

BOARD MEETING MINUTES

DECEMBER 19, 2024

Meeting called to order at 7:05 PM via Zoom

ROLL CALL

Beth Sator, Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley (via phone).

POA MEMBERS PRESENT: Julie Moss, Terry & Susan Lambert

APPROVAL OF MINITUES FROM PREVIOUS MEETING

Motion made by Danny Washburn to approve November's board minutes as written. Second by Yancy DeLoach. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley. Nays: Zero

APPROVAL OF FINANCIAL REPORT

Discussion on financials: Tonya points out several areas where the memos are not filled in. She states she is aware that Michele and Carol are still learning and is not criticizing, just making everyone aware these need to be filled in for the POA. Carol states she has the list that Tonya emailed her and she is working on looking them all up so we can be specific to show transparency. Tonya sent all her questions to Carol and received the answers. Tonya has 1 more question about payroll taxes. She is wondering why it showed up like a check instead of ACH like normal. (Main checking account). Some looks like it is put in twice. There was also a deposit for a donation from Chris that may have been a duplicate. Carol will look into this. Michele circled several questions and Carol and Michele can check into this.

Michele would like to be able to post financials to the website with a note that they are pending approval. This will help the POA see that the board is trying to be transparent, and since the next POA meeting will not be until February 2025 this will help keep the POA informed on the business end of the park. Discussion was had on this subject. We are aware that there will be some that will have issues with this.

Motion made by Michele to post financials to the website (password protected) pending approval. We will post what we have and once the memos are corrected, we will repost those. Also, we will post the cash app as that has been a question for several. Second by Yancy. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley. Nays: Zero

Yancy made a motion to accept financials with the noted corrections of the memos. Second by Charles. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley. Nays: Zero

REPORT OF REVIEW

Carol explained that the review is almost done and we should have the results in the next couple weeks. Patty was working on the and had a bad fall and was out of commission for a bit, she also has been busy with the nonprofit she works

with to get Christmas out to the kids in the county. Review results will be shared with the board as soon as we get them.

REPORT OF THE PARK MANAGER

Jake talked to Michele and Carol today to let us know what's been going on. They are trimming all the trees that overhang the road. The roads should all be clear. Now they are working along the tracks to clean that up. The culvert is done, there was 1 small chip in it and he will be fixing it.

He has also worked on the Killefer blade, straightened the box out, mounted the blade that Yancy donated and has it painted. He did send Yancy a photo and Yancy shared that with everyone. It looks great.

Jake says he is also working on the potholes in the roads weather permitting. He is using the backhoe and digging the holes up and refilling them in. He will continue to work on this project and hopefully will be able to get some gravel to continue working on this project. He is trying to make a better base for when he gets gravel in the spring.

He is also going to get some bigger rock and place on the sides of the culvert to help from washout. He did get approved 2 loads of gravel next month. He is using that to fill in holes and fix the road over in block 9.

Tonya asked about the pump. He has the pump and has the bolts; he is waiting for a gasket from Brandt Barksdale. Tonya asked about winterization. Michele said that Jake said everything is winterized, pools, pump house, bathhouses are all done. He has made 1 toilet in the men's side of bathhouse 2 workable for the crew. Currently Jake would have to stop and let the boys into the office to use the bathroom and so he made 1 workable toilet in the bathhouse. The door is locked with a master lock and the boys have a key so they can use it without Jake having to stop what he is doing to let them in the office

REPORTS OF COMMITTEES

BYLAWS

Fine tuning small changes and will be sent to lawyer next week
DOR/Rules and Regulations/ Bylaws ... all going to the lawyer.
Hoping to get them back soon and sent out to the POA for approval.

ABANDON LOT

Danny asked about Michele sending out more abandon lot letters. Michele states it was not abandon lot stuff. What it was is that she emailed anyone that owed dues 1 or 2 years to remind them that they have dues that are owed. Some replies showed unhappy people. Bylaws state if you have camper and or electric on the lot then you owe dues to the park. Emails were not sent out to those that owed fines yet. Michele is trying to send all that info out to the board as it comes in. Do we want to send any of this to the lawyer. Yancy asks cost. \$150 per demand letter and that gets passed on to the POA member. Chris asks how many are 2-year delinquent. Michele states that there are 5 that owe 2 years that do not have an agreement with the park 2 of those that owe 2 years have made arrangements with the board to make payments (153-06 and 117-02). Brian Odom will pay 2024 immediately and 2025 when it gets here. Can we forgive 2023? There are several that want the last 2 years forgiven but that was done away with. Tonya says if people would contact the park and set up payments. Danny wants them paid; Beth gave an example of car payments. POA situation discussed. Hardships will always be reviewed.

Yancy makes a motion to send all those that owe 2 years of dues to the lawyer by January 1st, also to send Tonya Pitts as she requested hardship on her lots and agreed to pay on 011-06 but has failed to pay. Michele will send out reminders to those that owe 2024 only to let them know that the 2-year forgiveness has been done away with. Seconded by Danny. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley. Nays: Zero

Anthony Deichman is working with the county right now to get his lot moved into his name as his grandparents have died. We will need to forgive his dues for 2024 since the lot is not in his name we can't assign the dues to him. Michele will continue to work with him as he gets the lot in his name. He is moving out of the country and this will take some time.

In January we will revisit those that owe 2024 to see what to do.

Invoices for 2025 dues are starting to go out.

OLD BUSINESS

CAMPER LAWSUIT

Insurance person is out of office until December 23rd. Beth will call at that time to see where we are on that. Tonya says it can be looked up online. But the attorney has not been dealing with it, it is all going through insurance at this time. Tonya thought they settled with insurance, however only a portion was settled, there is still 1 outstanding person that has not settled.

RESOLUTION FOR APPEAL PROCESS

Tonya sent out an Amended Resolution for the Governing/Covenants Committee. Michele states she likes the new wording and the actual appeal process that was entered into it. Tonya moves to amend the resolution regarding # 20220112 Governing/covenants Committee. Second by Charles. Carol asks that the committee shall include 2 directors (non-officer) and no less than 3 but no more than 5 POA members. She states we can't get POA to do anything how are we going to get them to do this. Tonya explains that in that case it does read further down that if enough POA members don't join the committee the board appeal will be conducted by the board in a specially called executive meeting. Beth says this basically this gives the POA a chance to step up and be a part of the decisions. Chris asks if the committee will change for each appeal, or will this be a set committee for the season. Yancy says they stay for the season unless they have a family member seeking the appeal. Michele will make sure to have a form for this at the February meeting. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley. Nays: Zero

This will be added with the By Laws when they go out.

OFFICE PERSON

Carol states we have not found one yet. The person we planned to hire took work elsewhere and the applicants we are getting are just not good candidates. They are CNA's, door dash drivers etc. Tonya states that we may have to hire someone and teach them. Carol and Michele are still learning how to the programs and neither feel comfortable teaching yet. Both are hoping to find someone mid-January. The concern is that Michele and Carol know sort of what we are looking for in the computer, but if we are still learning then its really hard to teach someone. We all discussed better ways to track and report. Michele states the way that she was taught were so confusing, but now that she is working 1 on 1 with accountant its so much easier and learning that it is not as hard as she was taught before. Tonya would like to start having written procedures on how to do things in the office. Michele and Carol do have a book started and are continuing to work on that book. Its called Office Instructions. Yancy states that Michele and Carol are in the office and will know when they are ready to hire. Danny says if one seems to fit hire them on the spot. Michele says she doesn't feel comfortable with this, we can send a message out to the board and get a consensus from the board. We can send a message out and get a decision within 24 hours.

ACCOUNTANT

Carol asks has anyone received a bid from any accountant? All replied no. We did receive an email from Patty Schumacher (she is doing our review). Email will be attached. But below is the quote

Patty Schumacher:

Bookkeeping overview and payroll assistance quote

My recommendation is to add QuickBooks to your online QuickBooks file and process payroll in house. This can be easily setup, and I can either login and run payroll and pay payroll taxes, issue annual W2's and process quarterly payroll reports, or work with your staff to train them to do so.

I propose a \$200.00 a month fee for the following services:

1. Analysis of bookkeeping data monthly
2. Assist with printing a profit and loss and balance sheet for the board meetings, along with any other reports needed.
3. Consult as needed with the office/board on miscellaneous questions or training.
4. Review and/or processing payroll as needed.

You would pay or reimburse me for the QuickBooks online monthly fees, for the software and payroll processing

Michele states this is \$50 cheaper than we were paying and \$200 cheaper than what we are paying now. Yancy makes a motion to hire this accountant for 6-month probation and monthly updates from the Treasurer/Secretary on how its going. Seconded by Danny. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley. Tonya states that we need to find someone to do the 2024 audit, she may be able to do 2024 since she was not the accountant in 2024.

Michele states her fee does include a quarterly review.

Tonya states she likes that this accountant is local to the area. Michele states she likes that she is willing to come to the park to teach as well.

We can give her a gate card so she can get in to help us. All agreed on that

NEW BUSINESS

LOTS DEEDED BACK TO PARK

We have had 2 lots deeded back to the park from the abandon lot letters. We have those deeds in the safe and Michele will get those recorded at the courthouse after the 1st of the year. Tonya asked if there are back taxes owed. Michele suggests sealed bids but would like to wait until at least the February meeting. Also open to POA first. Danny suggests waiting even longer. We can also post on Facebook. Adam asks that the money received from these lots be put directly toward a payment owed. Adam asks Yancy if putting a lump sum would be good to do that with. We did discuss trading while still under warranty. So, Adam asks if we put this money toward it then it would just benefit us. Yancy says yes that would be good for the park.

Danny asks can we put the pumper truck payment toward the tractor as well. Discussion if we budgeted the payment from the pumper truck. It was decided that we did include the pumper truck payments into the budget. So Tonya is correct. We should be able to apply the pumper truck payments toward the tractor to help pay the tractor down even more.

Danny makes a motion that we put the lots up for bid in March/April for sealed bid. Seconded by Yancy. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley.

Adam made a motion to put profits from the lots for bid toward the tractor payment. Seconded by Danny. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley.

Nays: zero

Danny asks about the lot behind The Tookers, this is Brandon Petty's lot. Danny wants to know if we can send him to the lawyer. He has not been being billed for assessments for the last several years and Michele and Carol state they do not know why. He does however, have a fine that is due and he will receive an invoice for 2025. He has had multiple letters sent. He does have a camper and electric. Charles says that he is a neighbor and he will see if he can get ahold of him. Danny asks if he is using water, Michele states our bylaws say that if he has a camper on it. Its his choice not to use it. Tonya asks if he has electric. Michele says there is a pole on his lot. Tonya says then he owes assessments.

PAST TAXES

Questions from Tonya on lots:

068-03. That lot belongs to Kim Smith who has a recorded deed in the office from 10.27.22. It is recorded at Sharp County courthouse in the clerk's office. So, Michele called the Assessors office, apparently the clerks office never sent this deed to them (accidently). Michele gave the book and page number stamped on the deed and the Assessor checked into this and this has now been fixed. The back taxes belong to Kim Smith not the park.

115-05. This lot belongs to Howard Baswell. Michele called him and he said that he did file that deed but that he will look again. This is the lot that we had been paying taxes on

for a while and back in 2024 paid \$75 to Homestead for a duplicate deed. June 4th they were printed and notarized. Howard did pick it up. He will check on this and pay the back taxes. If he can't find his deed, I have the deed in my email and we can reprint

182-09. Part of our common ground in block 9. We did get online and paid the back taxes. We do not know why that wasn't in the rest of the taxes. Tonya thinks it's the way the deed is recorded. We will have to watch this at the end of the year. The taxes were \$25 and we paid it online. Tonya thought maybe because some of our lots are under Riverbend and some are under River Bend. Michele will check with the assessor next trip to the courthouse.

Tonya states that we are paying for a comfort station in block 8. Michele states she asked the same question last year. She states that she was told that the ground did not perk so they couldn't put a bathhouse there. Tonya asks if we can sell that. Michele will look into this again and find out what is the deal with this land.

ARTICLES OF INCORPORATION

Carol says that she was told that everyone that owns a lot inside the park has to be mailed out the DOR/Rules & Regulations /Bylaws to be voted on for changes. However, our Articles of Incorporation it says "The powers to amend the Articles of Incorporation and to make, amend and adopt new Bylaws shall be reserved to the members in good standing." So, Carol asks how do we handle that. Do we send out to only in good standing? Tonya says that she thinks the law says if it changes something with their voting rights then it has to be sent to everyone in the park, but if it doesn't change voting rights then it could just go to Members in Good standing... Tonya asks are we changing voting on anything. We are not changing that. Carol says this is established already in the articles.

So Michele asks, does this mean that we only have to send the bylaws to members in good standing to vote on. Tonya asked can be electronic signed. Beth says no, has to be written. Chris asks if we can post that they can come to the office to pick them up and mail the ones that don't pick up. Tonya asks can we post it online and let them print and vote and mail it in. Can we put it on the website password protected? Michele says that as a board we need to do our due diligence to make sure every member in good standing receives a copy and has the ability to vote if they choose to, if we put them online someone can say they didn't get it because they don't know how. Then we would be in error because we didn't make sure everyone received it. Michele states I think we need to mail them, Tonya and Yancy agreed to this. Then it's up to them if they mail them back or drop them off. Michele says with the meeting (initial) with the lawyer, she asked this question about what if a member says they didn't get something. He replied with the mailbox rule, as long as we can show we mailed something that's all we have to do. We do not have to prove someone received the mail. Just that we mailed them out. We can make a spreadsheet for that. Beth is hoping to have them to the lawyer in the next 2 weeks for review. Our lawyer is pretty quick, so maybe we can get them back and email them to somewhere to get it all printed. We will need help getting them in envelopes and mailed. Goal is to have them mailed by January 10-15 in the mail to members. Then since we moved our due date to March 15th this gives them 30 days prior to the Feb meeting. We may be able to get them vote at the February meeting. Beth states we want all this done by the park water turn on date. Carol asks about deadline. We have to have 30 days since mailing them to be able to start counting votes.

ADJOURN.

Yancy makes a motion to adjourn. Seconded by Danny. Ayes: Yancy DeLoach, Carol Kirby, Michele Sharp, Danny Washburn, Adam Farmer, Christine Wall, Tonya Cole, Charles Mobley.
Nays: Zero

Meeting Adjourned at 8:40PM