

LAKE OAKLAND HEIGHTS PARK ASSOCIATION MEETING RULES OF ORDER

JANUARY 19, 2021

CALL TO ORDER

Amy Holmes called the meeting to order at 7:02 PM on January 19, 2021.

ATTENDEES

BOARD MEMBERS:

President – Amy Holmes
Vice President – Don Swanson
Treasurer – Cheryl Baker
Secretary – Jessica Baker
Expeditior – Keith Bowing
Legal Director – Lee Howell
Promotional Director – Mary Lou Osborne
Social Director – Christina Wells
Safety Director – Michelle Martin

ASSOCIATION MEMBERS:

Jim Williams
Amanda Pieciak
Craig Hollingsworth

BOARD MEMBERS NOT IN ATTENDANCE

Boating Director – Shawn Knedgen
Expeditior Assistant – Joe Maule
Newsletter Editor – Melissa Lengers

APPROVAL OF MINUTES

- ❄ Christina Wells read the November 17, 2020 Board Meeting minutes.
- ❄ Amy Holmes asked if everyone approves of minutes as submitted.
 - 👤 Mary Lou Osborne noted that Jessica Baker's name was left off of the playground committee members under President's board report, asked for it to be added.
 - 👤 Don Swanson stated that he was at the beach property on Monday, January 18, 2021 and the tables were not stacked and secured and requested that minutes were amended to reflect this.
- ❄ Amy Holmes made motion to accept the minutes as amended, Mary Lou Osborne seconded.
- ❄ Vote Occurred and Motion Passed 9-0 (Shawn Knedgen not present for vote).

BOARD REPORTS

PRESIDENT – AMY HOLMES


- ❄ Amy Holmes will call both Chase Bank and Flagstar Bank to find out when we can get in to make the banking updatesupdates.
- ❄ Amy Holmes will stop by Mary Lou Osbornes home to pick up a copy of the welcome packet to put on google drive and to distribute for discussion as to changes and updates needed made for the documents.

VICE PRESIDENT – DON SWANSON

- ❄ No Report

TREASURER – CHERYL BAKER

- ❄ Account Balances:
 - 👤 Checking: \$9,202.07
 - 👤 Savings: \$16,556.93
 - 👤 Includes \$4,000 Investment Account
 - 👤 Boating: \$27,601.44


 Playground Fund: \$0.01

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


SECRETARY – JESSICA BAKER


 No Report

BOATING – SHAWN KNEDGEN

 Absent – No Report

EXPEDITOR – KEITH BOWLING


 Two holes drilled into the wood box.


 Tables are still to be chained together for storage.


LEGAL – LEE HOWELL


 No Report

PROMOTIONAL – MARY LOU OSBORNE

 Winners of the Christmas Decorating Contest – Photo's of winning homes can be found in [January-March 2021 Newsletter](#).

 Best Window – Bree/Moore house at 3718 Breaker with “Santa’s Village”

 Best Theme – Sereno house at 3773 Aquarina with “Winter Wonderland”

 Best Overall – White house at 3855 Aquarina with “The North Pole”

 Working on updating welcome packets, Amy to review the documents for any updates that can be made.

SOCIAL – CHRISTINA WELLS


 No Report

SAFETY – MICHELLE MARTIN


 No Report


NEWSLETTER EDITOR – MELISSA LENGERS

 Absent

 January-March newsletter printed and distributed.

WEBSITE EDITOR – JESSICA BAKER

 Currently 20 users have joined the website.

 Budget page has been added.

OLD BUSINESS

 Proposed Bylaw Changes


 [Article VI – Section 6](#)

 Proposal Read and discussion held.


 Will be presented to General Membership for approval.

 [Article VI – Section 1](#)

 Proposal Read and discussion held.


 Will be presented to General Membership for approval.

 [Article VI – Sections 1 & 3](#)

 Proposal Read and discussion held.

 Will be presented to General Membership for approval.

 [Article V – Sections 5 & 6 & Article VI Section 6](#)

 Proposal Read and discussion held.

- 👤 Suggested to change to requiring requests for absentee ballots to limit costs.
- 👤 Will be updated by Amy Holmes and Jessica Baker to reflect changes requested by board members and will be discussed at February meeting.

❄️ Playground Update

👤 Camera Installation

- 👤 Installation has been started, unknown if completed.
- 👤 Will be investigated for February meeting.

👤 Split Rail Fence Replacement

- 👤 Has not been replaced at this time.
- 👤 Will be replaced at no cost to the association.

👤 Status of replacement bench and belt swing

- 👤 Memorial bench still to be installed.
- 👤 Belt swing status unknown.
- 👤 Amy Holmes to contact Melissa Lengers to see if she has updates from Great Lakes Recreational Company on when these items will be taken care of.

❄️ Wood Storage Box Safety Concerns & Status Update

- 👤 Holes have been placed in Storage Box.

👤 **Move to Completed.**

❄️ Pavilion Reservation Agreement Form

- 👤 Reviewed Form – added additional secretarial and accounting data at the bottom.

- 👤 Fee increases discussed under [new business section](#) below.

👤 **Move to Completed.**

❄️ Improvement List

- 👤 Reviewed and **tabled for Spring Meeting.**

- 👤 Jessica Baker stated that both this list and the maintenance list have been added to the google drive as google sheet documents for easier updating.

❄️ Movement of the Ski Demons Trailer

- 👤 Amy Holmes has been discussing with members of the Ski Demons club, will be **tabled for Spring Meeting** after the weather gets better.

NEW BUSINESS

❄️ Dumpster Location

- 👤 Amanda Pieciak suggested to move location of the dumpster.

- 👤 Amanda Pieciak suggested adding a surround to the dumpster to improve the appearance.

- 👤 Amanda Pieciak volunteered her and families time for fundraising and designing an enclosure for the dumpster area, she will investigate costs and share with members at the next General Membership meeting.

❄️ Beach Guard Hours

- 👤 Amanda Pieciak was concerned with moving the start of the Beach Attendant to Father's Day weekend.

- 👤 Amanda Pieciak stated that the beginning of the season from mid-May through July were the busiest times.

- 👤 Amanda Pieciak will give copy of her records of attendance from last season for board's review.

❄️ Beach Guard Duties


- 👤 Amanda Pieciak will email Amy a copy of the duties that she did last season.


- 👤 Jim Williams and Lee Howell emailed copies for Beach attendant duties to the board.





 All documents will be reviewed at February meeting.


 [Proposed Bylaw Change – Article IV Section 1](#)



 Document Read and Discussion Held.

 Increases to Membership Dues, Boat Slip Dues, Boat Storage Fees, & Pavilion Reservation Fees



 Membership dues – Discussion held.

-  Due to the current membership dues amount the association has been having issues with the budget. Our current expenses exceed our current income. This has been a problem for at least the last 5 years, and it needs to be fixed immediately going forward.
-  The board suggested to bring Regular dues to \$100 for the 2021 season and senior dues to \$90 for the 2021 season. This will be presented to the General Membership at a Special Meeting.
-  The board suggested to amend the bylaws by removing the amount listed in Article IV Section 1, which confuses some people as those are no longer the accurate dues amount, remove the \$75 reinstatement fee from Article IV Section 1, to change the amount of the Senior Discount from 20% to a \$10 discount, and to remove the Inflation Adjustment in Article IV Section 7. These proposed changes will be typed up and presented to General Membership at a Special Meeting.
-  Special Meeting will be Scheduled for March 18, 2021 at 7:30 PM via Zoom or other Electronic Media. Information for General Membership regarding the change in the bylaws and membership fees will be presented via packets distributed to all members by March 10, 2021.



 Boat Slip Fees – Discussion held.

-  The board proposed to Raise dues by \$97 to bring it up to \$350.00. This will be presented to the General Membership at a Special Meeting.
-  The board proposed to amend Article VIII Sections 2 & 3 to remove the amount listed in Section 2 as it is no longer the current fee and to remove Section 3 regarding the Inflation Adjustment.

 Boat Storage Fee





-  Discussion held regarding local boat storage costs and options. It was determined that the current rate of \$120.00 for boat storage is less than half of what the rate is at local storage options.
-  Amy Holmes motioned to increase Boat Storage Fees to \$200.00. Keith Bowling seconds the motion. Vote Occurred. Motion Passed 8-0 (Shawn Knedgen & Lee Howell absent for vote).

 Pavilion Fees

-  The board proposed raising the fees for less than 25 guests, 25-40 guests, and 41-60 guests by \$25.00, and raising the fees for 61-75 guests by \$50.00.
-  Amy Holmes motioned to increase the fees for pavilion reservations to (less than 25 guests - \$50.00, 25-40 guests - \$75.00, 41-60 guests - \$100.00, and 61-75 guests - \$150.00) Michelle Martin seconds the motion. Vote Occurred. Motion Passed 8-0 (Shawn Knedgen & Lee Howell absent for vote).

 **Move to Completed.**

 Insurance Nonrenewal Notice

-  The board received notice from Capitol Indemnity Corporation that they will no longer be providing commercial insurance and let us know that we need to contact our insurance broker (The Lapeer Agency) to find new coverage for when the policy expires on March 28, 2021.
-  Prior to the meeting Lee Howell stated via email that he has been dealing with The Lapeer Agency for about 10 years now, and that he would be glad to continue being the contact between them and LOHPA.
-  It was determined by all present members of the board that Insurance policies would be a responsibility of the Legal Director.
-  Amy Holmes will email Lee Howell to proceed with contacting The Lapeer Agency for insurance coverage options.

❄️ Prepaid Expenses

- 👤 The board determined that there is money each year that needs to be set aside in the budget for prepaid expenses that only occur every so many years. These include the website hosting cost of \$60.00 per year, playground mulch refresh cost of \$500 per year, and starting next year will also include the cost for replacing cameras in 7-10 years at an undetermined amount as of this date.
- 👤 The board decided that the money for the Playground Mulch refresh will be moved to the playground account with detailed budget information to keep those funds separate from any funds raised for additional projects.
- 👤 The money for the website hosting is to remain in Checking Account with detailed budget information to keep those funds separate from all other funds.
- 👤 **Move to Completed.**

❄️ Keyholder Document

- 👤 Don Swanson will review the document and contact board members to verify if they have the required keys for their position.

Amy Holmes made motion to adjourn the meeting, Keith Bowling seconds motion. Meeting Adjourned at 10:15 PM.

NEXT MEETINGS

The next monthly board meeting will be held on February 16, 2021 at 7:00 PM via Zoom or other Digital Medium.

The next General Membership Meeting will be held on April 27, 2021 at 7:30 PM, Location TBD.

Jessica Baker

01/19/2021

Secretary

Date Submitted

Items highlighted are amendments from Board of Directors.

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

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