

DEER PARK RV RESORT HOA
Board of Directors Meeting Minutes
July 12, 2022

The meeting was called to order at 4:00 pm by President John O'Laughlin.

Present were: John O'Laughlin, President; Gary Mitchell, Vice-President; Joe Wheat, Treasurer and Jane Dodge, Secretary. There were 10 owners present.

Minutes of the May 26th board meeting were not available, but Joe advised that they worked on preparing the agenda for the Annual Meeting.

Joe advised that there were no changes on the Treasurer's report since the Annual Meeting. Reserve Account has approximately \$58,000 and Operation Account about \$12,000. There are no outstanding bills.

Old Business:

- Dog Park
 - Border – Gary advised completed.
 - Benches – purchased; waiting to be picked up
 - Irrigation system – Gary advised it has been repaired as much as possible, but it's an old system that should be replaced at some point.

- Yard Sale – Jane reported that Pam said the date is still to be determined

- Lot Owners Insurance – John has discussed liability insurance costs with a local agent who is also an owner; he will make a presentation at the next BOD meeting or at the BBQ. Joe explained that if there are liability issues involving our RVs, it is covered by our RV insurance; however, if it involves a shed or on lot owner property, a separate policy is required for that. If an owner rents out his lot and/or RV, the lot owner is responsible for rental liability insurance. There was discussion on getting proof of insurance from lot owners who are renting their lots.

- Water Volleyball Equipment for pool – Gary advised net and ball have been purchased. Request for speakers for water aerobics was tabled until next meeting when Pam can be present.

- Bocce Ball Court – Tabled until G7 construction has been completed. Kris Freedman (G7) from G7 said he intends to incorporate it into the area with the basketball court.

- Do Not Mow signs – Kris suggested something like stickers on light posts would be less innocuous. John noted the office keeps a list in the office of owners who mow their own lawns. The list will still be used.

- Adult Swim Time – Kris said that reviews in other G7 parks show that 8:00-10:00 pm is the most popular time for adult swimmers and will keep that time here. He noted that 8:00-10:00 am is already Adult Swim Time, 7 days/week. He does not want the suggested time of 5:30-7:00 pm Monday-Thursday as Adults Only. He agreed to have two adult swim times daily, 8:00-10:00 AM and 8:00-10:00 PM, and those times will be posted in the pool access areas.

- Status of By-Laws and CC&Rs discrepancy review by George and Jane status. John reported that this will be completed and reported to the Board prior to 2023 Annual Meeting.
- Dust Control on Enoch – John and Joe have both looked at the road and confirmed it's in good shape due to maintenance activities last year by the City of Deer Park aligned with Cedar Road improvements at the airport. Joe said it is currently blocked off at the east and residents must detour. There was discussion on postponing oiling it until next year. Joe said the initial quote of \$1,750 and is split with G7 for a one time application. Typically it should be done twice a year. After discussion and input from Kris Freedman the board agreed to authorize a one tie application this summer. Joe will call the oiling company and schedule it for early August.
- Golf Course pond and porta-potty status (brought up at Annual Meeting)
 - Broken aeration pipes: An owner talked to the Golf Course Maintenance Manager who said that the pond is not considered a high priority. Joe explained that the golf course is leased from the city. Any expenses over \$500 must first be approved by the city council. Kris said he will discuss it with the mayor.
 - Porta-potty at Hole 8 tee box: There was discussion about requesting the golf course to add or move a porta-potty from another area to Hole 8. John will discuss with golf course.

Other:

- June 2021 BOD Meeting Minutes were given to Joe to have posted on website.
- Bank account change -- Joe advised this was resolved and that our accounts will stay with Washington Trust Bank.

New Business:

- Social Activities Report – Jane reported for Pam that the schedule for Social Activities has already been e-mailed to owners. It should also be posted on the website.
- Arborist Report – John reported an initial report identifying trees and condition of them as well as the final report from Garth Davis, Spokane County Conservation District Arborist, has been received and will be posted on the website. The green ash trees are infected with aphids and should be treated. John said if a tree is removed, it should be replaced. A list of preferred trees owners may select from if replacing other trees is included in the report.

There was discussion concerning lot lines. Kris suggested that owners confirm where the magnetic markers are on their own property.

- Keypad entry gate or sign at entrance to HOA
 - A sign is already posted
 - Kris advised that a gate maintenance company will add additional lighting for resort keypad. He said the old password is still working but will be removed.

- Nothing else will be done until the G7 expansion project has been completed. Tabled to next Annual Meeting.
- Website backup & security -- John requested website administration be moved to Secretary. Joe will contact the webmaster to add Jane as administrator. Joe will remain as backup. Joe advised website contract goes until September.
- Logo for Association – Jane suggested we ask owners to design a logo that could be used for the Association. BOD will make official selection. Jane will prepare message to owners.
- ACC Guidelines – John suggested that as initial Lot Changes are received, Gary will discuss any challenges with owners, then contact BOD if there are issues or conflicts. This will enable quicker approval and owners won't have to wait for a Board Meeting to get approval.

There was discussion about new owners going ahead with improvements as soon as they purchase their lot, not realizing that any changes must be approved before they can start. Jane suggested a summary list of things a new owner should be aware of be created and given them when they move in; she will prepare a draft by next meeting.

- Liability Insurance Policies – noted above under Old Business/Lot owners insurance
- Expense Pre-Approval Procedure – Joe advised Expense Approval Form is posted on website under Financials. This form is required for expenditures that an owner paid for that are to be reimbursed by the Association after board approval.
- Officers dprvoa@gmail account – Jane advised suggested that separate email accounts be used for each officer, using their title instead of their name so that officers will be advised immediately instead of having to log into the generic gmail account. Joe noted it will take more administration and is not necessary. Jane will help other officers connect the dprvoa@gmail account to personal email accounts.

Any e-mail messages sent from dprvoa@gmail to other officers should have signature or initials to prevent confusion

- BOD / Governance Documentation – Joe advised that governance documentation and communications are posted on the website. He believes that paper copies are burdensome and difficult to maintain. Further discussion will be required.
- Officer Hand-Off Sheet – Jane suggested instructions for each officer position be available for new officers. Draft worksheets for Secretary position will be prepared for BOD review.
- Resale Certificates – Required by County, and currently prepared by Treasurer when notified of sale. Accountant will be willing to take responsibility to prepare form for \$100. Current Transfer Fee for lot is \$200. Motion made and seconded to have Resale Certificate assigned to Accountant, and increase Owner Transfer Fee to

\$275. Motion carried unanimously. Joe took the action to notify our accountant of this change.

Other:

- John requested a printer be purchased for the Secretary so we don't have to pay for copies. Approved unanimously.
- Resort Wi-Fi – An owner asked Kris if there were plans to improve Wi-Fi in the park. He said that each of their parks has similar challenges and are looking into fiber extensions to improve serviced but may not be able to improve steaming ability.
- Additional Dog Park Fence & Gate – tabled until Pam is available to discuss. John will review previous design.
- Jane said Pam requested Roundup for cottonwood suckers. Gary said this is a G7 responsibility.
- Social Activities funding request. Jane said Pam has asked for supplies for group activities: cards, card shufflers, batteries, speaker, etc. John suggested up to \$150 be allocated. Joe confirmed that \$150 is available in Contingency Fund. Unanimous approval for \$150.

Meeting was adjourned at 5:15 pm.

Respectfully submitted,
Jane Dodge, Secretary