

Hickory Lake Campground Cooperative Association

Board Meeting Agenda

Date: October 9, 2022

Time: 10:00 AM

Type of Meeting: Regular Monthly

Meeting Facilitator: Ed Gangl

Invitees: Jim Apple, Jim Boldenow, Ed Gangl, Tara Bubar and Scott Bjork

Attendees present: Jim Apple, Jim Boldenow (via google meet), Ed Gangl, Tara Bubar, Scott Bjork (via google meet)

- 1) **Call to order:** Meeting was called to order by Ed Gangl at 10:10 AM

- 2) **Consent agenda**
 - a) Lot Alteration Requests
 - i) Nagel
 - b) September Board Meeting Minutes
 - c) Approve above a and b 5-0

- 3) **Treasury Report(Jim B)**
 - a) Financial Statement
 - i) Ran through Oct. 8th, using what we did last year for Oct., Nov., Dec. for estimate
 - (1) Other income \$3100- Closing costs for sale of lots, coin laundry
 - ii) Projected revenue \$7400
 - b) Budget 2023
 - i) Will bring up increasing dues for capital expenses at annual meeting with possible budget amendment in Dec.
 - ii) Motion to approve budget by Ed. G approved 5-0 with possible amendment in Dec. based on discussion with members regarding increasing dues for capital expenses.

- 4) **Insurance Review**
 - a) Building valuations, liability coverage, premiums
 - b) Open claims
 - i) Injured minor child, open until 2027 when child reaches age 19
 - ii) House

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- c) Per Declarations, as well as recommendations from Association attorney and insurance agent the following changes to operating procedure are recommended going forward:
 - i) All members shall provide annually a certificate of insurance to the Association that provides liability coverage at HLC or extends liability to HLC from their homeowners policy.
 - ii) Rental of lots-Rental agreements will need to have a certificate of insurance attached that names HLCCA as a secondary insured, and can be provided by either the lessor or the lessee.
 - iii) Any and all contractors or vendors should have a certificate of insurance on file annually with the association otherwise they legally could be considered employees in the event of an incident.
 - (1) Recommended withholding payments until certificate is provided.
 - (2) Can this be tracked and stored in Quickbooks?
- d) At spring meeting we will have someone who knows insurance and our insurance agent to describe what this means for owners/renters and decide how to go forward with this.

5) Employee Update

- a) Mike's last day full time for 2022 is 10/8. He will work part time to help with projects throughout the fall. He is returning next year.
- b) Bonuses, paid with the last paycheck
 - i) \$1000 for Mike
 - ii) \$500 for Wayne and Betsy

6) Volunteer/Employee to do Lists

- a) Fall Cleanup Volleyball Team 10/23 \$500
- b) Water Off 10/08/22 @ 9:00 AM
- c) Docks 10/15/22 @ 9:00 AM (weather permitting). Basketball team will be onsite to help
 - i) Basketball team will receive \$300-500

7) Overflow Outlets

- a) Work started 8/20/22
- b) Need to complete the metering portion of the south pedestal as some parts ordered were packaged wrong.

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8) Fines

- a) emails regarding various issues that are in the email draft folder will be made agenda items for annual membership meeting

9) Capital Project List (Scott)

- a) Water Manifold
 - i) manifold estimates
 - ii) Ed G motion to approve Gravelle. 5-0 approved for Gravelle to do the work. Will ask to have work done mid-Nov. Will give them gate code and let them know where the key to the pool room lock is.
- b) Site 25 & 27 drainage. Mike finished on 10/5
 - i) Gravel by 53 and 54 got put in as well to aid in drainage.
- c) Dead oak tree SE corner of playground. Large tree on common element adjacent to Site 41. Doug Johnson will clean up and take wood.
 - i) Kokesh \$1900 and \$4800
 - ii) Advantage \$4800 for both trees, grinding stump, and removing debris (1) willing to take half payment now and half payment at beginning of 2023
 - iii) Benson
 - iv) Motion by Jim A and 2nd by Scott B to go ahead with Advantage. Will pay total amount this year out of capital.

10) Gate

- a) Photo Eyes
 - i) next spring

11) Sign

- a) working on

12) House

- a) no new news

13) Share sales

- a) Certificates
 - i) Jim A created a PDF that we can edit that we can print our own certificates. It is around \$50. Will keep all records with board.

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14) Annual Owners Meeting

- a) Wednesday October 12, 2022 @ 8PM Virtual
- b) Meeting topics
 - i) Budget
 - (1) Proposed budget, capital plan
 - ii) Insurance
 - (1) will move to spring meeting.
 - iii) Maintenance Plan
 - iv) Nominations
 - (1) There are currently 6 names up for nomination
 - v) Updates to website
 - vi) House update
 - vii) Personal upkeep in shower house and other public areas (staff needing to clean feces and vomit in shower house)

15) Website

- a) New message board feature and security features being added
- b) Users will be required to register and login to access membership area
 - i) First name, last name, email address will be required.
 - ii) Will be checked against email list and membership list to verify identity.
Non-members will have their accounts removed.
- c) Document review/update
- d) Will go live after the owners meeting
- e) Cost of the website will be moved to the association paying for domain and hosting, Jim Apple has been paying for it out of his own pocket since 2018.

16) Election

- a) All owners contacted to verify electronic ballot delivery.
- b) Candidates
- c) Other issues to survey the community?
 - i) Increasing dues for capital budget
 - ii) Multiple choice for amounts per quarter
 - (1) 25, 50, future special assessment

17) 2023 Purchases

- a) Overflow lot security cameras

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- i) Access Points, Power Supplies, and Cameras. \$875
- ii) The Controller in Office is ready for capturing and storing video.
- b) Thoughts on a doorbell at the front gate to alert staff of vendors and other services that need to get into the campground.
 - i) Systems such as Ring could be integrated throughout the park for security cameras (see above) but would require ongoing fees for cloud video storage services.
 - (1) Who would it go to during offseason (go to staff during in season)
 - (2) You can't shut them off
- c) Shed
 - i) for corrosive chemicals for pool under 25 sq feet 500-600
- d) Tools
 - i) table saw 500, cordless drill set 200-300, impact wrench, plunge saw, sawzall
 - (1) 6 piece tool kit all of above but table saw are usually 700
 - ii) What can we use for money on black Friday? Set limit of 1000 for shed and tools
 - (1) Motion by Ed, second by Tara pass 5-0 to spend up to 1000 for shed and tools
- e) Trailer

18) Other / Closing Topics

- a) Laundry Room floor drain
 - i) backing up and setting off hot water heater sensor and shutting it off.
- b) Paint/Stain
- c) Electrical post/pedestal update, site 1
 - i) old meter up front, meter socket is dead. Will get covered
- d) Fire number sign for our property for emergency purposes
 - i) Scott already looked into it, will email Jim A the information

19) Save the dates (informational)

- Owners Annual Meeting 10/12/2022 Virtual(google meet) 8:00 PM CST
- Water off to sites 10/08/2022
- Docks out (weather permitting) 10/15/2022
- Fall clean up 10/23/22

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- Water of to Shower House **TBD Tentative 10/23/2022**
- Garbage Service Suspended 10/7/22
- WiFi speed turned down 10/31/2022
- HLCCA Election 11/7/2022 - 11/21/2022
- Board/Organizational Meeting 12/01/2022 Virtual(google meet) 7:30 PM CST
- Board Meeting 1/19/23 **TBD**

20) Meeting Adjournment: Ed Gangl motioned and Tara Bubar seconded that the meeting be adjourned. All were in favor. Meeting adjourned at 12:04.

Respectfully submitted,

Tara Bubar