

# Lake Oakland Heights Park Association

## Meeting Rules of Order

October 20, 2020

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### **Call to Order**

Amy Holmes called the meeting to order at 7:02 PM on October 20, 2020 at the home of Christina Wells.

### **Attendees**

#### **Board Members:**

President – Amy Holmes

Vice President – Don Swanson

Secretary – Jessica Baker

Expeditor – Keith Bowing

Promotional Director – Mary Lou Osborne

Social Director – Christina Wells

Newsletter Editor & Social Assistant – Carolyn Bree

Craig & Sandi Hollingsworth

### **Board Members not in attendance**

Treasurer – Cheryl Baker












Boating Director – Shawn Knedgen

Legal Director – Lee Howell

Safety Director – Michelle Figurski


Expeditor Assistant – Joe Maule

### **Approval of Minutes**


-  Minutes from the September 15, 2020 board meeting were emailed to Board Members and posted to the website. Amy Holmes read the minutes from the September 15, 2020 board meeting.
-  Jessica Baker noted there were the following typo changes that needed to be made.
  -  In the Approval of minutes section, the word “working” should have been wording.
  -  In the Expeditor’s report, it says Out instead of Our.
  -  In the Safety Director’s report, one of the sentences is missing a comma.
  -  In the Social Director report, it should say Jessica Baker and Jim Williams filling in in the absence of social director but says boating not social.
  -  Also, in Social Director’s report about the chili cook-off and ice cream social, it says 40 bowl of ice cream were sold, it should have said bowls.
  -  In the Playground Committee Update section, in the bullet that that includes leaving a section for access to the playground area, new equipment should be two words, not one
  -  Also, in the Playground Committee Update section, one motion left off the last name of Mark Cunningham who seconded the motion.
-  Corrections will be made and amended minutes will be posted.
-  Amy Holmes made motion to accept the minutes as amended, Keith Bowling seconded. Vote Occurred and Motion Passed 6-0.

### **Board Reports**

#### **President – Amy Holmes**

-  Thank you to previous board members who stepped down from their positions. All their work on the previous fiscal year is greatly appreciated. Jim Williams, Jim Brumm, Jerry Chamberlain, Tara Mecham, Season Lewandowski, and Mark Cunningham.

#### **Vice President – Don Swanson**

-  Joann and Don removed the flag, there will need to be a replacement flag put up in spring as the one that was on there was shredded

- 🎃 Main gate is not closing properly, possibly has been hit and needs to be fixed. Keith Bowling will look into it and report back to the board on what needs to be done for repair.
- 🎃 New board members missing keys – Christina Wells missing main gate key, Amy Holmes missing Electrical Panel key

### **Treasurer – Cheryl Baker**

- 🎃 Absent – Sent Email with report and Presented at meeting by Jessica Baker
- 🎃 Account Balances:
  - 👻 Checking: \$8,051.30
  - 👻 Special: \$26,897.67
    - 🦄 \$4,000.00 of which is Investment Account Funds
    - 🦄 \$10,341.63 of which is to be transferred for the Playground at time of Install.
  - 👻 Boating: \$27,584.18
  - 👻 Playground (other): \$5,921.73
    - 🦄 When empty from money raised by playground committee for the new playground, account can be converted to another use – Suggested use: Fundraising for Special Projects and events
- 🎃 Current Membership (Membership Term ends April 30<sup>th</sup>): 195 Members, 120 Regular, 75 Senior.
- 🎃 Budget Informational Packets emailed to board members
- 🎃 Books for 2019-2020 Fiscal Year ready to be Audited. After Audit is completed, \$4,550.90 from checking and \$784.30 from boating to be moved to Savings for the 20% of 2019-2020 Income.
  - 👻 Per the bylaws the audit needs to be completed by February 28, 2021 (4 months after the end of the fiscal year). Since at least 2015 the audit committee has been Carolyn Bree, Sharon Gwin, and Paulette Howell.
  - 👻 Amy Holmes mentioned that it would be good to select a new audit committee of members who are not connected to the board, so there is no conflicts of interest.
  - 👻 A copy of the 2018-2019 Audit report was presented to board members for review and discussion, as it was never discussed in previous meetings.
- 🎃 Banking Account updates that need to be made:
  - 👻 For the Chase Accounts: Amy Holmes, Cheryl Baker, Jessica Baker, Lee Howell and Don Swanson need to make an appointment with Lori at Chase to have Lee removed from the account and have both Amy and Cheryl Added. This way all officers are on the account. Currently only Lee Howell, Don Swanson and Jessica Baker are on the account
  - 👻 For the Flagstar Account: Amy Holmes, Don Swanson and Jessica Baker need to be added to the Boating Account and Gerald Chamberlain needs to be removed. Currently only Cheryl Baker and Gerald Chamberlain are on the account.
- 🎃 Lee Howell dropped off 20 checks for boat storage totaling \$2,640.00, will be deposited Thursday, October 22, 2020, due to one of the checks being postdated for October 22.

### **Secretary – Jessica Baker**

- 🎃 Emailed board members with updated board contact lists and login information for the board Google and Facebook accounts.
- 🎃 Brought copy of current By-laws updated with new officers' names to be signed and kept on file.
- 🎃 On September 30, 2020 received phone call from Sandi Hollingsworth regarding verification of membership at meetings.
  - 👻 There was concern brought up that in the current process there are no checks in place to verify voter eligibility and only one vote per household unless a roll call vote is requested.
  - 👻 Sandi brought up the possibility of using paddles for voting at General Meetings.
  - 👻 This would require members to check in to receive their paddle, that way membership can be verified, then paddles must be returned at the end of the meeting to be kept with the Board of Directors for future meetings.
  - 👻 Discussion held and figured it would be very low cost to create.

- 🎃 Heard back from Pam Little at The Lapeer Agency regarding the quote for adding the playground equipment to the property insurance. By adding the equipment, our property insurance would increase by \$173.00. The carrier will include the same coverage that we currently have – Basic form on actual cash value and a \$1,000 deductible. Basic form covers the property against these perils: fire, lightning, explosion, smoke, windstorm, hail, riots, civil commotion, aircraft, vehicles, vandalism, sprinkler leakage, sinkhole collapse and volcanic action.
- 🎃 Received one Pavilion Reservation Request for August 2021. Recorded information in Calendar, will get member a reservation form when finalized for the upcoming season.

### **Boating – Shawn Knedgen**

- 🎃 Absent – No Report

### **Expeditor – Keith Bowling**

- 🎃 Key for shutting off the water – Should be stored in shack
- 🎃 Need to look into someone to blow out the sprinkler system.
- 🎃 Fencing starting to go up to keep swans from nesting in bushes
- 🎃 Buoys, grills, one of the flashing lights, steps have been pulled for winter
- 🎃 Need assistance after Halloween party to stack tables
- 🎃 Needs to remove other flashing lights, turn off water heater, and pull dogs out
- 🎃 Has bill for August and September lawn cutting and will drop off this week with Treasurer
- 🎃 Need to look into lawn cutting either company or volunteers – Table until February
- 🎃 Netting on dredging area still needs to be removed

### **Legal – Lee Howell**

- 🎃 Absent – Provided Report via Email
- 🎃 Currently there are 22 boats paid at \$120.00 a boat totaling \$2,640.00
  - 👻 Boating Director needs to take over doing the boat storage
- 🎃 Drainage pipe
  - 👻 The water could backup in the parking lot and go into the pavilion. This has been an issue in the past, and with the work done to the grounds by the playground it could serve as an issue going forward.
  - 👻 Discussion was held and it was decided to table to future meeting if need arises
  - 👻 Craig Hollingsworth volunteered to look into repairs to the drainage ditch if the need arises in the spring

### **Promotional – Mary Lou Osborne**

- 🎃 Paulette Howell, Twila Setla, and Mary Lou Osborne delivered directories when they came in
- 🎃 Thank you to Karen Koenigbauer for gardening the entrances.

### **Social – Christina Wells**

- 🎃 Halloween going on as planned – Needs tarps put up – Trick or Treat from 6-7pm party at 7:30pm.
- 🎃 Scarecrow contest – Running, prize is donated gift card. Judging will be October 31.

### **Safety – Michelle Figurski**

- 🎃 Absent – No Report
- 🎃 Sent email stating has some topics/questions/concerns to discuss, but not immediate and can wait until the next meeting.

### **Newsletter Editor – Carolyn Bree**

- 🎃 Will be out early November to include winners of Halloween contest.

### **Website Editor – Jessica Baker**

- 🎃 Website is currently up to date.


- 🎃 The members only restriction has been added and will go live on November 1, 2020.
- 🎃 Have installed a plugin and have it set up to be implemented in March 2021 for accepting Pavilion Reservations through the website.
- 🎃 Informed board members that if anyone would like a LOHPA.com email address, it can be set up for them.
- 🎃 Website hosting is paid until October 3, 2021, was renewed last October 3, 2015 for 6 years.

## Old Business


- 🎃 Update of Playground Status
  - 👻 Down payment and purchase order have been sent to Great Lakes Recreation Company on September 26, 2020.
  - 👻 Check was cashed on October 6, 2020.
  - 👻 Install Date is set for November 2, 2020, can take up to 1 week for install.
  - 👻 Shane (Ken's employee) is working on preparing the ground
- 🎃 Dredging
  - 👻 Release from the permit received, will be scanned to drive and stored in secretary records
- 🎃 Improvement List
  - 👻 Reviewed – Will be added to as needed and tabled until spring
- 🎃 Shared Voting of Expeditors Policy
  - 👻 Policy with updates made at September 15, 2020 meeting:
  - 👻 When the board has two expeditors than 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) meeting of the fiscal year, the other has the vote during the second five (5) meetings any time that both are in attendance.
  - 👻 Amy Holmes made a motion to keep the current policy of only one expeditor as stated in the by-laws, being that there is only one vote and the assistant does not get a vote in the absence of the expeditor. Mary Lou Osborne Seconded. Vote Occurred. Motion Passed 6-0.
- 🎃 Movement of the Ski Demons Trailer Status
  - 👻 Who should be the contact person for Ski Demons?
  - 👻 Amy Holmes to contact Jim Williams for contact information
  - 👻 Possibly between the cage and pump house
  - 👻 Table until spring
- 🎃 New Location for the Cement Climbing Structure
  - 👻 Did not survive removal. Some of the structure is still underground and will be buried as the crew is preparing the ground for the new playground.


## New Business

- 🎃 Wood Storage Box
  - 👻 Concerns have been made about the wooden box that was constructed to store firewood at the beach.
  - 👻 Craig Hollingsworth. contacted Michelle Figurski regarding allowing him to drill holes in the box to prevent the issue that if a child were to get into the box they could not suffocate. He also wants to donate the latches to help prevent a child from being able to get in.
  - 👻 Sandi Hollingworth pounded nails that were sticking out of the wood


 There was discussion held about the wood that was donated and down by and in the box. This wood is not burnable per our bonfire permit due to not being seasoned firewood, this wood needs to be disposed of.

#### Pole with Floodlights

 The lights on the pole have not worked in a long time, is there an electrical issue or do the bulbs need replacing?


 DTE to be contacted in spring to see if they can change the bulbs, after checking for electrical issues to the pole

#### Electrical Issues in Pavilion


 Electrical items need to be added to the Improvement List.


 Keith Bowling will put together list of what all needs to be done.

#### November/December Newsletter


 Dates and Locations for Events, announcements, and messages discussed


#### History of the Subdivision


 JoAnn Swanson going through old boxes of information kept in shack, keeping important documents.

 Ron Charbonneau has been putting together all the history of the officers since the beginning of the association in 1957.

#### Additional Insurance Coverages


 Received an email from Pam Little from The Lapeer Agency regarding different coverages that they have available.


 This was originally sent to both Lee Howell and Jessica Baker. Lee Howell emailed back to Jessica Baker regarding this email that he doesn't feel that any of the insurance coverages are necessary for the association, and Jessica agrees with him regarding these additional policies.


 A copy of the email was read to the board members in attendance and it was agreed upon that none of the coverages are needed, Jessica Baker will email Pam Little to decline the coverages.


#### 2020-2021 Budget Overview


 Went through the overview report page by page


 Christina Wells got quotes for newsletter printing that will allow for a reduced cost, the board also agreed that the newsletter can be distributed in black and white to save money and have a color copy available on the website.

 Amy Holmes stated that she would look into the pricing from different companies for dumpster rental

 Craig Hollingsworth mentioned that we can get on a list with the DNR to have the goose relocated in the spring.


 Mary Lou Osborne made a motion to approve Craig to contact the DNR and to give approval for the association to be added to the list. Amy Holmes seconded. Vote Occurred. Motion Passed 6-0.


 Christina Wells brought up that there is a need to replace a buoy that is faded and has no tags as well is laying on its side. She looked up pricing and it will be approximately \$430.00 for the buoy and tags. This needs to be added to the budget.


 The breakdown of the budget will be moved to the November 17, 2020 meeting for finalization to present to the general membership in December.

#### Proposed Bylaw Changes


 Article VI – Section 6


 Notification presented by Craig Hollingsworth to amend the section to define Compensation


 Will be reviewed by board members and discussed at the November 17, 2020 board meeting.


 Requested to have presented for vote at the April General Membership Meeting.


 Article VI – Section 1


 Notification presented by Craig Hollingsworth to amend the section to change that to be on the board the primary residence must be within the subdivision.


 Will be reviewed by board members and discussed at the November 17, 2020 board meeting.


 Requested to have presented for vote at the April General Membership Meeting.

 Article VI – Sections 1 & 3


 Lee Howell presented these amendments to the By-laws in September for discussion at future meetings


 Since Lee was not in attendance to discuss this proposal it is being tabled until the November 17, 2020 meeting for discussion.


 Article V – Sections 5 & 6 & Article VI Section 6

 Was not discussed due to time, moved to the November 17, 2020 meeting for discussion.

 Revisions to Pavilion Reservation Form

 The original reservation agreement created for 2020 needs to be updated as there was notice of missing information.

 Suggested to add spots for phone number and number of guests to be filled in as well as add a treasurer section to record the dates paid and check numbers for both the reservation and membership dues.

 The reservation form will be moved to future meeting for additional discussion.

Amy Holmes made motion to adjourn the meeting, Keith Bowling seconds motion. Vote Occurred. Motion Passed 6-0. Meeting Adjourned at 11:20 PM.

## **Next Meetings**

The next monthly board meeting will be held on November 17, 2020 at 7:00 PM at the home of Christina Wells.

The next General Membership Meeting will be held on December 1, 2020 at 7:30 PM at LOHPA Beach, in case of inclement weather will be held via Zoom, meeting information would be posted to Facebook if occurs.

**Jessica Baker**

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**10/20/20**

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**Secretary**

**Date Recorded**

Items in Green are changes made to documents discussed at meeting

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

Items highlighted are additions from Board of Directors at following meeting

~~Items strikethrough and red are deletions from Board of Directors at following meeting~~