

Lake Oakland Heights Park Association

Meeting Rules of Order

September 15, 2020

Call to order

The meeting was called to order at 7:08 PM on September 15, 2020 by Jim Williams.

Attendees

President – Jim Williams
Vice President – Don Swanson
Secretary & Website Editor – Jessica Baker
Expeditor – Keith Bowling
Legal Director – Mark Cunningham
Promotional Director – Mary Lou Osborne
Safety Director – Lee Howell
Newsletter Editor – Carolyn Bree

Board Members not in attendance

Treasurer – Cheryl Baker
Expeditor – Jim Brumm
Boating Director – Vacant
Social Director – Vacant

Approval of minutes

Minutes from the August 18, 2020 and the September 3, 2020 meetings emailed to Board Members and posted to website. Jim Williams asked if everyone read and approves of minutes as submitted. Jim Williams has some changes on time for potluck with car show in the August 18, 2020 minutes, and the amount discussed, the proposal for the playground and an amendment to the **working wording** for boating director to the September 3, 2020 meeting and they will be made and posted with changes. Mary Lou Osborne made motion to accept minutes as amended, Keith Bowling seconded. Vote occurred and motion passed.

Board Member Reports

President – Jim Williams

- * Currently working on gathering all policy and procedure updates from this year into one document.
- * Has copies of general overview of board position descriptions for distribution to potential board members, it has been also posted on the Website under the General Membership Election Meeting Event, and will be posted to the Board of Directors Page on the website by September 19, 2020.

Vice President – Don Swanson

- * Has noticed that there appears to be an increase in not locking the boat dock lock. Not sure if this is attributed to not having a boating director at this time.
- * Suggestion to add signs to remind slip holders to lock the gate on the dock. This has been done in the past, but the signs we had are not available, will have to look into getting new signs.

Treasurer – Cheryl Baker

- * Absent – Presented by Jessica Baker
- * Account Balances:
 - ❖ Checking: \$10,207.91
 - ❖ Special: \$26,897.67 - \$4,000 of which is investment account.
 - ❖ Boating: \$27,584.18
- * Current Membership:
 - ❖ Regular: 118, Senior: 75, Total Memberships: 193 Households

Secretary – Jessica Baker

- * Working on Folders for each board position that will have copies of the By Laws, policies, procedures, and rules. Login information for board G-Mail and Facebook, Board Member Contact Sheet, and additional important documents as determined to be added.

Website Editor – Jessica Baker

- * Currently up to date as of last newsletter and update by playground subcommittee

Expeditors – Keith Bowling

- * ~~Out~~ Our original lawn company for the year quit on us at the end of July this year, there was a replacement company found, but due to personal circumstances will not be able to continue for the remainder of the year. This needs to be investigated as there is still about a month and half of cutting that needs to be performed.
- * Webbing on lawn where the dredging was done needs to be removed.

Safety – Lee Howell

- * Not Safety related – Update from Directory Committee – New directories have been delayed due to the virus, should be delivered within the next couple of weeks. As soon as the committee receives them, they will be distributed.

Legal – Mark Cunningham

- * No Report

Promotional – Mary Lou Osborne

- * No Report

Newsletter – Carolyn Bree

- * Newsletter for Nov/Dec will be out early November

Boating – Vacant

- * Jim Williams has been filling in in the absence of a boating director
- * Had ramp key requests and one new member added to waiting list.

Social – Vacant

- * Jessica Baker and Jim Williams filling in in the absence of a ~~boating~~ social director.
- * Chili Cook-off & Ice Cream Social hosted by the Playground Subcommittee
 - ❖ Was a very successful event. Everyone who attended, approximately 40 people, seemed to have a good time.
 - ❖ There were 37 chili dinners and 10 bottles of water sold (\$195.00)
 - ❖ 40 bowls of ice cream were sold (\$80.00)
 - ❖ The subcommittee held a 50/50 raffle during the event. A total of \$208.00 worth of tickets were sold, giving the winner (Holmes Family) and the subcommittee each \$104.00
 - ❖ There were multiple monetary donations equaling \$454.00
 - ❖ Total raised by subcommittee for the playground at this event was \$833.00
 - ❖ The subcommittee would like to thank all volunteers who helped with set-up and clean-up before and after the event.
- * Car Show and Potluck
 - ❖ Car show had approximately 20 cars in attendance
 - Prizes – (Will update when information is provided.)
 - ❖ Potluck had many attending. And the board would like to thank all who helped with set-up and clean up from the event.

Old business

- * Playground Committee Update

- ❖ Still in the process of returning the last of the bottles. Currently at \$3,741.80 proceeds from Bottle Drive.
- ❖ Raised \$7405.00 from the Garage Sale Fundraiser
- ❖ \$833.00 raised between the Chili Cook-off, Ice Cream Social, 50/50 Raffle, and monetary donations at the Event on September 5.
- ❖ Total funds raised as of 9/15/2020 are \$70,469.00 leaving \$11,331.63 still needed.
- ❖ Carolyn Bree and Cheryl Baker each volunteered to donate \$1000 to be matched by other members within the association. Monetary donations have hit the \$2000.00 mark for the match challenge. Both Donors have been contacted. Received \$1000.00 check from Cheryl Baker, will receive \$1000.00 check from Carolyn Bree on September 16, 2020.
- ❖ Ken's Crew will be removing the old equipment, there was some concern among board members regarding the cost of disposal, this has been looked into, as Ken's crew knows a place to dispose of the concrete with no cost and they know of someone who wants the tires.
- ❖ The committee is hoping to have order placed by end of the month for November install.
- ❖ Jim Williams suggested leaving a 20-30 foot section for access to the playground for delivery and install of the ~~new equipment~~ new equipment.
- ❖ Jim Williams motioned to sell the small structure for \$150.00 to resident or \$250-\$350 to someone outside the neighborhood. Carolyn Bree Seconded. Vote Occurred. Motion Passed.
- ❖ Jim William motioned to allow the removing of the cement tubes and tires. Mark Cunningham Seconded. Vote Occurred. Motion Passed.
- ❖ Jim Williams has been looking at the area, possible that a small tree may need to be removed. No motion was made, may need to be addressed at future meeting if needed.
- ❖ Questions have arose dealing with the filling and border, will get clarification from subcommittee on the filling and border around the playground.
- ❖ Question regarding the equipment being covered by insurance. Insurance company has been contacted to get quote for adding the equipment to our property insurance, it will not have an effect on our liability insurance.

* Unauthorized Access to the Boat Ramp

Each Key is to be used only by the adults of the household to which they were issued.

The keys shall not be loaned to anyone at any time.

Immediately after a boat is launched, the launch (ramp) is to be locked up again.

Users are to make every effort not to damage the lock, chain, posts, ETC.

Users must abide by all LOHA beach association rules as posted.

The key holder needs to have signed a "Boat Launch (Key) Agreement".

Users must be **current (paid) members** of the beach association.

Insurance coverage is to be maintained on the boat for the period that it is launched at Lake Oakland Heights Association Park. This applies to boats valued at \$5,000.00 or more.

If the household that holds the key forfeits their membership in the LOHA beach association then the key must be returned within fourteen (14) days (see the By-Laws regarding the details of forfeiture **Article IV Section 4**) to get their \$30.00 key deposit back.

Disregard for the above rules and regulations will result in the following penalties:

- a. First Offense – Warning
 - b. Second Offense – Suspension of Beach Privileges for one (1) week.
 - c. Third Offense – Review by the L.O.H.P.A. Board of Directors.
- ❖ There was a question asked pertaining to who would be enforcing and tracking offenses for procedure violations. This was determined to be up to the Boating Director on how it is handled for any given year.
 - ❖ Question on how to enforce for the insurance requirement for boats. Suggestion to post signs stating that you use the launch at own risk and not to hold the Association responsible for any damage. This is included on the original Key Agreement that members who want a launch key sign.

- ❖ Don Swanson motioned to approve the procedure; Lee Howell seconded. Vote occurred; motion passed.
- ❖ Will be distributed to board and posted on website. **Move to Completed.**
- * Streetlamp Status
 - ❖ All streetlight have been updated to LED lights. Was finished 8/31/2020. **Move to completed.**
- * Improvement List
 - ❖ List is available and it is somewhat prioritized. To be looked at next meeting.
- * Shared voting of the Expeditors
 - ❖ When the board has two active expeditors then the voting for them is handled in the following ways. If there is only one in attendance at a meeting, then that person has the vote. If both are in attendance at a meeting then one of the expeditors has the vote: one expeditor is assigned to have the vote for the first five (5) meetings of the **calendar fiscal** year, the other has the vote during the second five (5) meetings any time that both are in attendance.
 - ❖ Don Swanson suggests only having one expeditor and possibly having an assistant that does not have a vote.
 - ❖ Lee Howell agrees with Don Swanson.
 - ❖ Jim Williams suggests to table for next meeting.
- * Tax-exempt Status Update
 - ❖ We received a letter from IRS stating that application is in the initial review process. Once done we will either receive a determination letter within 90 days of September 4, 2020, or we will be contacted by a Exempt Organization Specialist for review within 180 days of September 4, 2020. **Move to completed until update on status from IRS Received.**
- * General Membership Meeting September 29, 2020 Agenda
 - ❖ Board Reports
 - ❖ Proposal to Change Bylaws Article IV Section I to make it that to be on the Board of Directors you must reside within the Association and must be a member of a household that owns the home.
 - ❖ Election of 2020-2021 Board of Directors
 - Jim Williams recommends assistant for both Expeditor and Social positions.
 - Carolyn Bree suggests each director have a committee to work with – using sign up sheets for each position.
 - Jim Williams motions to formally request an assistant for expeditor and social directors. Carolyn Bree Seconded. Vote occurred. Motion Passed.
 - ❖ Carolyn Bree will post sign about meeting on the Bulletin board.

New business

- * Question regarding the Ski Demons trailer being moved from current location. This will be looked into by the board.
- * Sharon Gwin will be taking the library down October 15th and will go back up in the spring.

Next Meetings

The next monthly Board Meeting will be held on October 20, 2020 at 7:00 PM at Location TBD.

The next Special Meeting will be held on September 16, 2020 at 7:00 PM at LOHPA Beach.

The next General Membership Meeting will be held on September 29, 2020 at 7:30 PM at LOHPA Beach.

Carolyn Bree made motion to adjourn the meeting, Keith Bowling seconds motion. Vote Occurred, Motion Passed. Meeting Adjourned at 9:05 PM.

Jessica Baker

09/15/2020

Secretary

Date submitted

Items highlighted are amendments from Board of Directors

~~Items strikethrough and red are deletions from Board of Directors~~

Items in Green are changes made to documents discussed at meeting and notes for additions or completed items