

# **Hickory Lake Campground Cooperative Association**

## **Board Meeting Agenda**

Date: August 20, 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 called to order at 9:59 AM by Jim Apple

**2. Consent Agenda**

- a. Lot 28 Lot Alteration Request
  - i. Approved 5-0

**3. Insurance**

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

**4. WiFi**

- a. Seems to be operating better after removing restrictions on older wifi radio beacons.
- b. Cable issue with link between 26 power pole and volleyball court, not affecting service.

**5. Labor Day Weekend**

- a. Staffing
  - i. As normal, Mike will work ½ day on Monday
- b. Craig Pietrzak planning horseshoe tournament
- c. Pancake breakfast
  - i. canceled
- d. Potluck
  - i. Canceled

**6. Treasury Report (Scott)**

- a. Current Balances
  - i. Operating Fund
  - ii. Operating Reserves
  - iii. Capital Fund
    - 1. Trees were over what was estimated in capital plan budget

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- a. Big tree by playground alone was \$4500
- iv. Accounts Payable
- v. Account Receivable
- b. Financial Summary
- c. Capital Plan
  - i. Still waiting on estimate for retaining wall
- d. 2024 Budget (approval at next meeting, or prior to annual meeting)
  - i. Staff
  - ii. Mowing - Aitkin teams declined
    - 1. Haley (Carolyn's grand-daughter) is interested in mowing next year and be a part time employee. She will be 16 by next season.
      - a. Will budget 16 hours for her a week.
  - iii. Staffing
    - 1. If we are able to find someone to mow, we may be able to go down to one caretaker.
    - 2. Possible to hire someone for use of their site, usually 20 hours per week.
    - 3. Will keep staffing budgets the same as this year.

### **7. Annual Meeting**

- a. Finalize Date
  - i. Oct. 11th will be virtual and in person
- b. Preliminary agenda ready by next board meeting
  - i. Need to decide what to do with labor next year.

### **8. Succession Planning/Election**

- a. Nominating committee update
  - i. Have spoken with about 5 members who were no's.
  - ii. Will send email to Nova and Renee to discuss with more members. Once most members have been approached an email will go out, so those that were not approached in person will have the chance to make their desire known to be on the ballot.
- b. Board duties document
- c. Email list for ballot - Jim A
- d. Questions for ballot

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### **9. Employee Discussion**

- a. Drug/Alcohol Policy
  - i. We need a lawyer to look at it.
  - ii. Will put on next year's budget and have it done next year before we hire
- b. Employment Agreements
  - i. Depending on the caretaker arrangement, agreement will be drawn up by attorney.

### **10. House Occupancy Discussion**

- a. Caretaker year round
- b. Turning it into a site and selling the house
- c. Turning water off and wait until next year
- d. Will email members with these 3 options and ask for any other options.
  - i. Will give them a week to return their thoughts so we can have a hard answer at the next board meeting.
- e. Scott has tried three times, once in person and two phone calls to speak with Aitkin Zoning technician Connor regarding what we are legally allowed to do with the house as a campground.

### **11. Survey Results**

- a. Results and discussion items
  - i. Look to see what it costs to buy pinball machine or games ourselves
- b. Action items completed
- c. eMail follow up
  - i. Jim A. will send a follow up email with results and actions taken.

### **12. Fall Shutdown**

- a. Pool closing 9/10
  - i. If propane gets to 10%, heat will be shut off when it hits that mark after Labor Day.
- b. Laundry Room close TBD
- c. Docks out 10/7 - tentative
- d. Water off to sites 10/15
  - i. Compressor is already reserved
- e. Fall cleanup 10/21 - tentative

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- f. Garbage service suspend 10/27
- g. Water off to shower house tentative 10/28 or as weather dictates
- h. WiFi speed turn down 10/30

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

- a. To Do List for employees and volunteers
  - i. Priority is pool, grounds, house/projects
  - ii. Daily and weekly tasks added
- b. If you see something that needs to be done, add it to the list. Staff checks the list daily.

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

- a. Meter on Lot 46 not working, Boyd needs to install.
- b. Gutters for Gathering Room - purchased
  - i. Should be in 8/21
- c. Culvert on sites 6, 5,4
  - i. Will leave it for now
  - ii. County states it is ours to do what we want with
- d. Overflow accident
  - i. Boat was hit, member will be given security video to take action as appropriate
  - ii. Fence was hit, will charge member \$50 for labor to fix it
- e. CD discussion tabled
- f. Slip expansion tabled
- g. Lot Sale Checklist
- h. Staining/Painting Schedule

### **15. Prior Actions of the Board (Informational)**

- a. Approve Lot 21 kayak rack

### **16. Save the dates 2023 Schedule (Informational)**

- a. All annual dates have been added to the board calendar with reminders set
- b. Pool shutdown 9/13
- c. Board Meeting 9/17/23 @ HLCCA 10:00 AM

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- d. Docks out tentative 10/7/23
- e. Board Meeting 10/8/23 @ HLCCA 110:00 AM
- f. Owners Annual Meeting tentative 10/11/23 Virtual(google meet)
- g. Water off to sites 10/15/23
- h. Fall clean up tentative 10/21/23
- i. Water off to shower house 10/28 or as weather dictates
- j. Garbage service suspend after 10/27/23 pick up
- k. Wifi speed turned down, 10/30/23
- l. Election 11/6/23 - 11/20/23
- m. Organizational Meeting/Board Meeting 12/13/23

**17. Adjourn:** Motion to adjourn made by Jim Apple and seconded by Tara Bubar. Meeting adjourned at 11:15am

Respectfully submitted

Tara Bubar