

Lake Oakland Heights Park Association

Meeting Rules of Order

February 18, 2020

Call to order

The meeting was called to order at 7:08 PM on February 18, 2020 by Jim Williams.

Attendees

President – Jim Williams
Vice President – Don Swanson
Secretary & Website Editor – Jessica Baker
Legal Director – Mark Cunningham
Safety Director – Lee Howell
Boating Director – Jerry Chamberlain
Promotional Director – Mary Lou Osborne

Board Members not in attendance

Treasurer – Cheryl Baker
Social Director – Tara Mecham
Expeditor – Jim Brumm
Newsletter Editor – Carolyn Bree

Approval of minutes

Jessica Baker emailed the minutes of the November 19th Board meeting for board to review. Board members read and reviewed minutes as submitted. Jerry Chamberlain made motion to approve minutes as submitted, Lee Howell seconded, motion passed.

Board Member Reports

President – Jim Williams

- * Spoke with Tara Mecham when she moved from the neighborhood in January, she will be continuing on as Social Director for the remainder of the 2019-2020 Fiscal Year.
- * Passed around a sheet for Board contact stating the best way to contact each board member.
- * Carolyn contacted Jim regarding needing all dates and times for events for the Spring (April/May) Newsletter.
- * Has been in contact with a couple of potential Beach Guards. Beach Guard for the 2020 Season will be determined at March Board Meeting.

Vice President – Don Swanson

- * Jean Tinson Passed away

Treasurer – Cheryl Baker – Presented by Jessica Baker

- * Savings/Checking Account Balances:
 - ❖ Checking (Chase): \$4,849.98
 - ❖ Special (Chase): \$21,891.19
 - ❖ Boating (Flagstar): \$25,133.18
- * Investment Account Balance:
 - ❖ 12-Month CD (Vibe) Due 12/2020: \$2,001.73
 - ❖ 24-Month CD (Vibe) Due 12/2021: \$2,002.30
- * Current Membership 2019 Season (Ends April 30, 2020):
 - ❖ Regular: 27, Senior: 70, Total Memberships: 197 Households
- * Current Membership 2020 Season (Starts May 1, 2020):
 - ❖ Regular: 0, Senior: 0, Total Memberships: 0 Households
- * Membership Cards are designed, distributed to board members for approval and will be ordered by March 1st to be distributed before March 31st.
- * Vibe Credit Union is charging \$10 a month on the savings that had to be opened in order to open the CD's. Working with Vibe to get this reversed and removed.

Secretary – Jessica Baker

- * Supplied the Board with Board Member Positions list for review. This form gives a general description of each board position to easily refer to when membership asks for a description of what different positions do. Discussion held, updates made.
- * Supplied Board with a Food Service Requirements list that details the requirements for serving prepared foods from the weenie shack per state law.
- * New TeamUp calendar has been created and discussed with Jim Williams for tracking reservations for the Pavilion. A link will be posted to the Facebook Group and the Website with a membership view to the calendar that just shows the dates and times that the Pavilion is reserved with no names or other information shared.

Website Editor – Jessica Baker

- * Website is up to date as of January-March Newsletter.
- * Added a link to the PDF Article and GoFundMe site for Gary Elzerman who carved the Heron at the beach.
- * Working on New layout, will present at a future meeting when mockup is done.

Expeditor – Jim Williams/Jim Brumm

- * Looking for a secondary person for when season starts to keep up on multiple projects
- * No new updates at this time for improvements or maintenance.

Safety – Lee Howell

- * To measure lengths and order buoys for the beach area

Boating – Jerry Chamberlain

- * 3 slips, possibly 4 slips opening this year
- * Raising Boat Fee by 6% to \$253 Motion made by Lee Howell to approve increase of rate, Don Swanson Seconded. Motion Passed.

Legal – Mark Cunningham

- * No report

Promotional – Mary Lou Osborne

- * Beach Opening May 16 – Chips, Pop, Hot Dogs, Bike Parade.
- * 3 Possible new residents

Social – Tara Mecham

- * Absent – Dates and times given for upcoming events for listing in Newsletter

Newsletter – Carolyn Bree

- * Absent – Needs dates and times for Spring newsletter, supplied to Jim Williams, who will email Carolyn needed information for the newsletter.

Old business

- * Weenie Shack Requirements for prepared food serving
 - ❖ Will be marked up by Lee Howell for distribution to the Beach Guard.
- * History of LOHA in Weenie Shack
 - ❖ Working through the boxes, sorting through items to save and destroy.
- * Bylaws Update
 - ❖ Signed by Officers to be placed in binder
- * Board Position Summaries
 - ❖ Reviewed and added
- * Pavilion Reservation Agreement
 - ❖ Discussed, will be updated and distributed for board review.
- * Banking Changes
 - ❖ Investment CD's with Vibe Credit Union
 - ❖ Boating Fund to Flagstar Bank
- * A-frame social sign
 - ❖ Move to next meeting – in process
- * Label Electric Panel
 - ❖ Adding to maintenance list for Expeditor
 - ❖ Maintenance list will be distributed and discussed at the next meeting
- * Improvement List
 - ❖ Move to next meeting, top priority. Cost Estimates/Details to be proposed.

New business

- * General Meeting Agenda
 - ❖ Gate Signup
 - ❖ Expeditor Helpers
 - ❖ Improvement List & Maintenance List
 - ❖ Banking Changes
 - ❖ Playground Committee
- * Beach Guard
 - ❖ Will be discussed and decided on in March

- * Maintenance List will be distributed and discussed at next meeting.
- ❖ Cheryl and Jessica Baker to supply flag for beach

Next Meetings

The next monthly board meeting will be held on March 17, 2020 at 7:00 PM at the home of Mary Lou & Don Osborne.

The next general membership meeting will be the Budget meeting, held on April 28, 2020 at 7:30 PM at Waterford Church of Christ.

Lee Howell made motion to adjourn the meeting, Don Swanson seconds motion. Meeting Adjourned at 9:13 PM.

Jessica Baker

Secretary

2/19/2020

Date of Submission

Improvement Item List for the Park and Beach

11/1/19

Improvement Items (In some order of priority, as voted 10/15/19)

Status - Notes

Dock by the boat ramp	Part Done
Little Free Library	In Process
Rack for storing kayaks at the beach with ability for the user to provide a locking cable	
Fencing or something similar around cage area to improve the appearance	
Additional play items in the playground, specifically instruments.....	
Sign needed in shack with information on equipment kept in the cage.....	Smaller item, may be done sooner

Improvement Items (To be prioritized)

Notes

Additional railing, with lower railings added to the steps into the water.....	New Item 9/19
Wood cabin or wood box to store the fire wood	New Item 10/19

Longer Term Items (typically needing fundraising):

- Play Structures replaced with low maintenance equipment
- Cement slab game area with a basketball net

Completed Items

Date

Infant Swings (qty 2)	Done 7/19
Wood carving	Done 7/19
Extended hours keys and corresponding application and rules.....	Done 7/19

Notes:

The next step is to get descriptions and cost estimates for each of the top three or four items. Then review again the priority with that information.