

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: April 16, 2023

Time: 10:00 AM

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 by Jim Apple at 9:57am

**2. Consent Agenda**

- a. Lot 22 Shed
  - i. Motion by Sean, seconded by Tara, approved 5-0

**3. Treasury Report (Scott)**

- a. Current Balances
  - i. Operating Fund \$38,342.57
  - ii. Operating Reserves \$10,933.70
  - iii. Capital Fund \$46,168.60
    - 1. Capital spreadsheet updates
    - 2. Insurance Proceeds \$30,546
    - 3. Advantage Tree Service \$4,800
      - a. work to be performed week of 4/17, weather permitting
    - 4. Retaining Wall TBD
  - iv. Accounts Payable
    - 1. Helmuth and Johnson
      - a. Will pay by check
  - v. Account Receivable (All members are current)
  - vi. Pending Transactions (undeposited checks) - None, mobile deposit working again
- b. Financial Summary

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- c. Property Taxes
  - i. Area 1 (strip out to 169) is paid in full for 2023
  - ii. Area 2 (main campground) first half paid, second half due in October
  - iii. 2024 valuation raised \$115,700
    - 1. Area 1 \$33,400, up from \$27,500
    - 2. Area 2 \$691,500, up from \$581,700

#### **4. Insurance**

- a. Open claims
  - i. No change from last month in regards to previous open claims
  - ii. Shop (discussion item below)

#### **5. Employee Update**

- a. Mikes start date 4/8/23, working M-F
- b. Terry is planning to arrive by 4/19, working Th-M (?)
  - i. With new snow, may not be able to get into site until ground firms up
- c. Computer (Surface Pro) in shop
  - i. Old computer from Jim A.
  - ii. This way staff have access to a computer on site and in turn are able to see documents they need ie rules, staff tasks, etc.
- d. Given access to the employee procedures folder on Google drive.

#### **6. Volunteer/Employee To-Do Lists**

- a. Daily, Weekly, and Monthly tasks
- b. Inventory
- c. To Do List for employees and volunteers
- d. Stain/Paint Gathering Room

#### **7. Spring Opening**

- a. Water on to shower house 4/8/23
- b. Gate code change this weekend, Jim A will notify when changed
  - i. Won't be done this weekend due to weather
- c. WiFi password will be changed
- d. Water on to sites TBD
- e. Docks in, TBD. Jim A will coordinate with Larry Goble, \$300

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- i. Aitkin Basketball has expressed interest in all projects, other teams appear to have passed. Will circle back around to the volleyball team.
- f. Septic Check will schedule themselves
- g. TimberLakes will pump in May

### **8. Overflow**

- a. Advantage Tree Service has removed several trees to create space
- b. Mike will cut down stumps to ground level, grinding TBD

### **9. House**

- a. Drain pipes are PVC
  - i. Will still have Mike run camera to verify not plugged
- b. Ed will do electrical
  - i. Electric water heater. Current heater is 120 gallons, will replace with 40 or 50 gallons.
- c. Appliances moved to shop
- d. Cabinets, doors, window
- e. Sheetrock
  - i. Replace utility room and hallway with sheetrock we have on hand
  - ii. Repairing holes vs just replacing. Replacing will be easier in a lot of spots. Bedroom is also just paneling not sheetrock
  - iii. Will revisit in June to see where we are at with budget
- f. Floor
  - i. Unable to save hardwood flooring
  - ii. Hole in floor around toilet from leaking washing machine shut off, replaced
- g. Water lines
  - i. Thought of changing all water lines to pex tubing (flexible tubing that can expand and won't burst).
    - 1. Will see where we are at with budget once we get all the needs done.

### **10. Shop**

- a. Claim filed, adjuster assigned and check has been processed, insured for replacement value less \$1000 deductible
- b. Advantage Tree cleared snow away from shop

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- c. Jay Thran/J&S Property Management (recommended by Kurt) will handle any repairs
  - i. Should be in by 4/14 to assess safety and shore up (did not show up)
    - 1. Will provide bid
      - a. If his bid is more than what insurance company gives, will go back to insurance company to show the need for more.
  - ii. Sean inspection
    - 1. 3 of 8 trusses that we can visualize right now are broken
- d. Garage area ok, will allow members into that area to get tools
  - i. Shop area remains off limits to members

### **11. Transfer on Death Agreement**

- a. Recap phone call with attorney
  - i. Our attorney states we could make fees as we see fit. For trusts, members would need to pay closing costs for paperwork filing.
  - ii. Our attorney needs to review the trust since we are a different entity than the trust attorney
- b. Agreement and Request Form
- c. Filing of TOD document with Association
  - i. Does not preclude proper estate planning, only reflects on HLCCA records as to ownership of share(s).
    - 1. Beneficiaries still need to apply for membership.
      - a. Timeline
        - i. They would apply for membership at the time of death of the current member.
      - 2. All normal procedures and associated costs apply
- d. Fees for filing and/or issuing new certificates for a trust or TOD?
  - i. It would be the current applicable fees.

### **12. Slip Expansion**

- a. \$90 per foot (rough estimate of total \$4000)
  - i. <https://www.co.aitkin.mn.us/departments/enviro-svcs/pdf-files/2015-Shoreland-Guide.pdf>
  - ii. [https://files.dnr.state.mn.us/waters/watermgmt\\_section/shoreland/mooring-spaces-guidance.pdf](https://files.dnr.state.mn.us/waters/watermgmt_section/shoreland/mooring-spaces-guidance.pdf)

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1. The number of mooring spaces for residential PUDs and for campgrounds, resorts and other lodging facilities (commercial PUDs) is limited to the number of dwelling units, camp sites or lodging rooms allowed in the first or riparian tier.
- iii. [https://files.dnr.state.mn.us/waters/watermgmt\\_section/shoreland/pud-factsheet.pdf](https://files.dnr.state.mn.us/waters/watermgmt_section/shoreland/pud-factsheet.pdf)
- iv. <https://www.revisor.mn.gov/rules/6120.3800/>
- v. <https://www.co.aitkin.mn.us/ordinances/shoreland2017amended.pdf>
  1.  $400 \times .056 = 22.4$
  2.  $400 / 22.4 = 17.857$
- b. 18 allowable slips
- c. Waiting list currently at five.
- d. \$350 per slip, 6 year recapture period.
- e. Volunteer to walk out twenty feet from end of dock and then twenty feet to the south?
- f. Table until August to take a look at the budget to see where we are at

### **13. Rules enforcement**

- a. Fine Schedule 2021
- b. Condensed 2022
  - i. Overflow Electric fine - Will just bill for usage
- c. Process
  - i. Written warning
  - ii. Five Day Notice (second warning)
  - iii. Imposition
  - iv. Opportunity to appeal

### **14. 2023 Purchases & Projects**

- a. Golf cart batteries, Mike repaired
- 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. Doorbell, Mike said no need
- f. Tow behind trailer

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

- a. Garage shop - Jim A
- b. Rules/Fines 4/20/23 - Any Volunteers?
  - i. Tara will send out email reminding of the rules.
- c. Reminder on pet registration and insurance - Jim A

### **16. Spring Owners Meeting (needs 30 days notice)**

- a. House update
- b. Shop update
- c. TOD Document/Trusts
- d. Proxy voting
- e. Nominating Committee

### **17. Other / Closing Topics**

- a. Sheds (Nova) - asked the board to revisit plastic sheds and not be able to have wood
  - i. Wood is allowed
- b. Lawn vacuum, \$300
  - i. No
- c. HLC Policies and Procedures need to be documented.(in progress)
  - i. Board
  - ii. Employee
- d. Electric Vehicles
  - i. HLC does not have infrastructure for EV chargers at individual sites.
  - ii. You cannot use the overflow to charge your car
    1. Jim A. will send out an email

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

- a. All annual dates have been added to the board calendar with reminders set
- b. Garbage service resume 5/1/23
- c. Docks in TBD
- d. Spring clean up TBD
- e. Board Meeting 5/21/23 @ HLCCA 10:00
- f. Spring special membership meeting 5/27 @h HLCCA Gathering Room, 10:00 AM

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- g. Board Meeting 6/25/23 @ HLCCA 10:00
- h. Board Meeting 7/23/23 @ HLCCA 10:00
- i. Board Meeting 8/20/23 @ HLCCA 10:00
- j. Board Meeting 9/17/23 @ HLCCA 10:00
- k. Docks out 10/7/23
- l. Board Meeting 10/8/23 @ HLCCA 10:00
- m. Owners Annual Meeting tentative 10/11/23 Virtual(google meet)
- n. Water off to sites 10/14/23
- o. Fall clean up TBD 10/21/23
- p. Water off to shower house 10/28/23
- q. Garbage service suspended, 10/27/23 last pickup
- r. Wifi speed turned down, 10/30/23
- s. Election 11/6/23 - 11/20/23
- t. Organizational Meeting/Board Meeting 12/23 TBD

**19. Meeting adjournment:** Troy shafer motioned and Jim Apple seconded that the meeting be adjourned. All were in favor. Meeting adjourned at 11:34AM

Respectfully submitted,

Tara Bubar