations began Steve Evans and Dale Anschuetz asked to have their names removed from consideration for any officer positions.

Sandra Starkey nominated David Hicks for the office of President. The nomination was seconded by Williams Davis. Vote was taken and the result was unanimous in favor.

DeAnn Rucker nominated Rick Cooper for the office of Vice-President. The nomination was seconded by Sandra Starkey. Vote was taken and the result was unanimous in favor.

David Hicks nominated DeAnn Rucker for the office of Secretary. The nomination was seconded by Justin Taylor. Vote was taken and the result was unanimous in favor.

Justin Taylor made a motion that Lisa Harrell remain in the office of Treasurer. Rick Cooper seconded the motion. Vote was taken and the result was unanimous in favor.

DeAnn Rucker presented the minutes of the previous meeting as recorded by Carol Halford. Lisa Harrell made a motion to approve the minutes as presented. Steve Evans seconded the motion. The motion passed.

Lisa Harrel presented the financial reports. DeAnn Rucker made a motion to approve the financial reports to be filed for audit. Sandra Starkey seconded the motion. Several members asked that Jerry Cox be called to determine the pay-off of the note for the tractor. It was also noted that the revenue from any lots sold by the park was to be moved to a special account. Noted that Lot 181 in Block 9 had been sold. After discussion of the remaining financial report figures, a vote was taken and the motion passed to approve those reports.

Old Business

Project Update:

Park Manager, Gerald Ostermeier presented a list of anticipated projects that the maintenance crew would be working on over the next several months and over the winter closure. Besides those projects (Exhibit A) they had also been working on meeting with the county about water lines outside the park (because there are no tracer wires). There is an exposed 6" line in the creek in Block 9 where the county will be doing a temporary road around the bridge while repairing and widening it. The county will be watching closely to hopefully negate causing any issues with our incoming water lines. Entergy was responsible for breaking a line that Gerald had marked, however by the time they had showed to do their work it had rained and the markings were not noticeable. There is also a tree in Block 8 that the park will have to cut down because it is interfering with Entergy electrical lines.

Security Personnel/Insurance:

Steve Evans and Lisa Harrell wanted to make sure everyone understood that any security personnel that we had working in the park was contract labor and was responsible for their own liability insurance. They would have to sign off that they knew such and also that they knew they would not be covered under the park's Workmen's Compensation policy. It was noted that the hiring of Anthony Gillian as a security guard began as

a trial process and all felt that it needed to be reevaluated at this time. DeAnn Rucker made a motion to lay off Mr. Gillian considering this reevaluation and the winding down of the season. Sandra Starkey seconded the motion. Vote was taken and the decision to do so was unanimous. It was also noted that future contract type labor of any kind would need to be announced to the members of the POA to afford the opportunity for those in the park that were either licensed for such type of labor or owned certain types of businesses to be able to quote as able and qualified.

Pool Construction/Repair:

Steve Evans has received bids for the repair of the Block 2 pool (the same type of repair as done on the Block 9 pool a couple of years ago). Bids have ranged from \$13-14k for just the concrete work. However, the same crew that did the previous work on the other pool have quoted to do the concrete work for the same as previously charged (approximately \$8k including the labor, forms and concrete). The plumbing portion of the repair will still need to have bids taken and we will request those from local plumbers as well as licensed plumbers with the membership of the POA. New ladders will also need to be installed in both pools, the Block 2 pool will need to be painted per the last inspection. Justin Taylor made a motion to accept the bid for the concrete work from the previous contractor and to bid out the plumbing as noted above. Rick Cooper seconded the motion. Vote was taken and passed unanimously.

Electric/Meter Reads/Invoicing:

Amanda Dahm discussed the new system that she and Lisa Harrell have developed for making the process of billing electric more efficient. An excel spreadsheet has been installed on Amanda's work phone so that when reading meters, the information can be directly input into an Excel spreadsheet and then downloaded into her system once she has returned to the office. This should greatly decrease the time that it takes to do monthly electrical billing. The plan is that every Tuesday Amanda will be out reading meters by sections and immediately billing that section rather than trying to read and bill all meters at once. To aid in the process, employee Stacey Okert has plotted each park member that has their own poles in order to cut down on time of reading meters that are not being used. A motion was made by Sandra Starkey

Lawyer Visit:

Lisa Harrell discussed the last visit with the park attorney in reference to the signing of deeds sold by the park. In the future, the President needs to sign those deeds as those properties are sold. The board will also need to approved any lots being sold. In regards to the lots already sold to Sandra Starkey and not signed by the President, the attorney said that we were okay since the board had already voted to accept that transaction.

New Business

Notebooks for Board Members:

Lisa Harrell will be preparing these for new members which will include all legal documents for reference. On that note, DeAnn Rucker indicated that the By-laws committee had presented the new Articles of Incorporation that would need to be signed by all Board members and then mailed into the Secretary of State.

Playground:

Sandra Starkey has started on plans for building a new playground in Block 9 using donated equipment and possibly refurbishing any equipment that is salvageable from the old playground. She would like to do a raffle for the purpose of purchasing new or repairing old equipment by raffling a Glock 9mm firearm plus other donated items. The firearm will not be on the premises or available for inspection during the raffle. The winner will have to pick up the item at the vendor where the required background checks and licensing will be done by those 3rd parties and not the park. Lisa Harrell made a motion to also donate from the park for the raffle a choice of a paid assessment or \$500 cash. The motion was seconded by Rick Cooper and passed unanimously.

Stop/Yield Signs on Main Roads:

William Davis asked for the board to look into placing either stop or yield signs at major intersections (as appropriate) within the park to hopefully cut down on accidents. Rick Cooper will check with a familiar vendor about pricing for those signs.

Employee Time & Time Clock:

Justin Taylor noted that it had been brought to his attention that some employees may be clocking in for each other or clocking in and returning home before going to work. He has looked into a new time clock system that uses an RFD chip with fingerprint capabilities. Lisa Harrell will send the link for the information about this system to all the board members for investigation of its features. The cost would be \$239 plus the RFD cards (approx. \$2 each). A decision will be tabled until all have had an opportunity to check it out. It was also mentioned during this time that there are other office supplies/equipment that is needed in the office to perform the job needed. Sandra Starkey made a motion for Amanda to secure a cost and list of the needed items for board approval of any major items but to go ahead and purchase small dollar item if needed. Justin Taylor seconded the motion and a vote was taken and passed unanimously.

Exhibit A

Repair the Drains in Block 2

Upgrade Pool in Block 2

Repair Bath Houses (all 5)

Cable around Drain Field in Blocks 5 & 6

Winterize all Bathhouses

Winterize pools

Maintenance on all machines/equipment

Finish painting the fence at Bathhouse 9

Fix leak at Block 9 pool as soon as the pools are closed

Clean out creek between Block 8 and Block 9

Kilz and Paint insides of all 5 bathhouses

Exhaust fans install in all bathhouses

Possibly convert Block 2 Bathhouse with a handicap shower stall and family area

Get bids for building cinderblock bathhouses

Take out copper pipes and place with solid pipes in the bathhouses

Meeting adjourned to go into Executive Session

River Bend Park Board Meeting Minutes

October 14, 2019

Those in attendance: David Hicks, DeAnn Rucker, Lisa Harrell, Williams Davis, Dale Anschuetz, Steve Evans, Sandra Starkey,
Rick Cooper, Justin Taylor

The meeting was called to order by President David Hicks

DeAnn Rucker presented the minutes of the previous meeting. Rick Cooper made a motion to approve the minutes as corrected. Justin Taylor seconded the motion. The motion passed.

Lisa Harrell presented the financial reports. Dale Anschuetz made a motion to approve the financial reports to be filed for audit. DeAnn Rucker seconded the motion. Several items of note were mentioned for further discussion including the fact that the biggest outstanding bill is the POA electrical reimbursements which amount to \$20k+. Amanda noted that billing is now caught up and she will begin the new section reading the following day. It was also deemed that with the season slowing down there should be zero overtime and we should be able to cut out the contract labor for an electrician.

Old Business

Project Update:

Park Manager, Gerald Ostermeier discussed more about the projects that the maintenance crew would be working on over the next several months and over the winter closure. Part of those projects include the remainder of the pool project (the plumbing portion), the repair of the leak in the bathhouse at Block 9 as well as a leak at 91/6. They will have to be dug by hand to repair. Only employees besides Gerald and Amanda that are now working are John and Amy. The installation of HVAC in the office/bathhouse is also on the project list. All bathhouses will need to eventually be rebuilt (beginning with Block 6) but all new construction will have to wait until funds are available. The drainage issue in Block 2 will still need to be worked on when the water is turned off just as it was repaired in Block 7. They will replace a 24' section. Quotes for the bids for the plumbing portion of the pool repair were presented and the best quote (cheapest for the amount of work to be performed) was offered by Curtis Lovins. DeAnn Rucker made a motion to accept the plumbing bid of Curtis Lovins. Lisa Harrell seconded the motion and the vote was unanimous.

Stop/Yield Signs on Main Roads:

Rick Cooper received a quote for a stop sign to purchase 1 for trial (18" for \$33.99) but it was brought up that there was another sign company (Jennifer's on Highland) that might could do them cheaper. Rick Cooper made a motion that this project be tabled until the next meeting when additional information could be attained. It was seconded by Steve Evans and passed unanimously.

Employee Time & Time Clock:

A different employee time clock was presented by Justin Taylor that used a biometric thumb print for clocking, would work with Windows and Wifi. It would include software for transmitting directly to the accountant and would have no monthly fees. Rick Cooper made a motion that this be tabled until the next meeting until everyone had an opportunity to look into it. The motion was seconded by DeAnn Rucker and passed unanimously.

Mobile Text Alerts:

The system is now up and running and a text to Board members would be sent the following day to test.

Articles of Incorporation:

The original articles have been revised to conform to state statues and are ready to be signed and sent into the Secretary of State. All board members signed the articles and DeAnn will get them mailed in.

New Business

Personnel and employment applications:

A general consensus was reached that hours would be decreased for park personnel over the winter months but also that office hours se would be changed upon reopening the park in the Spring to allow for more time for office work without interruption. David Hicks announced that employment ads had been placed for free on the Hardy online job boards and that 9 applications had been filled out to date. This is a free service and so Amanda was instructed to stop the paid print ads that were currently running in area newspapers. Justin Taylor made a motion that all hiring and firing decisions should be ran through the board for final decisions, although it was agreed that Gerald should have ample opportunity to make recommendations on both accounts.

October Activities:

Sandra Starkey announced that she has the raffle tickets available for the fundraising project for new playground equipment of a proposed playground in Block 9 for the raffling of a Glock 9 handgun during the Halloween/Harvest Festival activities (all background check and registration paperwork will be done by the gun vendor). Julie Moss with the Pumper Truck committee will be proposing at the next POA meeting on October 19th that the Special Activities bank account will be converted to a Playground account with any FUTURE deposits earmarked for that fundraising project. Sandra will be overseeing several other activities that will take place on October 26th including arts & crafts fair, chili cookoff, games, hayrides, costume contest and trunk or treat for the kids.

Employee Incentives:

It was brought up that Gerald had taken off for 4 days for his daughter's wedding and there was no provision for vacation pay. Sandra Starkey made a motion for Gerald to be paid straight time for the 4 days that he was off as a paid vacation. The motion was seconded by Dale Anschuetz and passed unanimously. New policies for employee incentives will be discussed before the new employee handbook is finalized. These incentives plus non-arbitrary pay increases will be determined along with periodic employee evaluations.

Facebook Property Owners Page:

It was agreed to removed Clarissa Brown (former board member) as an admin on the account and to add David Hicks to the admin list for that account. Justin Taylor had already been added previously by Clarissa Brown.

Meeting adjourned to go into Executive Session

River Bend Park Board Meeting Minutes

November 11, 2019

Those in attendance: David Hicks, DeAnn Rucker, Lisa Harrell, Williams Davis, Steve Evans, J.W. White
Rick Cooper, Justin Taylor

The meeting was called to order by President David Hicks and requested that the first order of business be to nominate and vote for a new board member to replace Sandra Starkey who had previously resigned because she no longer owned property in the park.

Nominations were taken as follows:

Justin Taylor nominated Stacey Okert

William Davis nominated Julie Moss

Rick Cooper nominated Arlen Whitley

A voice vote was taken with the results as follows:

Stacey Okert = 0

Julie Moss = 2

Arlen Whitley = 5

Arlen Whitley was welcomed as the newest board member by a majority vote and asked to join the meeting.

David Hicks also asked that the agenda for this and future board meetings be changed around so that committees could make their reports in the beginning where those members could leave if they desired and not have to stay for the remainder of the board meeting. It was also suggested that during POA meetings that the board member with the most expertise for a particular subject would answer any questions that might arise from the floor.

The new DOR and Bylaws which had previously been sent to the board members was briefly discussed and it was decided that David Hicks and DeAnn Rucker would meet the next day at Centennial Bank in front of a notary to sign the documents and they would then be mailed into the State of Arkansas.

David Hicks then reported for the Playground committee concerning the recent fundraisers they had. A profit of \$2,039 was made for the gun raffle with an additional \$256.10 raised from the sale of t-shirts. He would present later a report, once he gets it from Sandra Starkey, concerning the # of actual tickets sold for the fundraiser.

DeAnn Rucker presented the minutes of the previous meeting. Lisa Harrell made a motion to approve the minutes. Justin Taylor seconded the motion. The motion passed.

Copies of the October POA meeting minutes were presented as taken by Carol Halford in DeAnn Rucker's absence and a couple of clarifications were brought up by Lisa Harrell. DeAnn will make those clarifications before sending to Lisa for uploading to the River Bend website.

Lisa Harrel presented the financial reports. J.W. White made a motion to approve the financial reports to be filed for audit. Steve Evans seconded the motion. Based on information included in the financial reports it was determined that during the February POA meeting it would be announced that before electric meters would be unlocked for the 2020 season all old electric bills would have to be paid and the staff would need 3 business days' notice after new assessments and past due electric bills were paid to unlock electric meters.

Park pole electric will be disconnected the first weekend in December and David Hicks will contact Entergy about excessive electrical bills that have been received by the park for 2019. The announcement about the 3-business day wait for turning power on at the beginning of the 2020 season will also be announced on Facebook and in the park newsletter.

The Finance Committee, represented by Brandy Alcorn, presented their audit report. A full copy will be available for anyone that would like to see it. The committee audited Expenses, Deposits, Receipts, Ice Sales and Payroll. They found no discrepancies on Expenses, some clerical errors on receipts and deposits (although no discrepancies in the cash flow, a total of 32 bags of ice that were unaccounted for and several issues were noted on the payroll records (both issues at the park and with the accountant). Their biggest recommendation was that a new time clock for the employees be installed as soon as possible as this would negate the majority of the payroll record issues.

Old Business

Project Update:

David Hicks announced that the down payments had been paid to Curtis Lovins and he had begun work on the repairs to the pool by the office by replacing skimmers, jets, etc. Gerald fixed the leak at the bathhouse in Block 9 but HVAC in the office had been put on hold until more funds became available.

Stop/Yield Signs on Main Roads:

A STOP sign was donated by Julie Moss to use as a trial. Rick Cooper and William Davis would take care of getting it put up in Block 9.

Employee Time & Time Clock:

The time clock purchase that was tabled at last month's meeting was reintroduced to the board. Rick Cooper made a motion that we proceed with this purchase as soon as Lisa Harrell presents its specifications to the accountant to make sure it will be compatible with their payroll accounting system. Justin Taylor seconded the motion.

New Business

Personnel and employment applications:

David Hicks announced that so far 13+ applications have been received for the 2020 season. Gerald and David will be looking over these applications and making recommendations to the board for new hires.

The new employee handbook is being worked on. DeAnn asked all board members to please present any changes or suggestions to the handbook that David presented in October before the next board meeting so that a sample could be typed up and discussed.

Electric gates were briefly discussed including the potential cost of the gates, cost for road construction to the gates and surveying the property at the guard shack to determine exact park ownership and boundaries. More discussion will take place at future board meetings and a plan developed to present to the POA members.

It was unanimously decided that there would be no "new" registration form for the 2020 season but a message would be placed on the assessment invoice that the payment of said assessments would reflect acceptance of the park rules and regulations.

J.W. White made a motion for adjournment. Arlen Whitley seconded. The motion passed unanimously.

River Bend Park Board Meeting Minutes

December 9, 2019

Those in attendance: David Hicks, DeAnn Rucker, Lisa Harrell, Williams Davis, Steve Evans, J.W. White Rick Cooper, Justin Taylor and Arlen Whitley

The meeting was called to order by President David Hicks.

The Bylaws Committee reported that the DOR and the newly amended Bylaws have now been filed in both Sharp and Fulton counties and the committee is officially done with their job at this time.

The Finance Committee reported that an additional follow up to the previous financial audit had been done and it was determined there were more payroll errors than had previously been found. The accountant has been notified of those that were attributed to his office and he will be reimbursing the park for the final amount once it is determined.

DeAnn Rucker presented the minutes of the previous meeting. J.W. White made a motion to approve the minutes. William Davis seconded the motion. After Lisa Harrell pointed out a duplicate sentence which would be corrected before filing, the motion passed to approve.

Lisa Harrell presented the financial reports. Steve Evans made a motion to approve the financial reports to be filed for audit. Arlen Whitley seconded the motion. The financial statements were discussed in length including the current checking account balance, the monies needed to finish out the year until 2020 assessments start to come in and the various causes of overbudgeted expenses to date. There are currently in excess of \$20,000 in outstanding electric reimbursements owed to the park by POA members. There is also an outstanding hot check for partial assessments. It was decided that a certified letter would immediately be mailed to the POA member in question with an immediate deadline for payment or the county prosecutor would be contacted to proceed with legal proceedings. Cash would only be accepted for this member from this point forward. There appears to be only 2 other POA members that have not completely paid their assessments for 2019 (that paid a partial). The Finance committee would also be auditing the Entergy bills for 2019 as it looks like we have paid \$35,000 more in electric fees to Entergy this year over last year but we have not had member meter readings to support that increase. The financial report was approved and filed for audit.

Based on the status of the park finances, the Board went into Executive session to discuss.

Upon resuming the regular Board of Director meeting, it was announced that John David and Amy would be laid off immediately.

Old Business

Project Update:

Drain in Block 2 will be worked on in the coming weeks as weather permits. Steve Evans, William Davis, Justin Taylor, Rick Cooper and David Hicks will volunteer to help Gerald where they can with the drainage project. Curtis Lovins has completed his part of the pool repair including the backfill and he has already been paid.

New Business

Amanda has been asked to make sure all electric meters have been read and bills mailed no later than Friday, December 13th. She will also call to have the excess ice and ice machine picked up and the trash pickup put on vacation.

As a point of information, Adam Becker at Perkins Law Firm is our attorney and Danny Smith is our accountant. It was also noted that the accountant does not charge us for our Quickbooks software.

There has been much discussion about the possibility of fines for leaving the gates unlocked or open and it was decided that the POA should be involved with their input for those consequences and it would be a discussion for the February POA meeting.

Lisa Harrell will call the bank about a possible line of credit to take care of expenses through January at which time 2020 assessments will begin to come in as well as past due electric reimbursements from POA members.

Steve Evans made a motion for adjournment. Williams Davis seconded. The motion passed unanimously.