

Hickory Lake Campground Cooperative Association

Board Meeting Agenda

Date: February 12, 2023

Time: 12:00 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 to order: Meeting called to order at 12:00 by Jim Apple

2. Consent Agenda

- a. No items
- b. Discuss covered decks and porches
- c. Rules amended:
 - i. Board approved pergolas, but no covered patios or gazebos, passed 5-0

3. Treasury Report (Scott)

- a. Current Balances
 - i. Operating Fund (\$15,786 1/31/2023)
 - ii. Operating Reserves (\$10,933 1/31/2023)
 - iii. Capital Fund (\$47,965 total \$17,260 Net)
 - 1. Capital spreadsheet has been updated (projected 2023 balance \$6,260)
 - 2. Insurance Proceeds \$30,705
 - 3. Gravelle \$3,200. Bill received on 2/7/23
 - 4. Advantage Tree Service \$4,800
 - 5. Retaining Wall ???
 - iv. Accounts Payable - All invoices processed to date
 - v. Account Receivable
 - 1. \$165.40 still owed for electricity from last year
 - vi. Pending Transactions (undeposited checks)
 - 1. \$120 from FIRM deposited 2/11/23
 - 2. Received \$10,000 for Q1 dues thus far
- b. Financial Summary

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- c. Beartooth charge account active
 - i. Jim A, Scott, Mike are authorized users
 - ii. Will add new workampers
- d. Change eMail address on invoices (Scott: I will need to have Jim B change it as I do not have permissions yet)
- e. Boat slip waiting list verification sent 1/26/23 (discussion topics later in agenda)

4. Insurance

- a. Work comp \$1M coverage effective on renewal date.
- b. Recap conversation with Craig Grivna
- c. COI for vendors, tracking in Quickbooks?
 - i. Will add it to the notes section in vendor set-up
- d. COI for existing members/returning rentals
 - i. QB?
 - ii. Google Forms, submit with the same process as pet registration. This also updates current contact information required by Aitkin County
 - 1. Mobile home policy (park model, destination trailer) declarations page
 - 2. Homeowners or renters insurance declarations page
- e. COI for new members (sales) and rental agreements
 - i. Rental Agreements need to have declarations page attached to agreement submitted to board
 - 1. 2023 agreements already submitted, Jim A will email members and tenants outlining the process change, and informing that agreement has not been approved for 2023 until the required document has been submitted.
 - a. For board reference, the process for approving rental agreements is the same as for new membership applications, five days from the date the background check is returned to HLCCA.
 - ii. Membership sales need to have declarations page submitted with closing documents prior to occupying the site.

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- f. Open claims
 - i. Work Comp open claim
 - 1. Pretrial Conference May 30, 2023
 - 2. Hearing June 15, 2023
 - ii. Injured minor child, open until 2027 when the child reaches age 19
 - iii. House
- g. Discount on premiums for camera system being evaluated by underwriting

5. House Discussion:

- a. Results of survey, 29 votes in favor
- b. Plan moving forward
 - i. Pictures
 - ii. Timeline
 - iii. Will pull permits when required
 - 1. Any work on exterior walls
 - 2. Electrical- Ed will contract
 - 3. Plumbing for venting in bathroom and kitchen
 - a. Scott will get 1-2 bids
 - 4. Sean Brown will help oversee to make sure things are being done to code so that they will pass inspection

6. Boat Slips

- a. Multiple sites, multiple slips, multiple lottery entries
- b. Rules amended:
 - i. Lottery
 - 1. Allow every site owner to put their name in the lottery for each site they own. Pass 4-1
 - ii. Letting others use slip
 - 1. Allow owners decide who uses their slip. Pass 4-1 with stipulation of no subletting or making any money off of letting others use slip

7. License Renewal

- a. Sent in 2/6/23
- b. Recap discussion with MDH
 - i. Will discuss at next board meeting

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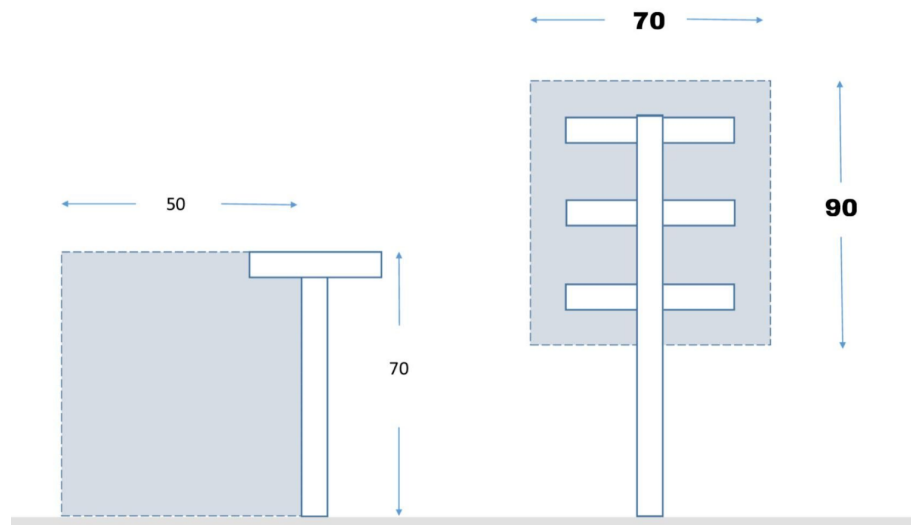
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8. Lake Weed Treatments

- a. Permit issued to PLM on behalf of HLC
- b. Expanded treatment area request denied by DNR
- c. Treatment map



9. Employee Update

- a. Mike
 - i. Willing to work Saturdays on house until able to return full time.
 - ii. Mike
 - 1. Hourly wage
 - a. Has worked at \$17 per hour for last two years
 - b. Board approved increase to \$18 per hour 4 0 with 1 abstention.
- b. Benefits
 - i. Discussed ways to provide full time employees with benefits related to education and training.
- c. Workamper search update (**Sean/Troy**)
 - i. Update: hard to get people interested at \$13-15 per hour
 - 1. Board voted 5-0 to renew the monthly Workamper ad at \$15-17 to see if that draws more interest.
- d. Employee scheduling

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- i. Once we have employees, we will discuss their schedule

10. Volunteer/Employee to-do Lists

- a. Water on to shower house TBD
- b. Spring clean-up TBD. Aitkin volleyball team, \$500
 - i. Bagster Bags Approve purchase
- c. Docks in, TBD. Aitkin Basketball team expressed interest in helping, \$600
- d. Volunteer coordinators, Jim A will reach out
- e. To Do List for employees and volunteers

11. Overflow

- a. Boat Charging Process
 - i. Jim A will send email around the same time that slip renewal notice is sent notifying members of the new process
 - ii. Compile list of names interested
 - iii. Treasurer will invoice \$50
 - iv. Tags will be handed out, staff will monitor
 - v. Treasurer will handle notification of members for upcoming seasons and renewals going forward. Send around the same time as the slip renewal notice.
 - vi. Re-evaluate at end of year to look at amount of yearly charge going forward
- b. Camera equipment installed 2/11/23.
- c. Staff will work on creating more space, trees identified for removal.
 - i. Mike asked to park his boat in the lot, approval given on the condition it does not cause interference with member use or become a groundskeeping issue.

12. Gate

- a. The code will be changed in the spring, Jim A will send notification email
- b. Signs at the front gate were damaged, replacement signs ordered and received.

13. 2023 Purchases & Projects

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- a. Golf cart batteries. Two batteries have broken posts, Mike will evaluate in spring and will rebuild or replace batteries as needed..
- b. Replace landscape timbers around the pool walkway and other areas.
- c. New dump cart for the golf cart, \$350
- d. Gutters for Gathering Room, \$350
- e. A doorbell at the front gate to alert staff of vendors and other services that need to get into the campground
- f. Tow behind trailer

14. Google Account

- a. Password will be changed after the board meeting
- b. To Board, Bcc HLC Membership
- c. Internal board email communications
 - i. When sending mass email asking for input, send to board and bcc all others so that responses can be kept confidential to only the board members
 - ii. Make sure board members sign their name when sending an email from the board email.
- d. Make sure you are checking daily

15. Other / Closing Topics

- a. Dumpster rental for spring cleaning (old house stuff, behind the shop, etc...), will have Mike evaluate
- b. Shoreline work and restoration - Nova is going to work on this
- c. Darren Johnson offered the use of his bobcat for putting docks in as well as use around the campground if needed
- d. 2023 Pet registration will go out in March - Per Declarations, must have insurance on file to bring pet(s) on HLC grounds
- e. HLC Policies and Procedures need to be documented.

16. Round Table

- a. Rules enforcement - Jim A
 - i. Discuss further at the next meeting.
- b. Secretary - Sean
 - i. Will discuss more at next meeting

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- c. Sign - Jim A
 - i. It will get done this spring/summer

17. Save the dates 2023 Schedule

- a. Board Meeting 3/14/23 7:00 PM
- b. Water on to shower house TBD
- c. WiFi speed turned up 4/15/23
- d. Board Meeting 4/16/23 @ HLCCA 10:00
- e. Garbage service resume 5/1/23
- f. Docks in TBD
- g. Spring clean up TBD
- h. Board Meeting 5/21/23 @ HLCCA 10:00
- i. Spring special membership meeting tentative 5/23 Virtual(google meet)
- j. Board Meeting 6//25/23 @ HLCCA 10:00
- k. Board Meeting 7/23/23 @ HLCCA 10:00
- l. Board Meeting 8/20/23 @ HLCCA 10:00
- m. Board Meeting 9/17/23 @ HLCCA 10:00
- n. Docks out 10/7/23
- o. Board Meeting 10/8/23 @ HLCCA 10:00
- p. Owners Annual Meeting tentative 10/11/23 Virtual(google meet)
- q. Water off to sites 10/14/23
- r. Fall clean up TBD 10/21/23
- s. Water off to shower house 10/28/23
- t. Garbage service suspended, 10/27/23 last pickup
- u. Wifi speed turned down, 10/30/23
- v. Election 11/6/23 - 11/20/23
- w. Organizational Meeting/Board Meeting 12/23 TBD

18. Meeting adjournment: Jim Apple motioned and Troy Shafer seconded that the meeting be adjourned. All were in favor. Meeting adjourned at 2:26PM

Respectfully submitted

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Tara Bubar