

Hickory Lake Campground Cooperative Association

Board Meeting Agenda

Date: July 18, 2021

Time: 10:00 am

Type of Meeting: Regular Monthly

Meeting Facilitator: Ed Gangl - President

Invitees: Jim Apple, Jim Boldenow, Kathy Duderstadt, Ed Gangl, and Kurt Wuollet

1) Call to order at 10:03AM

2) Update from Nominating Committee

- Kathy volunteered to be the Board member on the committee.
- Multiple Community members that were approached have indicated they will think about running for the two open positions. They will let Al know if they want to be placed on the ballot.
- Kathy will inform the Board members of candidates the nominating committee found.
- Bios and information will be completed and ready to be posted for HLCCA members to review at least two weeks prior to the September Owners Meeting.

3) Succession Planning for Board Member Positions-(discussion)

- a) **The Board gives up controlling internal dynamics**-People would run for a specific Board position instead of the Board deciding at an Organizational meeting after the election who will fill what Board position. The Board members are suggesting this because they feel this would help to ensure individuals on the ballot are qualified and have the expertise necessary for the position they are running for.
- i) 515B.3-103 BOARD OF DIRECTORS, OFFICERS AND DECLARANT CONTROL (4) the board shall elect the officers. The directors and officers shall take office upon election.

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OFFICERS

308B.475 OFFICERS.

Subdivision 1. **Required officers.** (a) The board shall elect:

- (1) a chair; and
- (2) one or more vice-chairs.

(b) The board shall elect or appoint:

- (1) a records officer; and
- (2) a financial officer.

(c) The officers, other than the chief executive officer, shall not have the authority to bind the cooperative except as authorized by the board.

Subd. 2. **Additional officers.** The board may elect additional officers as the articles or bylaws authorize or require.

- b) Board feels a discussion regarding this proposal including the following details should be on the Owner's Meeting agenda in September:
- Term/time limits on specific duties such as President or Treasurer-How long can an individual serve?
 - Specific position open/no candidates want to run scenario-How to fill position
 - Emergencies/unable to fulfill duties-Does the Board appoint someone? Members can remove someone for cause.
 - Other-Discussion on these points and a succession plan would require changes to the bylaws. Jim Apple will check with the association attorney regarding potential legal issues related to MN state statutes (listed above).

4) Treasury Report (informational)

- a) Year to date actual report
- b) Cash balance-\$13,000 operating, \$11,000 operating reserve, \$21,000 capital reserve, \$30,000 house
- c) Legal fees will put us over budget this year. Jim foresees no extra money to deposit into the operating or capital funds.

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5) Employees (informational)

- a) Performance-Board members are pleased with Kevin's performance, contributions/suggestions, and workmanship. He works well with Mike. Mike should be more visible and make rounds to check on things while on duty.
- b) Next year-Would like to have Kevin back next year.
- c) Request for reserve fill materials(class 5, black dirt, mulch)-Kevin made the suggestion that having this material available on site would be more efficient and possibly more cost effective than separate deliveries throughout the season. Ed will see about locating a possible storage place.

6) Pool (informational)

- a) Propane tank
 - Pad for tank finished. Lakes Gas paperwork was submitted 7/7/21. Still waiting on tank delivery so Ed will check back with Lakes Gas on when a tank can be delivered. Boyd Electric was out 7/13/21 and installed power.
- b) Certified Pool Operator (CPO)
 - Kevin Keener is hanging his CPO certificate in the pool equipment room and taking full ownership of the pool as part of his original job offer responsibilities.
- c) Separate storage facility needed for the pool chemicals. Will work on this once the propane tank is delivered.

7) Projects (discussion)

- a) **Slip dock** – One wing left to complete. Ed & Jim A. have been coordinating this project with Mike and Kevin. Expected completion date 7/23/21.
- b) **Gate** – Ed is coordinating installation with staff and the plan is to start by the end of this week. The goal is to complete the project by the end of the month. Ed commented the goal for having the gate is to keep outsiders out and not limit members' access.

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- c) **Beach** – Ed reviewed the plans Sean submitted this spring and felt it would cost approximately \$1200. This estimate does not include stairs/ramp(for ADA compliance) or anything for road rention. Ed has communicated to the staff to remove the existing benches the week of 7/26/21. Ed will ask Kevin for input regarding ways to rebuild the structure at a cheaper cost. Expected completion date to be determined. Board members recommend holding off on getting fresh sand for the beach until the structure is completed. Sand estimated to cost \$500.
- d) **WiFi Access Points**–One pole to be made and then Ed will assign Kevin to get the holes augered and the poles placed. Completion date to be determined.

8) HOA Management Company Options (informational)

- a) Kathy looked into this and gave an update on what services are available that could free up Board members time and decrease volunteer needs.
- b) **Omega Property Management Company** responded to inquiry with the different Service Level options they offer. Kathy forwarded to the Board their email response that details the various options. Currently they provide their services to communities in Cross Lake, McGregor, and Path Finder in St. Croix. Ballpark estimate for Financial option only, would run approximately\$200-250/month, Financial and Administrative service plan would run approximately \$300-350/month. Due to distance they would not be able to provide the full service option, which would include maintenance.

9) Old Committee Board (informational)

- a) Kurt will evaluate and categorize what tasks should be assigned to staff, volunteers, or 3rd party hires from the old committee board.
- b) Staff will be notified of assigned tasks and volunteer needs will be communicated to Volunteer Coordinators at HLCCAVolunteer@gmail.com

10) Committees (discussion)

- a) **House**-Kevin and Sean volunteered to work on plans. The Board is aware that there are repairs that need to be done as part of basic maintenance to prevent further deterioration of the building.

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- b) **Sewer & Water-** Ed spoke with Timber Lakes Septic Services regarding a preventative maintenance plan. Would need to budget \$2000 a year. This would include a total clean out of the system in the Spring with an optional extra pump during the season. The Board's goal is to maintain the current system to prevent an entire redo which could entail a new drainfield costing an estimated six figures.
- c) **Season Length-**To change season length the Board recognizes the County has minimum facility requirements which would have to be put in place as the budget allows. A discussion point was made to check into switching to a year round license so we have the option, weather permitting, to open early or close later. Just because we have a yearly license does not mean we have to be "open". Also, this requires County input so Ed will check with them to see if they are working on, or have hired a replacement for Michelle's Inspector position.
- d) **Rules-**The Board feels the Committee's first priority needs to be the amendment.

11) Tool Check Out/Liability Waiver (discussion)

- a) Board members all in favor of adopting the waiver form provided by H & J. Jim A. will send the form to the members. Members would then be allowed to utilize campground equipment after they return the completed form to the Board. The completed forms will be kept on file.

12) Maintenance Plan (discussion)

- a) The Board Members agree to adopt the plan provided by H & J and will present it to the Community annually at the Owner's meeting.

13) Member "Access" Communication (discussion)

- a) The Board acknowledges that input is needed from the County inspector. Once this is obtained the Board will inform the Association Members as to what "access" to a site during the off-season means and the specifics on the following:
 - i) Notification to the board email address when "accessing" your site
 - ii) Per the county rules and our current licensure no overnight stays are allowed, consequences if ignored?

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- iii) Will members be allowed to drive on the roads to access their site or will they need to stop at the house and walk?

14) Other / Closing Topics (discussion & informational)

- a) Board members feel the Rules committee should work on evaluation of the following and bring recommendations to the Board for review before Owner's meeting in September:
 - i) feminine products removed (relocated?)/flushable wipes
 - ii) remove slip lottery process due to conflict in documents between Owners and renters
 - iii) dumping
 - iv) rules committee update document in totality

15) Save the dates (informational)

- Board Meeting – 8/22/21 10 AM
- Board Meeting – 9/18/21 8:30 AM
- Owner's Annual Meeting – 9/18/21 10 AM
- Board Meeting – 10/3/21 10 AM
- Organizational/Board Meeting – 12/1/21 8 PM
- Election 11/1/21 – 11/22/21
- Docks Out 10/2/21
- Water Shutdown 10/9/21

All members in favor of adjourning the Regular Meeting at 11:20AM.

Respectfully submitted,

Kathy Duderstadt