

Lake Oakland Heights Park Association

Meeting Rules of Order

November 17, 2020

Call to Order

Amy Holmes called the meeting to order at 7:03 PM on November 17, 2020, held Via Zoom.

Attendees

Board Members:

President – Amy Holmes

Vice President – Don Swanson

Treasurer – Cheryl Baker

Secretary – Jessica Baker

Expeditor – Keith Bowing

Boating Director – Shawn Knedgen

Promotional Director – Mary Lou Osborne

Social Director – Christina Wells

Safety Director – Michelle Figurski

Association Members:

Sandi & Craig Hollingsworth










Board Members not in attendance

Expeditor Assistant – Joe Maule

Legal Director – Lee Howell






Newsletter Editor & Social Assistant – Carolyn Bree

Approval of Minutes

-  Minutes from the October 20, 2020 board meeting emailed to Board Members and posted to the website.
-  Amy Holmes asked if everyone read and approves of minutes as submitted.
-  Amy Holmes motioned to discuss any changes to the minutes and not read them word for word. Cheryl Baker Seconded. Vote Occurred, Motion Passed 7-0. (Michelle Figurski & Keith Bowling absent during vote)
-  Mary Lou suggested 2 changes
 -  Amy Holmes stated she would look into pricing of garbage companies
 -  Craig Hollingsworth stated that he would look into the drainage ditch issues if need arises.
-  Changes will be made and posted
-  Amy Holmes made motion to accept the minutes as amended. Christina Wells seconded.
-  Vote Occurred and Motion Passed 7-0. (Michelle Figurski & Keith Bowling absent during vote)

Board Reports

President – Amy Holmes

-  Thank you to all playground committee members Melissa Lengers, Courtney Green, Vicki Martin, Katie Zimmerman, Christina Wells, Season Lewandowski, Martin Edwards, and Stephanie Slazinski to all the work done on the playground project. The effort that you all put in towards the project with planning, fundraising, and keeping the community updated and involved was greatly appreciated.
-  Thank you to Craig and Sandi Hollingsworth for the donation of the new Flag, it will be put out in the spring to prevent damage over the winter.
-  Vandalism to Beach Property
 -  Overnight on Thursday, November 5, 2020 – Friday, November 6, 2020, there was spray painting done to the new merry-go-round and the rented dumpster that the installation crew was using.
 -  A Police report was filed with the Waterford Police Department on Friday, November 6, 2020

- 🍁 The board unanimously voted via an emergency email in favor of adding camera to the property.
- 🍁 A member of the association has volunteered to donate 3 cameras to the association, they will face (1) the playground, (2) the parking lot, (3) the boat dock.
- 🍁 The main hub and monitor would be placed inside the shack
- 🍁 No internet will be required to run the system and they will not be accessible from any place outside of the shack.
- 🍁 All footage is saved on a DVR for approximately 6 weeks at a time.
- 🍁 The life span of the system is 7-10 years. Will have to be added to the budget in upcoming years to save for a replacement system.

Vice President – Don Swanson

- 🍁 Shawn Knedgen still in need of a main gate key, and one will be assigned to her

Treasurer – Cheryl Baker

- 🍁 Account Balances:

- 🍁 Checking: \$9,638.83
- 🍁 Special: \$16,556.63 (\$4,000 is investment)
- 🍁 Boating: \$27,593.44
- 🍁 Playground (other): \$0.00

- 🍁 Current Membership (Membership Term ends April 30th): 195 Members, 120 Regular, 75 Senior.

- 🍁 Books are ready to be audited. Will be scheduled for some time in January or February.

- 🍁 Need to still have the officers changed on the banking accounts, Amy Holmes will reach out to all involved to schedule a time to go to the banks to make these changes in the coming weeks.

Secretary – Jessica Baker

- 🍁 No Report

Boating – Shawn Knedgen

- 🍁 Bubblers have been installed and are working

- 🍁 Has been working with Lee Howell for boat storage. Currently 25 boats stored.

- 🍁 Boat slip procedures will be reviewed in the spring for review along with current slip holders list and boat slip waiting list. All lists will be uploaded to board google drive for access by all board members.

Expeditor – Keith Bowling

- 🍁 One of the tables has been flipped over and looks to have a broken board.

- 🍁 Jim Williams assisted in putting tables in groups of five and chaining together for winter storage.

- 🍁 Water valve has been turned off – Keith purchased key and is donating it to the association.

- 🍁 Sprinklers have been shut down

Legal – Lee Howell

- 🍁 Reported on the boat storage – see boating report. Has been training Shawn Knedgen in boat storage procedures and handing off all materials for the process for the next year.

Promotional – Mary Lou Osborne



- 🍁 Reviewed welcome packet contents. Will make a copy to give to Amy Holmes to be added to the Board Google Drive.

- 🍁 3 Packets have been delivered to new residents.


Social – Christina Wells

- 🍁 No Report




Safety – Michelle Figurski

-  Thank you to Jim Williams for pulling out the ropes and buoys.
-  Asked for copy of the board positions and their descriptions – Amy Holmes said she will email the document to Michelle





















Newsletter Editor – Carolyn Bree

-  Absent – Amy Holmes made report
-  November/December newsletter has been printed and distributed
-  Starting with the January/February/March newsletter, Melissa Lengers will be taking over the production
-  Printing for the newsletter has been changed to Raze-It Printing, which will save about \$40 a year on printing costs.

Website Editor – Jessica Baker

-  Website up to date as of November/December Newsletter
-  10 members have signed up for website access. Names/Addresses have been verified with Membership list.
-  Jessica Baker will make a post on Facebook about the website access.

Old Business

-  2020-2021 Budget
 -  Discussion Held line by line for the new budget.
 -  New Picnic tables will need to be provided to the property. Craig Hollingsworth volunteered to help with making new wood tables. Discussion will be moved to spring to determine the cost. May be a special project to be discussed at April General Meeting.
 -  Concern over what happens if a budget line isn't fully utilized. It was determined if an item was over budgeted for and there is remaining funds those funds can be moved to another line item with a majority vote of board members.
 -  Christina Wells brought up the previous board had agreed to donate a plaque with the value of up to \$1000.00 for the donors to the new playground
 -  Discussion held regarding where we could pull the funds from to add this line item, determined that none of the items could be lowered at this time.
 -  Amy Holmes made a motion to bring up at December meeting the donation of the plaque for the playground to be pulled from special account. Keith Bowling Seconded. Vote Occurred. Motion Passed: 7-0 (Michelle Figurski & Shawn Knedgen not present during vote)
 -  Amy Holmes made a motion to accept the budget as discussed, Keith Bowling Seconds. Vote Occurred. Passed 7-0 (Michelle Figurski & Shawn Knedgen not present during vote)
 -  Cheryl Baker will send a copy of the finalized Budget to all board members and submit to website editor for posting to the budget page on the website.
-  Proposed Bylaw Changes
 -  Article VI Section 6
 -  Change the wording for compensation to board members
 -  [Table for February Meeting](#)
 -  Article VI Section 1
 -  Change to make it so to be a member of the board, you must reside within the subdivision
 -  [Table for February Meeting](#)
 -  Article IV Section 1 & 3 & Article VI Section 1
 -  Change of wording due to changes made in 2018 to make bylaws clear
 -  [Table for February Meeting](#)
 -  Article V Sections 5 & 6 & Article VI Section 6

- 🍂 Absentee voting provisions

- 🍂 Table for February Meeting

- 🦉 Amy motioned to Table all bylaw change discussion to February meeting. Jessica Baker seconds. Vote occurred. Motion Passed 7-0. (Michelle Figurski & Shawn Knedgen not present during vote)

🦉 Update of Playground Status

- 🦉 Maintenance kit for the playground is with Amy Holmes, she is going to label it and drop it off with Keith Bowling.

- 🦉 Install mostly complete as of Friday, November 6, 2020.

- 🦉 Wood chips blown in on Thursday, November 12, 2020.

- 🦉 Officially opened to community usage on Thursday, November 12, 2020.

- 🦉 Remaining Installation:

- 🍂 Memorial Bench – incorrect bench was sent with the materials. Waiting on correct bench to be delivered and installed

- 🍂 Three-point harness on one of the merry go round seats. It broke during install and the installer needed to order a replacement and will be installed when available.

- 🍂 One of the belt swings had damage upon receipt, the company ordered a replacement and it will be installed when it is available.

- 🦉 Split rail fence will be put back up at no cost to the association. No date has been set as of yet.

🦉 Wood Storage Box Safety Concerns & Status Updates

- 🦉 Lee took the box home and removed 18 inches from the height and refitted the top panels

- 🦉 Discussion held

- 🦉 Craig Hollingsworth has volunteered to drill holes in to allow for airflow in the event a child were to somehow get into the box as well as to add a latching system to the box to help prevent a child from access. This will be done within the next couple of weeks.

🦉 Pavilion Reservation Agreement Form

- 🦉 [Tabled until Spring](#)

🦉 Improvement List

- 🦉 [Tabled until Spring](#)

🦉 Movement of Ski Demons Trailer

- 🦉 [Tabled until Spring](#)

New Business

🦉 Meeting Dates

- 🦉 Over the past few years there has been no meeting in December or January

- 🦉 Don Swanson suggested holding a January meeting via Zoom to discuss the By-law change proposals.

🦉 General Meeting

- 🦉 It was determined due to social distancing guidelines and weather concerns that it would be best to hold the December 1, 2020 General Meeting via Zoom.

- 🦉 Amy Holmes will set up a meeting on zoom and the information will be provided to the general membership via Facebook, website posting, and flyer at least one week prior to the meeting date.

Amy Holmes made motion to adjourn the meeting, Keith Bowling seconds motion. Vote occurred; Motion passed 7-0 (Michelle Figurski & Shawn Knedgen not present during vote). Meeting Adjourned at 11:00 PM.

Next Meetings

The next monthly board meeting will be held on January 19, 2021 at 7:00 PM via Zoom.

The next General Membership Meeting will be held on December 1, 2020 at 7:30 PM via Zoom.

Jessica Baker

11/17/2020

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

Items in Blue are Secretary notes for information needed to be added or completed items