



Lake Oakland Heights Park Association Meeting Rules of Order

March 21, 2023

Call to Order

Lee Howell called the meeting to order at 7:08 PM on 3/21/23.

Attendees

Board Members:

President – Lee Howell
Vice President – Don Swanson
Treasurer – Jessica Baker
Boating Director – Shawn Knedgen
Expeditor – Keith Bowing
Promotional Director – Pam Pope / Sharon Gwin
Social Director – Carolyn Bree
Safety Director – Amanda Pieciak

Association Members:

Georgina Pietrzak
JoAnn Swanson

Board Members not in attendance

Secretary – Kim Gallardo
Legal Director – Tamara Pittman

Approval of Minutes

- ✿ Minutes from the February 21, 2023 board meeting reviewed.
- ✿ Amendments made to minutes:
 - 🥚 Under Social report, the easter eggs will be filled by the Ladies Auxiliary on April 4th at Carolyn Bree's home, instead of the originally scheduled date of March 14th.
- ✿ Lee Howell asked if everyone approves of minutes as amended.
- ✿ Lee Howell made motion to accept the minutes as amended, Carolyn Bree seconded.
- ✿ Vote Occurred and Motion Passed 8-0.

Board Reports

President – Lee Howell

- ✿ Insurance coverage has been renewed, check will be sent March 22, 2023. Cost of insurance increased approximately \$50 from last year.

Vice President – Don Swanson

- ✿ No Report

Secretary – Kim Gallardo

- ✿ Absent – No Report

Treasurer – Jessica Baker

- ✿ Account Balances:
 - 🥚 Not provided. Checking balance decreased by approximately \$4000 from last month due to insurance payment and electrical. All other accounts remained approximately the same, slight increases due to interest earned. Full detailed report will be provided at April meeting.

Boating – Shawn Knedgen

- 🍀 Bubblers have been unplugged and will be removed by end of March.
- 🍀 Boats are to be removed from winter storage by April 25th. Township requires by April 30th. We are asking by April 25th to guarantee that they are all out on time.
- 🍀 Boat Slip Agreements will be updated by Jessica Baker and distributed by Shawn Knedgen by mid-April 2023.
 - 🍷 New pricing of \$300 per slip for 2023.
 - 🍷 Slip Fees to be paid by May 15th, Boats to be in slip by May 31st. If payment not received slip will be forfeited, if no boat is in by May 31st, reminder letter will be sent out, and if no contact from member or boat not put in by June 15th, slip will be forfeited with full refund issued.

Expeditor – Keith Bowling

- 🍀 Keith Bowling and Bob Steele to pick up fencing materials this week and store in cage. PVC piping and lattice.
- 🍀 All services to start May 1st.
 - 🍷 Getting bids for Lawn Cutting & Portable Toilet.
 - 🍷 Will be going with GFL for trash pickup again.
- 🍀 Upcoming maintenance projects:
 - 🍷 Move faucet from side of shack to the back.
 - 🍷 Install new waterfowl fencing along property edge.
 - 🍷 Repair rotted wood around door of shack.
 - 🍷 Moving and repairing sprinkler system.

Promotional – Pam Pope / Sharon Gwin

- 🍀 Beach Opening
 - 🍷 Will be held May 20th at noon. Will include a lunch, parade, and a scavenger hunt.
- 🍀 Garage Sale Weekend
 - 🍷 Will be held June 1st through June 4th.
- 🍀 Promotional team still needs a set of keys made for the shack and cage to be able to access supplies. Keith Bowling to look into getting copies of keys made.

Social – Carolyn Bree

- 🍀 Social Calendar
 - 🍷 Events have been created and scheduled.
 - 🍷 Volunteers are needed for some events. Carolyn Bree to reach out to members to help with different projects.

Legal – Tamara Pittman

- 🍀 Absent – No Report

Safety – Amanda Pieciak

- 🍀 Bouys & Ropes
 - 🍷 Some items will need to be replaced. Amanda Pieciak will get quote for replacements when she pulls them out to put them in the water. Costs for the replacements and repairs will come from the Special Projects Fund (Surplus funds from previous years).

Old Business

- ✿ Audit of 2021-2022 Fiscal Year Books
 - 👉 Audit completed on March 11, 2023 by Sharon Gwin, Georgina Pietrzak, and Carolyn Bree. Audit report provided by Carolyn Bree to Board of Directors at March 21, 2023 board meeting. **(See Attached Document)**
- ✿ Pavilion Reservations 2023
 - 👉 Pavilion Reservation form reviewed and will be sent by Jessica Baker to board members via email for further review and finalization.
 - 👉 Request made to include in the rules that a sign in sheet be provided for tracking guests at events. Jessica Baker to design a sign in sheet to be used for events.
 - 👉 Request was made to provide Beach Attendant with a copy of the reservation rules for members to review on date of event.
 - 👉 Discussion was held on how to differentiate half of the pavilion, due to issues in the past with using the whole pavilion when only half is able to be reserved. Will be using rope or caution tape to separate the pavilion on dates of events going forward.
- ✿ Membership Dues Letters
 - 👉 Will be emailed to board members for review and finalization.
 - 👉 Upon review will be sent to the printer for distribution with April/May Newsletter
- ✿ Boat Slips on Extra Lot
 - 👉 Will be discussed at the April General Meeting
 - 👉 Plan to borrow the money for installation from the Boating fund and pay back half of the cost from the General Fund over time.
 - 👉 Funding options and moving forward with project will be decided on by General Membership at the April General Membership Meeting.
- ✿ Playground Flooring
 - 👉 Exploring options to replace current mulch on the playground with rubberized surface as was originally discussed having during the playground planning project.
 - 👉 Current cost estimates are around \$13,000 for new surface.
 - 👉 Funding ideas discussed include:
 - 🌸 Currently have approximately \$2000 in fundraising account, that was raised in 2022, as well as \$1000 (will be \$1500 at fiscal year end) in checking account that is restricted to replenishing the mulch.
 - 🌸 Additional fundraising projects are planned for the summer to grow the fundraising account.
 - 🌸 Possibility to borrow from another account and pay back at \$500 a year from the General Fund until paid off.
 - 👉 Project and funding options will be discussed at the April General Meeting and moving forward with the project to be approved by General Membership.

New Business

- ✿ Ski Demons
 - 👉 Lee Howell received email from Ski Demons president requesting practice dates to be Sundays from 10-12 starting May 28 and Wednesday's from 6-8 starting June 7.
 - 👉 Discussion was held regarding starting dates, days, and times.
 - 👉 Lee Howell will reach back out to the President of the Ski Demons to request that they change to Thursday's due to Food Trucks coming to the beach on Wednesdays, and start June 4th due to May 28th being Memorial Day Weekend.

 Newsletter

 Huge thank you to Char Valente for taking over the newsletter.

 Next issue to come out in Late March.

Carolyn Bree made motion to adjourn the meeting, Sharon Gwin seconds motion.
Vote Occurred and motion passed 6-0 (Both Lee Howell and Shawn Knedgen absent for vote, had to leave prior to end of meeting).
Meeting Adjourned at 9:33 PM.

Next Meetings

The next monthly board meeting will be held on April 18, 2023 at 7:00 PM at the home of Keith Bowling.

The next General Membership Meeting will be held on April 25, 2023 at 7:30 PM at the Waterford Church of Christ.

Jessica Baker

Secretary

3/21/2023

Date Submitted

2022 LOHA AUDIT REPORT

The Audit Committee, consisting of Sharon Gwin, Georgina Pietrzak and Carolyn Bree, met on Saturday, March 11, 2023 went thorough all of the documentation provided by Jessica Baker, LOHA Treasurer. The committee acknowledged that the Treasure's documentation, provided bills and reimbursements and the bank statements balanced for the year 2022. The documents reviewed were records of transfers between accounts, income received and checks and electronic payments. There were no discrepancies identified.

Because there is no copies of cash payouts for contests (Christmas Decorating, Halloween Costume Winners, etc.) Jessica proposed that she would create a document for that purpose.

Respectfully submitted,

Carolyn Bree, Audit Committee Member