

Hickory Lake Campground Cooperative Association

Board Meeting Agenda

Date: May 21, 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

1. **Call to order:** Meeting was called to order by Jim Apple at 10:00am
2. **Pietrzak Lot Alteration Shed**
 - a. Approved 5-0
3. **Spring Opening Update (Informational)**
 - a. Gate code and WiFi password will change after holiday weekend
 - b. Aitkin Basketball will stain gathering room June 10 or 24 weather permitting
Cost will be \$500.
 - c. Septic Check will schedule themselves
4. **Overflow Lot (Informational)**
 - a. Stump grinding
 - i. Get bid from tree company to do this work. Cost to rent \$160 for 24 hours
staff says approx. 2 days to complete.
 - b. Justin will level area
 - c. Justin brought in another load of class 5 at his expense for use on his lot
(previously approved) and to help level roads
5. **Treasury Report (Scott)**
 - a. Current Balances
 - i. Operating Fund \$39,344
 - ii. Operating Reserves \$10,934
 - iii. Capital Fund \$47,994
 1. Capital spreadsheet updates (see handout)
 2. Insurance Proceeds \$4,061
 3. Advantage Tree Service \$4,800
 4. Retaining Wall TBD
 - iv. Accounts Payable
 - v. Account Receivable \$6,600

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- b. Financial Summary
- c. Docks line item (Sean)
 - Adding two slips will cost approx. \$3400. Will reevaluate in the fall.
 - Will look at changing accounting practices for slip rental fees.

6. Insurance

- a. Open claims
 - i. No change from last month in regards to previous open claims

7. House Update (Scott)

- a. Removed paneling in bedrooms, installing sheetrock
- b. Ceilings in two bedrooms completed
- c. Trim painted
- d. TV antenna removed
- e. Drain pipes are PVC
 - i. Will still have Mike run camera to verify not plugged
- f. Boyd will do electrical, waiting on Boyd estimate (early June start date)
 - i. Electric water heater. Current heater is 120 gallons, will replace with 40 or 50 gallons.
- g. Replace current PVC water pipe with pex
- h. Cabinets, doors, window, paint and various supplies are onsite
- i. OSB and wrap for outside work onsite
- j. Flooring to be purchased
- k. Wall Paint (pick color) to be purchased

8. Shop (Discussion)

- a. Jay Thran/J&S Property Management (recommended by Kurt) has been a continual no call- no show.
 - Troy will call around to get possible other bids from contractors in the area.
- b. Plan and timeline for self repair

9. Impervious Surface Area (Jim)

- a. Per Aitkin County: *“25% impervious surface coverage, Hickory Lake Campground would be allowed about 107,574.5 square feet. Of that 25%, only 15% is allowed as*

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building coverage (structures, decks, campers, etc) which would be approximately 64,094.7 square feet. “

- b. Maximum of all lots to include deck, shed, and RV is 42,280 sq ft, 755 sq ft per lot
 - i. Rule change in 2018 decks 325 sq ft
 - ii. Declarations state 275 sq ft.
 - Will change rule back to original 275 sq ft
 - 1. 50 sq ft difference is four lots worth of total coverage
 - iii. Amend the rule back in line with declarations,
 - Approved. Will announce at spring owners meeting
 - 1. 4 and 21 are built larger than 275 sq ft
 - 2. 34 and 43 are approved larger than 275 sq ft but not built
 - 3. 42?
 - All decks previously approved larger than 275 sq ft will be allowed
- c. House, showerhouse, gathering room, pool, shop, pump house, fish house, 9,431 sq ft
- d. Septic Tanks 442
- e. Leaving 11,944 sq ft available not accounting for math errors or overages.
- f. Internal roads (estimate) 17,244 sq ft
- g. Entrance and parking area (estimate) 4500 sq ft
- h. Estimate total coverage is 73,897, leaving 33,677 sq ft for total coverage

10. Updated Documents (Jim)

- a. Fee Schedule
 - Will post on website and hand out at Spring Owners Meeting

11. Sale of Units (Jim)

- a. Addendum to Purchase Agreement
- b. Resale Disclosure Certificate - Required by HLCCA Bylaws and MCIOA
- c. Waiver of Right of First Purchase
- d. Lien Release
- e. Should we have the association attorney handle closings going forward?
 - Jim A recommends. Board members felt President should prepare documents and handle closing as this generates revenue for the Association

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12. CD (Scott)

- a. Proposal to move \$20,000 into a seven month CD
- b. Winter months move \$15-\$20,000 to 3 month CD
- c. Estimate \$1,000 in interest income for 2024 to replace loss of rental income
Tabled for further financial evaluation and discussion

13. Volunteer/Employee To-Do Lists (Informational)

- a. Daily, Weekly, and Monthly tasks
- b. Inventory
- c. To Do List for employees and volunteers

14. Rules enforcement (Informational)

- a. Fine Schedule 2021
- b. Condensed 2022
- c. Process
 - i. Written warning
 - ii. Five Day Notice (second warning)
 - iii. Imposition
 - iv. Opportunity to appeal
- d. Please make sure board members are following the rules, cannot enforce if we are violating.
 - i. Email has been sent out by Tara on behalf of the board with a list of violations and fines.

15. 4th of July Planning (Discussion)

- a. Ice Cream Social-Troy
- b. Potluck-Tara
- c. Horse Shoes and Bean Bags Games-Sean
- d. Minnow Races-Tara
- e. Proposal from Justin
 - i. Board approved entertainment from 6:00 to 9:00 in Gathering Room 5-0

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16. Spring Owners Meeting Agenda Items(Discussion)

- a. Rules
- b. Budget
- c. House update
- d. Shop update
- e. Impervious surface
- f. TOD Document/Trusts
- g. Sale Documents & closings
- h. Fee Schedule
- i. Proxy voting
- j. Trailers to septic mound
- k. Nominating Committee

17. Other / Closing Topics

- a. Mark email as unread
- b. HLC Policies and Procedures need to be documented.(in progress)
 - i. Board
 - ii. Employee

18. Prior Actions of the Board (Informational)

- a. Approve site 37 pad and platform deck (C. Johnson)
- b. Approve site 29 and 31 pavers and firepit (Mittlestaedt)
- c. Approve site 13 shed, C5, and landscaping (Justin)
- d. Approve site 20 shed (DeHaan)
- e. Approve site 22 shed (Larson)
- f. Approve transfer of lot 50, 53, 54 in to trust, members are trustees
- g. Approve sale of lot 39 and membership for Jim and Susan LeTourneau
- h. Approve sale of lot 37 and membership for Charles and Janet Johnson
- i. Approved raising the insurance coverage for Workers Compensation to \$1,000,000

19. Save the dates 2023 Schedule (Informational)

- a. All annual dates have been added to the board calendar with reminders set
- b. Spring special membership meeting 5/27 @HLCCA Gathering Room and Google Meet 10:00 AM

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

20. Meeting adjournment: Tara Bubar motioned and Jim Apple seconded that the meeting be adjourned. All were in favor. Meeting adjourned at around 11:00AM

Respectfully submitted,

Sean Brown