

**Sleepy Oak Campground Association**  
831 S. Main St.  
Au Gres, MI 48703

**Board Of Directors Meeting**  
**December 5, 2023**

**Purpose: Planning and Procedures**

The meeting was called to order at 5:57 pm, by Tom Bjerke

Members present: Tom Bjerke, Jim Jorgenson, Cindy Ayotte, Sheree Schrot, and Linda Ward

Quorum was established by members present.

It was moved by Cindy and seconded by Sheree to approval the agenda as amended.

It was moved by Sheree and seconded by Cindy to approval the October 7, 2023, Minutes.

Unfinished Business:

**a. Treasurer - Cindy Ayotte**

- i. **Procedure and Collection of unpaid bills to date:** Collection of unpaid bills has been implemented. Reminder letters and bill reminders have been sent out.
- ii. **Adoption of a collection payment/fines – Article XIX, Section 4:** A defined procedure and implementation of collection unpaid bills should be written and adopted by the Board. Each Board member will send their ideas to Linda. Ideas will be compiled and voted on.
- iii. **QuickBooks Pro:** QuickBooks has the capability to accept credit card payments, however it has a monthly fee and will take 3% of the payment out for fees. At this time the Board will investigate it for further information.
- iv. **Proposed Budget for 2023-24:** Cindy is working on the budget with Jim and Linda Kuhn.

**b. Director – Sheree Schrot**

- i. **Microsoft 365:** There is a monthly cost of \$6 per license/user. The Board agreed to purchase this system.

**c. President - Tom Bjerke**

- i. **Shed drawing:** A shed drawing was presented to the Board. Co-Owners will have the option of roof lines and can use only shingles or steel on the roof.

**d. Vice President – Jim Jorgenson**

- i. **Front Gate Aesthetics:** The project is completed. The area was flattened, black dirt brought in and seeded.
- ii. **Sleepy Oaks Campground Association Insurance:** Has not been researched yet.
- iii. **Road Patching:** No schedule has been established. Hoping for spring completion.
- iv. **Garbage Area:** Still in progress. Wanted a freeze/soft cycle before proceeding.
- v. **Dredging:** Tom Taylor sent the proposed dredging proposal to the Board. The proposed dredging cost is \$275,000. Tom Bjerke will contact the Cove Association to see if the association will help with the cost of the dredging. Sheree and Tom will find out who dredged before and contact them for a quote.

**e. Secretary – Linda Ward**

- i. **Revised Permits/Forms:** updated forms were presented.
  - 1. **Universal Permit Request**
  - 2. **General Rules**
  - 3. **Grievance Form**
  - 4. **Golf Cart Agreement**
  - 5. **Co-Owner Unit Insurance Form** – Article IV, section a: it stated in the By-Laws that Co-Owners MAY carry insurance on their units.
  - 6. **New Owner Packet**
  - 7. **Selling a Unit**

**New Business**

- 1. It was moved by Linda and seconded by Cindy to provide a Spiral bound copy of the By-Laws to all Directors. Motion carried. (Board member responsible: Sheree)
- 2. It was moved by Tom and seconded by Linda to discuss the Parks Maintenance/Schedule/Responsibilities. Motion carried.
- 3. It was moved by Linda and seconded by Cindy to table the motion to create the Maintenance/Schedule/Responsibilities for the lawn, bathrooms, pool, and maintenance. Motion carried. (Linda will work with all persons involved)
- 4. It was moved by Tom and seconded by Cindy to discuss providing a list of Co-Owners and lot numbers to all co-owners. Motion carried.
- 5. It was moved by Tom and seconded by Cindy to provide a list of Co-Owners and lot numbers to all co-owners. Motion carried.
- 6. It was moved by Tom and seconded by Jim to send a First of the year letter to each co-owner. Motion carried.
- 7. It was moved by Linda and seconded by Tom to discuss providing cleaning/maintenance to the Clubhouse. Motion carried. (Linda will organize this)
- 8. It was moved by Tom and seconded by Linda to discuss “books only” Property Management. Motion carried.

9. It was moved by Cindy and seconded by Sheree to table the “books only” Property Management until Fall and further information. Motion carried.
10. It was moved by Linda and seconded by Tom to discuss possible Pool Gazebo. Motion carried.
11. It was moved by Tom and seconded by Cindy to table the motion until further information is provided. Motion carried. (Cindy will arrange this)
12. It was moved by Tom and seconded by Sheree to discuss the position of the Bookkeeper. Motion carried.
13. It was moved by Cindy and seconded by Tom to table indefinitely discussion of the Bookkeeper. Motion carried.

Next Meeting: March 5, 2024, at 6PM. Place: TBD

It was moved by Linda and seconded by Tom to adjourn the meeting. Motion carried.