

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: March 14, 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 to order:** Meeting was called to order at 6:20PM by Jim Apple

**2. Consent Agenda**

a. Lot Alteration Requests

i. Lot 26 Apple

b. Rental Agreements

i. Lot 50 DesMarais

Consent agenda approved: a. 4-0 with Jim A. abstaining due to it being his request. As always it is approved with the knowledge that the county needs to approve it. b was approved 5-0.

**3. Treasury Report (Scott)**

a. Current Balances

i. Operating Fund \$30,269.62

ii. Operating Reserves \$10,933.24

iii. Capital Fund \$46,164.80

1. Capital spreadsheet updates

2. Insurance Proceeds \$30,705

3. Advantage Tree Service \$4,800

4. Retaining Wall TBD

Question about wall from Troy S. When was decision made that it needed to be repaired? It was discussed last year and is in the capital budget list of projects.

iv. Accounts Payable

v. Account Receivable

1. Question about how long it takes Venmo payments to go through.  
Answer is about 1 day.

vi. Pending Transactions (undeposited checks)

1. \$56 Insurance refund

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- b. Financial Summary
- c. Tenant Check price increase \$5 per report, \$3 credit card payment fee, pay by check in the future. This will take effect April 1, 2023.

#### **4. Insurance**

- a. Open claims - No Change since last month
  - i. Work Comp pretrial hearing moved to 5/26/23
- b. Discount were applied for cameras in overflow, \$56

#### **5. House:**

- a. Gravelle estimate
  - i. Gravelle checked to make sure all plumbing is up to code.
- b. Sean suggested looking at drain pipes, will have Mike evaluate with camera.
- c. Ed will do electrical

#### **6. Employee Update**

- a. Mikes start date 4/8/23, working M-F
- b. Offer extended to Terry Pumper 3/13/23
  - \$17 per hour, \$10/week laundry, fuel reimbursement from Perham to Campground.
  - This is \$2000 over budget, but any work he does in the house can be taken from the insurance proceeds on the house.
- c. Plan B, C, D
  - If we have no workamper some estimates are that lawn mowing would be \$900 per week and bathroom cleaning on weekends would be \$250 per week. Scott would cover the pool on weekends, board members would take turns being "on-call".

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

- a. Water on to shower house 4/8/23
- b. Spring clean-up TBD. Aitkin girls basketball team, \$500
- c. Docks in, TBD. Aitkin Basketball team expressed interest in helping, \$600
- d. Stain/Paint Gathering Room, Aitkin girls basketball team
- e. To Do List for employees and volunteers

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### **8. Overflow**

- a. Doug has removed several trees to create space
  - i. There is a lot more space now for cars/trailers
- b. Will be renting a stump grinder to take some stumps out.

### **9. FIRM Launch Fees**

- a. Currently \$10 in and \$10 out.
- b. Motion to increase to \$20 for each way in and out
  - i. Approved 5-0

### **10. Gate**

- a. The code will be changed by Jim A on 4/8/23

### **11. Rules enforcement**

- a. Fine Schedule 2021
- b. Condensed 2022
  - i. Several complaints on barking dogs last year
- c. Process
  - i. Written warning
  - ii. Five Day Notice (second warning)
  - iii. Imposition
  - iv. Opportunity to appeal

Agreement for this year is to send out a reminder with all of the fines that were adopted in 2021. With reminder will be the process of infractions.

### **12. Notifications to membership/subtenants**

- a. Slips and Racks sent on 3/2/23 - Scott
- b. Insurance Form 3/15/23 - Jim
- c. Pet Registration 4/3/23 - Jim
- d. Overflow boat charging 4/10/23 - Jim

### **13. 2023 Purchases & Projects**

- a. Golf cart batteries. Two batteries have broken posts, Mike will evaluate in spring and will get replacement batteries as needed..
- b. Sign proof \$150-\$250

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- c. Replace landscape timbers around the pool walkway and other areas.
- d. New dump cart for the golf cart, \$350
- e. Gutters for Gathering Room, \$350
- 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

### **14. Other / Closing Topics**

- a. HLC Policies and Procedures need to be documented.(in progress)
  - i. Board
  - ii. Employee
    - 1. Daily, Weekly, and Monthly tasks

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

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

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v. Organizational Meeting/Board Meeting 12/23 TBD

**16. Meeting adjournment:** Troy Shafer motioned and Jim Apple seconded that the meeting be adjourned. All were in favor. Meeting adjourned at 7:42PM

Respectfully submitted

Tara Bubar