

# **RIVER BEND PARK BOARD MEETING MINUTES**

NOVEMBER 18, 2023

## **ROLL CALL**

The meeting was called to order by Vice President Yancy Deloach at 10:32am

Board members in attendance: Yancy Deloach, Debra Myers, Michele Sharp, John Dahm, Lynn Richert, Christine Wall, Dewayne House. Absent are Amanda Gramling and Adam Farmer.

## **APPROVAL OF MINUTES FROM PREVIOUS MEETING**

Dewayne House made a motion to approve October 2023 board minutes as written. Seconded by Debra Myers.

The following board members voted Aye: Debra Myers, Michele Sharp, John Dahm, Lynn Richert, Christine Wall, Dewayne House. Motion passed.

## **APPROVAL OF FINACIAL REPORT**

Discussion of report includes: On 10.05.23 ACH for Water system Loan Payment. This was entered a total of 3 times. Previous office employe added a manual withdrawal and did it again on 10.10.23. This should have not been entered manually and it was only taken out of the account 1 time. So, it does show in QB that it was debited x3 but actual bank account is only x1. Lynn asked if the total is off, bank total will show it pulled it out in QB, but bank statement is correct. QB will be corrected by next month.

Also, it did not print check number to Kevin Prest, it is check number 4317. This was for July 4<sup>th</sup> security.

When the previous office employee was working, she did not pay August water bill. When Debra returned to the park this was noticed and she called the water dept and paid it immediately. They did not charge a late fee. So, the report shows no water bill paid in August. It was paid in September. September bill was then paid in October, October in November, and November will be paid in December. This is so 2 larger water bills did not need to come out of the same month. In the new season it will be paid in the correct month. We are current with Hardy water bill. With the 11k water bill last month we will be over our budget for the year by about \$500.

Lynn had a question about money transferred out of main account for security and tent rental, but doesn't see it being taken out of activities. On 10.30.23 it was transferred out of Activities into the main account.

Christine Wall made a motion to approve October 2023 financial report as written. Seconded by Lynn Richert.

The following board members voted Aye: Debra Myers, Michele Sharp, John Dahm, Lynn Richert, Christine Wall, Dewayne House. Motion passed

## REPORT OF PARK MANAGER

Jacob Findley: Reports that not much has changed. Continued work is ongoing in BH #1. He and the guys are also working on putting up plastic in the shop. They have put up plastic in the community building on the ceiling and the walls. Praise from all board members on how much warmer it is in there today. Also has really decreased the noise by the train. Yancy let Jake know there is more black plastic from the haunted house in the activities room and he can use that if he needs more. Jacob also wants to discuss about a bathroom for the employees in the winter. Discussion on this. Ultimately the decision to use 2 stalls from the men's side of BH#2 and wall them off. Cut a doorway from the safe room in the office into the men's bathroom and use those 2 stalls. An IBC tote will be connected for water to that bathroom. IBC tote can be placed outside the office in the corner and connected. This will be moved to the top of the priority list at this time. Jacob thought this would be less than 1k to take care of this. Lynn questioned on being ADEQ compliant. Debra discussed that this would still be a public bathroom for the POA so we are not taking toilets out of the POA, just giving a different access. It will be open to the POA even in the winter during office hours. Jacob states it will be easier to use the last 2 stalls instead of trying to box in just 1. Jacob will build a platform for the IBC tote to keep it off the ground. Jacob states it will take about 1-2 weeks to complete.

Motion made by Debra Myers to wall off 2 stalls in the men's bathroom with access door from office for employee access in the winter. Seconded by Christine Wall.

The following board members voted Aye: Debra Myers, Michele Sharp, John Dahm, Lynn Richert, Christine Wall, Dewayne House. Motion passed.

## REPORT OF STANDING COMMITTEES

### BY-LAWS

Dewayne reports he got the DOR notes from Brandy and have emailed to all board members.

Debra states that River Bend needs to be uniform in the entire DOR. Some places it is 2 words and some places are 1 word. Kim Bondi has replaced Brandy Alcorn on the committee. They are working on making it consistent and uniform throughout the DOR.

Michele states that something noticed that it says trailers instead of campers/RVs. Dewayne requests that that correction be emailed to him. Also brings up that bunkhouses say they can be pumped. Per ADEQ this can't be done. Again, Dewayne requests any corrections be emailed to him and the committee will look at all this at their next meeting.

### ACTIVITIES

Michele reports there was an excellent turn out for Halloween, POA feedback was very positive. Today will be our 1<sup>st</sup> annual Friendsgiving and we plan to have 50 or so POA members and their families in attendance. Activities committee is already planning for great things next season.

## REPORT OF SPECIAL COMMITTEES

None

## OLD BUSINESS

### TRACTOR

Dewayne passed out a report on the current tractor. He states we are looking at dropping down 10HP on tractors. He discussed the tractor that was originally looked at but they agree considered weekend tractors and not going to hold up to farm or commercial use such as we will be using it for. But there are tractors that will fit our needs. They are about 10K more than we had originally planned to spend. He reviewed in depth the tractors. (Attached to this report). Discussion of the tractors presented by the tractor committee. The Case tractor has a 5-year warranty. Yancy did ask if we have to transfer the tractor if there is a problem, or will the company come and get it, as well as do we have to pay milage to pick it up or have someone come look at it. Dewayne will look into that. Case is giving \$17500 for trade in on the current tractor, which is \$1000 more than the previous estimate for trade in. Discussion between Case and Kubota tractors. Case seems to be the best overall deal that the park can get with the HP and trade in and warranty. Discussion of which tractor was preferred by each board member. Results: Debra-Case, Michele-Case, Yancy-Case, Dewayne-Case, John-Case, Lynn-Case, Christine-Case

1<sup>st</sup> choice for tractors is the Case. Both tractors will be presented to the POA at their meeting with our recommendation as a board.

Thank you, committee, for all your hard work put into this.

## NEW BUSINESS

BUDGET – moved to executive meeting discussion

### PARKING PERMITS

Camper areas are marked off. POA members must park in a designated space. Look at the flag number and take that number to the office to obtain their parking permit to display in their camper. They must also sign a parking rules sheet (attached). Note corrections written in that will be corrected in the office for future signatures. Jacob states there will also be some parking in common ground 9 for parking on that side of the park. So far this seems to be working well. Lynn states that 4-5 people have personally called her to ask questions about parking. Kim is now taking the office phone with her and if someone leaves a message, she will make an appt to meet them at the office. Kim has also instructed Michele on how to do everything and put it in the computer as well as where the files go so, she can meet someone at the park. If Lynn gets another call, she can give them the office number or Michele's number to have them call so we can get everyone parked that needs to be parked. Parking permits will be placed in a file.

## CAR TAGS

Trying to find a way to control non POA or non-Guests from the park. Plan is to come up with a sticker for POA vehicles. Yancy has designed a sticker that we will look into getting printed. Each POA member will get 3 stickers to be placed on their vehicles with their paid assessment. (Owners will have to have a deed on file in the office to pay assessments and obtain stickers or a notarized lease file). Stickers will go in the back window of the vehicle. John brings up motorcycles, states he won't put a sticker on his motorcycle. Yancy states may be able to go on license plate. John will look into a good place to put it on a motorcycle. Guest passes- examples passed out to board members (attached). These are going to be hang tags. These will be permanent passes for the season, we have talked about getting 4 passes. Discussion on upping the amount of guest passes, some family have numerous children that they want to have permanent passes in the park. The main goal is to reduce the amount of non-guest persons in the park. Dewayne suggests that we go with 4 guest passes per POA member and if you need more passes then see a board member or go to the office and request more passes.

For visitor ATV they will need to put the block and lot on the ATV, temporary is fine but all ATV's will need to be marked with a block and lot to be driven on park roads or they can be asked to return to the lot they are a visitor at. Board members and/or security will be able to have an unmarked ATV return to the lot they are visiting.

Question was brought up about stopping vehicles as in the past it was said that that is detaining and can't be done. Michele states that she (and Debra) has been to the county judge office. Per the judge (and there is a letter from him) the roads are property of River Bend corporation and the corporation is who sets the rules and regulations for the roads. The roads are not owned by the POA. The board represents the corporation and they can stop an unmarked ATV on the road and have them return to the lot they are coming from. If the ATV re-enters the roads and is not marked then it can be brought to the board and the POA member can be assigned a special assessment for an unmarked vehicle on the road. ATVs should not be chased through the park. But they can be followed to the lot so that the block/lot/POA member can be identified then a board member can be in contact with that POA member (even if the ATV belongs to a guest) and bring the rules of the POA roads to their attention. ATV's can also be stopped to have the driver slow down. You can't stop and hold a person as that is unlawful detainment.

Tabled at this time. Debra and Michele assigned as a committee to look into designs and prices.

## OFFICE PHONE

Park phone keeps going in and out. We need a phone, it doesn't need to be new, refurbished is great. Deb to look for and purchase a new office phone.

Laptop. Deb and Michele are looking at these and will get one purchased in the next week.

#### WINTER PUMPING

This will be once a week only. Regular requests will need to be sent in. Jacob will alternate dump tanks every week to stay in compliance for ADEQ.

#### TAXES

We have some lots that deeds were never filled in the courthouse and the taxes were sent to the park (\$82). The park paid the taxes. Lot 115-05 belong to Howard Baswell. Debra is to call Howard and let him know that he needs to file the deeds and see if he will reimburse the park the tax money paid. A second lot: 182-09 (Deb did not have the owner's name) is another lot we paid taxes on; she believes this lot has already been sold again. She will look into this. Kim will start scanning files into the computer as well so we have digital copies as well.

#### ADJOURNMENT

Motion made by Debra to adjourn. Seconded by Lynn.