

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: December 5, 2022

Time: 7:30 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 to order:** Meeting called to order by Jim Apple at 7:35pm
2. **Contact information verification**
  - a. Verify email and phone numbers
    - i. Jim A. will send board emails and phone numbers to confirm contacts
  - b. Off-season meeting preferences, day & time
    - i. Tuesdays via Google Meet
  - c. In-season meetings (Apr-Oct) will be held at the campground, day & time
    - i. Sundays 10 AM at campground
3. **Google account access**
  - a. Password change
    - i. Will occur around 1st of the year
  - b. Mail archive folders for storage
    - i. "Some Reading" email-campground legal information
    - ii. Confidential folder-Mostly in regards to open Work Comp claim.
  - c. Google Drive storage
    - i. Store documents
    - ii. Multiple folders for different types of documents, do not delete or change.
    - iii. Confidential folder
    - iv. Working agenda document
  - d. Responding to emails
    - i. Feel free to respond if you know the answer to a question
    - ii. If something needs more information or requires board action, feel free to let the sender know this and the board will bring it up as appropriate
    - iii. Do not delete anything

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### 4. Treasury Report (Scott B)

- a. Transfer update
  - i. Difficulty right now getting access to accounts
  - ii. Will have quickbook lessons from Jim B. to Scott B.
- b. Operating Fund \$23,591.77
- c. Reserve Fund \$44,361,04
  - i. Plumbing Manifold, Gravelle \$3200
    - 1. Will be getting done this week.
  - ii. Tree Removal, Advantage Tree Service \$4800
    - 1. Two large dead trees
- d. Operating Reserve \$10,931.90
- e. Property Taxes- Land value went up \$100,000 but taxes went down 4.2%, \$4052.00. Hearing on 12/13 should we wish to contest the valuation.
  - i. Vote 5-0 to no contest valuation
- f. Election result of the Capital funding question, was 38 votes in favor of at least \$25 per quarter dedicated to Capital fund.
  - i. Jim A. motion, Tara B. seconded to amend budget to increase dues \$25 dedicated to capital fund. Motion passed 5-0.

**Would you be in favor of a quarterly dues increase if the amount of the increase was directed to the capital fund.** PLURALITY

Yes - \$25 per quarter	22 votes 47.83%
Yes - \$50 per quarter	16 votes 34.78%
No (this could mean a special assessment in the future for capital projects and purchases)	8 votes 17.39%
Yes - \$25 per quarter wins with 47.83% of the vote.	
46 votes tallied	

- g. Check to deposit from Ydes (laundry service)
- h. Bring Treasures account under HLCCA Domain Management Service -\$12 per month
  - i. Vote 5-0 in favor
- i. Boat slip waiting list
  - i. Add Nagels

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- ii. Verify with current members on the waiting list

### **5. License Renewal**

- a. Discussion on seasonal vs year round license.
- b. Table until next meeting

### **6. Lake Weed Treatments**

- a. PLM \$840.87
- b. Muck Pellets are \$420, propose to buy another pail for treatment around all docks.
  - i. Sean B. motioned, Tara B. seconded to buy another pail of muck pellets.  
Motion passed 5-0.

### **7. Insurance Review**

- a. Open claims
  - i. Workmans Comp settlement conference 11/21/22 otherwise hearing set for 1/25/23
  - ii. Injured minor child, open until 2027 when the child reaches age 19
  - iii. House
- b. Set up a meeting with Mark Maloney (North Star agent) to discuss the following:
  - i. 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. 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.
    - 2. Rental of lots-Rental agreements 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.
      - a. Rental agreements for 2023 have not been approved pending the resolution of the insurance question.

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3. 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. How would this affect volunteer organizations and HLC Members?

### **8. Employee Update**

- a. Mike's 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.
  - i. Will look at budget for possible raise.
- b. Workamper search, someone needed to lead the search
  - i. Sean B. and Troy S. will do. Will meet with Jim A. on how to use candidate search tools. Will plan on getting it set up in January

### **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. 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
- c. **Discussion:** Removal of more trees and limbs to create space
  - i. Reminder of the west drain field, need to be careful when removing trees around the drain field.
- d. Fence, block off dump area on North end. A member fell over the edge during the fall cleanup.

### **11. Gate**

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

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### **12. Sign**

- a. Ed will finish, or this will be readdressed in spring.

### **13. House**

- a. Per Mark Maloney, permits are not needed to close out the claim, just receipts verifying purchases and work completed.
  - i. Sean B. does not believe this is true, thinks we need permits. This question will be discussed when we talk with Mark in Jan.
- b. Ed has stated he will rewire electric in the kitchen, Collins Electric will pull permit due to changes being made.
- c. **Discussion:** Hire a handyman to finish vs. relying on staff and volunteers to complete
  - i. What is our long term goal for house
  - ii. We will revisit this during Jan. meeting

### **14. Share sales**

- a. Certificates, Ed has a new membership certificate template and printing equipment. Intends to get caught up by the end of the year.

### **15. Website**

- a. Security changes requiring account and login went active after the members meeting in October.

### **16. Lot alteration requests**

- a. **Discussion:** Per requests from several community members, they want requests handled in a quicker manner.
  - i. If it is an easy request the board will make an effort to get them approved in a timely fashion.
  - ii. Ones that need the board to look at the site or take more time will be done monthly at board meetings.

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### **17. 2023 Purchases**

- a. DeWalt tools for shop purchased by Jim A 11/19/22. The receipt turned in for reimbursement, was \$647.67.
- b. Shed for pool chemicals. Staff prefers the shed placed behind the gate where puff is.
  - i. Discussion as to whether it needs to be a concrete floor to meet code.
  - ii. What material does it need to be? Looking at 4x6 shed.
- c. Trailer for the golf card
- d. Tow behind trailer
  - i. 5x8 or 6x8
- e. Gutters for Gathering Room
- f. A doorbell at the front gate to alert staff of vendors and other services that need to get into the campground
- g. Overflow Lot security cameras, rough in completed when electrical work was done in August.
  - i. Access Points, Power Supplies, and Cameras. \$800. The network controller is capable of capturing and storing video

### **18. Other / Closing Topics**

- a. Laundry Room floor drain and water heater
- b. Paint/Stain: Gathering Room and split rail Fence
- c. Site 1 needs a cover for the old meter socket
- d. 2023 Pet registration will go out in March
- e. Richard and Jennifer Benoit, sites 8 and 9, closing set for 1/15/23. Documents complete.
- f. Other
  - i. Assessors were out in early Nov. Gave a list to Ed of trailers that don't have tags and any issues with Park Models. Those people will be notified.

### **19. Questions**

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### **20. Save the dates (informational)**

- a. Board Meeting 1/19/23 TBD
- b. Board Meeting 2/23/23 TBD
- c. Board Meeting 3/23 TBD
- d. Water on to showerhouse TBD
- e. Water on to sites, TBD
- f. WiFi turned up, 4/15/23
- g. Board Meeting 4/23 TBD
- h. Garbage resume 5/1/23
- i. Docks in TBD
- j. Spring clean up, TBD
- k. Board Meeting 5/23 TBD
- l. Spring special membership meeting 5/23 TBD
- m. Board Meeting 6/23 TBD
- n. Board Meeting 7/23 TBD
- o. Board Meeting 8/23 TBD
- p. Board Meeting 9/23 TBD
- q. Board Meeting 10/23 TBD
- r. Owners Annual Meeting 10/23 Virtual(google meet) TBD
- s. Water off to sites TBD
- t. Docks out, TBD
- u. Fall clean up TBD
- v. Water off to showerhouse TBD
- w. Garbage service suspended, 10/27/23 last pickup
- x. Wifi turned down, 10/31/23
- y. Organizational Meeting/Board Meeting 12/23 TBD

**21. Meeting Adjournment:** Tara Bubar motioned and Sean Brown seconded that the meeting be adjourned. All were in favor. Meeting adjourned at 9:52PM.

Respectfully submitted

Tara Bubar