

LEISURE PARK HOMEOWNERS' ASSOCIATION, INC.
BOARD OF DIRECTORS' SPECIAL MEETING
December 5, 2022

1. **Lee Ann Reid** called the meeting to order at 1:03PM
2. **Roll Call:** Present: Lee Ann Reid, Ed Cannon, Joe Lyon, Sam Logozzo, Janet Shull, and Denise Hall, Aaron Pogue/Management. Guests: Larry Rucshner, Doug Wheeler
3. **Approval of Previous Meeting's Minutes:** Lee Ann asked for approval of the minutes from the September 6, 2022 Board of Directors' Meeting.
Motion: Janet Shull moved to approve the minutes of the September 6th meeting as sent.
Second: Ed Cannon
Vote: Unanimous

Motion Carried
4. **Correspondence:**
 - a. **Letter submitted by Sandra Jackson on September 16, 2022** regarding the watering schedule. The Board will regroup with Mike Paulsen to revise the water schedule next spring and consider Sandra's suggestions. Management will inform Sandra of the Board's plan to address her concern. In addition, the Board will decide, at the March meeting, if it is necessary to move to a reinforcement policy regarding the new watering schedule.
Motion: Janet Shull moved that a letter be written to Sandra Jackson regarding the watering schedule and that the Board is looking into it.
Second: Joe Lyon
Vote: Unanimous

Motion Carried
 - b. **Letter submitted by John Mushlitz on September 21, 2022** regarding HOA dues increase. Three informational meetings were held and all the information is on the website. It was advertised in the newsletter and on our bulletin board. A written response is not needed.
 - c. **Letter submitted by Sue Beary on September 29, 2022** regarding excessive water collection at the community mailbox. The Board discussed solutions to the water flooding. The Board will hire a handyman to pour a cement pad over the existing pad, raising the mailbox 6-8 inches. Management will call the homeowner to explain the Board's intention.
Motion: Janet Shull moved to authorize management to subcontract and fix the mailbox on Progress Drive not to exceed \$1500.
Second: Ed Cannon
Vote: Unanimous

Motion Carried
5. **Current Financial Position:** Janet Shull reported. The Board discussed accrual versus cash basis for generating reports. Management notifies the Board when homeowner dues are three months in arrears. They prefer to use cash basis as this gives a close estimate as to where the balances are. It was decided to keep the cash basis for generating reports. The true expenditures are realized the last month of the financial year, December. The Board reviewed the Budget Report and History of Cash Balances. As of the end of November 2022, checking was \$7,988.17 and reserves were \$89,074.88. Reminder, the newsletter for December should remind members that the homeowner's fee goes up in January.
6. **Management Report:** Management submitted a written report and asked if there were any questions. The hot tub will be drained in January with new filter installed. The tub thermometer was defective and

use was discontinued. Regarding enforcement of rules, Management stated that they will log in but not drive around for enforcements of the rules.

7. **Water System Report:** Joe Lyon is the water system coordinator with the support of Ed Cannon and Sam Logozzo.
 - a. **The fluctuation of the Chlorine Content:** This was discussed. A new chlorine pulse pump has been ordered and should be arriving very soon.
 - b. **Western State Contract:** The Board reviewed their contract that maintains our emergency generator. They are asking for a three-year contract at \$1,508.33 per year. This includes all servicing and scheduled maintenance.
Motion: Joe Lyon moved to allow Management to sign the three-year contract with Western State.
Second: Janet Shull
Vote: Unanimous
Motion Carried
 - c. **Rust mitigation:** The Board decided to keep an eye on the rust due to cost to remove and other more serious financial obligations. The rust is a cosmetic repair and does not impede the pipes.
Motion: Ed Cannon moved to table the rust mitigation recently discussed.
Second: Joe Lyon
Vote: Unanimous
Motion Carried
 - d. **Booster Pressure Gauge:** Replacement is needed. Cost is approximately \$100. Management will replace through Bob Chandler, our water master.
 - e. **Discharge Flow Meter:** Used for diagnostics or flow information, it tells the amount of water flowing through the entire well system. The Board discussed having a subcontractor hired through Bob Chandler to grind off and replace the rusty bolts and replace with stainless steel. This saves a tremendous amount of money so that, when the meter is replaced, there will be less inconvenience for homeowners (the water will have to be shut off) and the meter could be replaced very quickly. Management will ask Bob Chandler to purchase a propeller-style flow meter and arrange to have the rusted bolts replaced with stainless steel.
Motion: Sam Logozzo moved that we commission Bob Chandler to price out a propeller-style flow meter and hire a person to replace the rusted bolts with stainless steel. After Bob Chandler prices out the meter and cost of labor, the Board will complete a waiver of notice.
Second: Joe Lyon
Vote: Unanimous
Motion Carried
8. **Road Maintenance:** Quality Maintenance has shut their doors so we will go to our second choice for street maintenance, Top Notch. The Board decided the best approach this year is to focus on crack and sealcoating of our existing streets. This protects our investment and prolongs replacement. The Board directed Ed Cannon to contact Top Notch and get repair estimates. The results will be reported in the March Board meeting.
9. **Social Club Report:** Janet Shull reported the Social Club Calendar of Events was approved for 2023. The Board discussed the Craft Fair success and the fact that traffic or overcrowding was not an issue.
Motion: Janet Shull moved to allow the provisional rules granted for the Fall 2022 Craft Fair to be continued on an ongoing basis.
Second: Sam Logozzo
Vote: Unanimous
Motion Carried

10. ACC Report: Joe Lyon reported.

- a. **Generators:** There have been three whole home generators installed in the park. They are installed near the air conditioning compressor and no complaints have been made. The noise level is generally very low and will be noticeable only in power outages.
- b. **Other:** The ACC has no longer been checking completed projects and signing them off. Denise and Joe will discuss this with the ACC to determine who would take this on. The other issue is if the Board wants an expiration date on the ACC form. The response was a unanimous Yes.
Motion: Joe Lyon moved that the ACC approval must have a one-year expiration from date of approval by the committee. This will be retroactive, no grandfathering. Effective 1/01/2023.
Second: Janet Shull
Vote: Unanimous

Motion Carried

11. Old Business:

- a. **Bird Sanctuary:** Sam Logozzo reported that this project is complete. Sprinkler system installed, grounds leveled, trees trimmed, grass planted. The Board decided to leave the berms totally natural with grass instead of trimming the berms. The rest of the grass will be maintained by Mike Paulsen. The new grass will be fertilized by Sam Logozzo next spring. Bestway will do the weed spray.
- b. **Locate System:** Last month we had six requests for utility locates. Management will continue monitoring the requests.
- c. **GPS Sewer System:** Bob Chandler will start the sewer locates in the spring. The Association will be notified/reminded via the newsletter.
- d. **Security Camera:** Since no security issues have been reported, the Board is suspending this topic.
- e. **Arbs Compliance:** Compliance of the arborvitaes has been suspended due to the weather. The last infractions have been cleared up with homeowners. We will reconvene next spring with a new data base of infractions.
- f. **Back Flow:** There is concern over homeowners installing vacuumed-based backflow preventors. The Board discussed the three homeowners who are not in compliance. It was decided to talk to Mike Paulsen to determine which systems are approved by law. Do we need to have every system testable? A meeting will be set up with Mike Paulsen and information will be available at our March meeting.
- g. **Mailbox Repair:** Sam Logozzo reported that he is working with Rebecca (LP mail carrier) and will order some parts for mailbox repair. He has repaired approximately 8 mailboxes and more will follow as the weather allows. One mailbox may need replacement later this year.

12. New Business:

- a. **2023 Budget:** The Board will approve the budget with one small change (locate utilities added) made by Management.
Motion: Janet Shull moved to approve the 2023 budget as presented.
Second: Joe Lyon
Vote: Unanimous
- b. **Bolt removal:** Discussed in 7e above.

Motion carried

12. New Business (cont.):

- c. **Management Contract:** The Board reviewed the draft Management contract.
Motion: Janet Shull moved to approve the Management agreement for the next five years.
Second: Ed Cannon
Vote: Unanimous
Motion carried
- d. **Lease Contract:** The Board reviewed the occupancy agreement for Eborall & Pogue.
Motion: Ed Cannon moved to approve the occupancy agreement with Eborall & Pogue Realty dated 12-05-22 for a period of five years.
Second: Joe Lyon
Vote: Unanimous
Motion Carried
- e. **Wilson Property at 1405 W Progress:** This is regarding a shed on the property which may not be in compliance to the ACC. The property is for sale. The Board will inspect the shed to see if it is attached to the house, the same siding, color, and roof. If noncompliant, the Board will check into a CC&R and ACC violation and record the document that will show up on a preliminary title report. Joe Lyon and Sam Logozzo will look at the shed before Lee Ann Reid contacts the attorney.
- f. **Camera Estate:** The creditor, Mark Ness, is disputing the attorney bills. The Board discussed and concluded that this issue is between our attorney and Mark Ness and has nothing to do with Leisure Park. The Board will instruct our attorney to resolve this matter and that this Association is not involved.
Motion: Janet Shull moved that Management and Lee Ann Reid respond to Smith and Malek regarding the letter, dated November 17, 2022 from North Idaho Credit Core, by stating this matter has nothing to do with the Association and any agreement or negotiations are between the attorney and North Idaho Credit Core.
Second: Joe Lyon
Vote: Unanimous
Motion Carried
- g. **Audit of Financials:** Management requests the Board to hire a company for an audit by someone proficient in QuickBooks to help solve the balance sheet issue. The Board discussed audit ideas and decided that a correction of the "assets" area is all that is needed.
- h. **Lights on Honeysuckle:** Sam Logozzo and Joe Lyon installed insulated plug covers and will install box insulators at each of the junction boxes. Four spotlights are working well. A spot has been ordered for the entrance to light up the LP sign. The cost was \$159.61.
- i. **Employee/Independent Contractor:** Bob Chandler will move to independent contractor status. The HOA will then have one employee and QuickBook charges \$500 per year to run a payroll system. The choice is firing this employee and hiring an outside company or contact a payroll company to see if they could run our one payroll employee. Management will contact a payroll company to establish cost of them managing the payroll of one employee. Management will also check to see if the payroll company could solve the balance sheet problem discussed in item 12g.
- j. **Vasseur Contract and Extras for the 2023 Year:** Vasseur Enterprises are raising their hourly rate from \$35 to \$40 beginning 1/01/2023. Management has approved that increase and contracted with them for the 2023 season. The extras include painting the fire hydrants, pruning the Lynch tree, pulling dead plants around clubhouse, sealing the pond cement and exposed entrance, redoing some rock areas around the pond, arb tune-up at Ramsey entrance, and possibly parking restriping around the clubhouse.

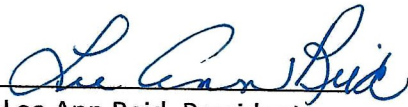
13. Other Business:

- a. **Posting the Address of the Clubhouse:** This was requested as there is currently no signage indicating the location. The pumphouse was also considered for signage as services and deliveries occur. Management will check to see if there is a current address posted on the pumphouse.
- b. **Paulsen's Landscaping:** They submitted a contract for services. The contract was discussed and the Board decided to negotiate their request of a 6% annual increase for five years to a 3% annual increase for five years.


14. Adjourn Meeting:

The general meeting was adjourned at 3:24 pm by Lee Ann Reid.

Respectively submitted,
Sam Logozzo


Lee Ann Reid, President

09-06-23
Date


Sam Logozzo, Secretary