

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: January 10, 2023

Time: 7:00 PM

Type of Meeting: Regular Monthly

Meeting Facilitator: Jim Apple

Invitees: Jim Apple, Tara Bubar, Scott Bjork, Sean Brown, Troy Shafer

Attendees present: Jim Apple, Tara Bubar, Scott Bjork, Sean Brown, Troy Shafer

**1. Call regular meeting to order:** Meeting called to order at 7:34 by Jim Apple

**2. Consent Agenda**

- a. December regular meeting minutes
- b. Shed for pool chemicals. Per state regulations, must be stored in a manner recommended by the manufacturer.
  - i. **Motion:** to approve purchase of 4'x6' shed up to \$600.
- c. Overflow Lot security cameras, rough-in completed when electrical work was done in August 2022.
  - i. **Motion:** Due to supply chain issues, to purchase supplies as they become available up to \$800.
- d. Consent agenda approved 5-0

**3. Insurance Review**

- a. Open claims
  - i. Workmans Comp settlement conference moved to 2/2/23
  - ii. Injured minor child, open until 2027 when the child reaches age 19
  - iii. House
- b. Mark Maloney (North Star insurance agent) met with the board to discuss the following:
  - i. Superior Point Work Comp insurance renewal, Mark will provide quotes for higher coverage amounts.
  - ii. Per Declarations, as well as recommendations from the Association attorney and insurance agent, the following changes to the operating procedure are recommended going forward:
    1. Article 9, section 3 of declarations states "A Member shall provide to the Association evidence that the Member has insurance that would cover any liability due to their pets physically harming anyone on or about the property owned by the Cooperative. The

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evidence of insurance must be on file with the Association prior to the pets being brought to the Unit. Any injuries caused by a Member's pet are the sole responsibility of the Member.”

2. 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.
3. Rental of lots-Renters need to have a certificate of insurance on file just as members are required.
  - a. Rental agreements for 2023
4. 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.
  - a. Recommended withholding payments until the certificate is provided.
  - b. Recommended that vendors also supply Work Comp coverage certificate
5. **Discussion:**
  - a. Work Comp liability limits
  - b. How to implement any changes for members
6. Tabled insurance discussion until next board meeting. Scott and Jim A will work on a record keeping system for both members and vendors.

#### **4. House**

- a. Ed has stated he will rewire electric in the kitchen, Collins Electric will pull a permit due to changes being made.
- b. **Discussion:**
  - i. Funds available \$30,700
  - ii. Other options require a certified vote conducted via attorney due to deviation from Declarations, ballpark cost based on prior amendment vote \$2000-\$2500.
    1. Must have 80% agreement of entire membership
    2. Prior survey of community was 61% of entire membership to tear down and reutilize the area (77% of those that voted in election)
  - iii. Plan moving forward

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1. Board will email members asking if they want to tear down or keep with declarations and repair the house to gauge where the community is at. If there are a lot of members that wish to tear down the house, the board will look at doing a certified vote on it.
  - a. Scott Bjork and Troy Shafer will come up with questions to email members with.
  - b. Will discuss findings at the next board meeting.

### **5. Treasury Report (Scott B)**

- a. Treasurer account migrated 1/4/23, new contact will be [treasurer@hlcca.com](mailto:treasurer@hlcca.com)
- b. 2022 financial statement
- c. Operating Fund \$25,159
  - i. Checks deposited, received FIRM launch fees check on 1/7/23. \$120
    1. Launch fee increase from \$10 to \$20, tabled until next meeting.
  - ii. Debit card limit \$1000 for POS purchases (including online). ATM limit at \$500 per day.
    1. Jim A. will look into decreasing the ATM limit to \$100 per day or see if possible to take out ATM usage.
  - iii. Past due invoices
    1. All past due invoices are paid
  - iv. Past due dues/electric bills
    1. There are still some outstanding dues/electric bills. Emails will go out to those members.
- d. Operating Reserve \$10,931
- e. Capital Fund \$13,655
  - i. Plumbing Manifold, Gravelle \$3200
    1. Work completed in December, bill not yet received.
  - ii. Tree Removal, Advantage Tree Service \$4800
  - iii. Capital Fund dues increase approved at last board meeting.
    1. Amended budget
    2. Scott/Jim B will coordinate billing, the next billing cycle goes out on 2/15/23
    3. When to notify membership

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- f. Scott B. will contact the bank to discuss minimum balances in the operating account and capital account. Each at \$5000 now. He would like to maybe move minimum balances so we have more of a minimum balance in the operating account, since that is what we use day to day.
- g. Boat slip waiting list
  - i. Verify with current members on the waiting list
  - ii. Will discuss next month
- h. Venmo issues and fees
  - i. Remind members to not select that payment is for services. This bills the campground a percentage fee.
- i. Charge account application at Beartooth Hardware, application turned in 1/7/23
  - i. Names that can charge are Jim A. Scott B., and Mike
  - ii. Will have monthly bill
- j. Bank change
  - i. Scott B. looking to change banks to a national bank so that we can have bill pay, mobile deposit, etc. to make it more convenient for board and members to pay bills, transfer money, etc. Scott B. looking at Bremer Bank.

### **6. License Renewal**

- a. Application needs to be sent in prior to “opening”.
  - i. Jim A will call the state to get renewal application

### **7. Lake Weed Treatments**

- a. PLM \$840.87,
  - i. Jim A. paid today, 1/10
  - ii. Jim A. asked PLM to ask for approval to treat the area in below diagrams in blue with chemical treatment and area in red with physical treatment.
    - 1. PLM believes the blue area will be approved. Does not think the area in red will be approved as it has been denied in the past. Will ask for both areas.

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- b. Muck Pellets will be bought in spring

### **8. Employee Update**

- a. Mike is returning next year. He has stopped in and done a couple things at our request and will be available over the winter if needed. Start date TBD.
- b. Workamper search, Troy and Sean availability to go over the process.
  - i. Will meet 1/18 at 7pm with Jim A.

### **9. Volunteer/Employee to-do Lists**

- a. Spring clean-up TBD. Aitkin volleyball team, \$500
- b. Water on TBD
- c. Docks in, TBD. Aitkin Basketball team expressed interest in helping, \$600
- d. Project list on Google Drive

### **10. Overflow Outlets**

- a. Work started on 8/20/22. Need to complete the metering portion of the south pedestal as some parts ordered were packaged incorrectly. Ed will finish.
- b. Special tags for those that pay a fee for charging, \$50 for 2023. Jim A got tags at Tractor Supply in Aitkin on 1/7/23
- c. Fence, block off dump area on North end. Will evaluate in spring with staff.

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### **11. Gate**

- a. Photo eyes to be installed in spring
- b. The code will be changed in the spring

### **12. Sign**

- a. Ed will finish

### **13. Share Sales**

- a. Certificates, Ed working on clearing backlog. Will also do new certificates for the recent sale of sites 8 and 9.

### **14. 2023 Purchases**

- a. DeWalt tools for shop purchased by Jim A 11/19/22. The receipt turned in for reimbursement, was \$647.67.
- b. Electric meters; staff will verify in spring which ones are not working(5,6 wi-fi, 23,24,30,32,33,42,46.
- c. New dump cart for the golf cart, \$350
- d. Gutters for Gathering Room, \$350
- e. Deck box at gate for package delivery, \$100
- f. A doorbell at the front gate to alert staff of vendors and other services that need to get into the campground
- g. Tow behind trailer
- h. Signs at the front gate are damaged by the tree falling during the storm or being hit by something, \$80. Any other signage needed prior to ordering replacements?
  - i. Jim A. will look into if there needs to be added signage on pool chemicals shed as far as hazardous chemical signage.

### **15. Google Account**

- a. Everyone able to get in?
- b. Password change TBD (When Ed and Jim B no longer need access)
- c. Mark as unread for 24 hours
- d. Approving minutes
  - i. Try to approve ASAP so minutes can get posted hopefully around 1 week after meetings.

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### **16. Other / Closing Topics**

- a. Dumpster rental for spring cleaning (old house stuff, behind the shop, etc...)
- b. Shoreline work and restoration
  - i. Jim A. would like to meet with the county to see what we can and cannot do to beautify the shoreline.
- c. Laundry Room floor drain and water heater
- d. Paint/Stain: Gathering Room and split rail Fence
- e. Site 1 needs a cover for the old meter socket, Jim A will order
- f. 2023 Pet registration will go out in March
- g. Update owner information request will be sent out in March or April, need current list as questions came from the county and board needs current information.

### **17. Round Table**

- a. No further discussion requested

### **18. Save the dates 2023 Schedule**

- a. Board Meeting 2/12/23 2:00 PM
- b. Board Meeting 3/14/23 7:00 PM
- c. Water on to shower house 4/15/23
- d. WiFi speed turned up 4/15/23
- e. Board Meeting 4/16/23 @ HLCCA 10:00
- f. Garbage service resume 5/1/23
- g. Docks in TBD
- h. Spring clean up TBD
- i. Board Meeting 5/21/23 @ HLCCA 10:00
- j. Spring special membership meeting tentative 5/23 Virtual(google meet)
- k. Board Meeting 6//25/23 @ HLCCA 10:00
- l. Board Meeting 7/23/23 @ HLCCA 10:00
- m. Board Meeting 8/20/23 @ HLCCA 10:00
- n. Board Meeting 9/17/23 @ HLCCA 10:00
- o. Docks out 10/7/23
- p. Board Meeting 10/8/23 @ HLCCA 10:00
- q. Owners Annual Meeting tentative 10/11/23 Virtual(google meet)
- r. Water off to sites 10/14/23
- s. Fall clean up TBD 10/21/23

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- t. Water off to shower house 10/28/23
- u. Garbage service suspended, 10/27/23 last pickup
- v. Wifi speed turned down, 10/30/23
- w. Election 11/6/23 - 11/20/23
- x. Organizational Meeting/Board Meeting 12/23 TBD

**19. Meeting adjournment:** Tara Bubar motioned and Sean Brown seconded that the meeting be adjourned. All were in favor. Meeting adjourned at 8:41PM

Respectfully submitted

Tara Bubar