

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

Board Of Directors Meeting
October 7, 2023

Purpose: Planning

Meeting was called to order at 10:02 A.M. by Tom Bjerke

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

Quorum was established by roll call.

1. It was moved by Cindy Ayotte and seconded by Jim Jorgenson to "Approve the addenda as amended."
Motion Carried

2. It was moved by Cindy Ayotte and seconded by Jim Jorgenson to "Approve the minutes as read".
Motion Carried

Unfinished Business

1. Grievance:
 - a. A process was established to deal with grievances:
 - i. Co-Owners may e-mail a Board Member at Sleepyoak@gmail.com or can reach a member of the grievance committee at Sleepyoaksgrievance@gmail.com.
 - ii. The Board will receive a copy of the original grievance.
 - iii. The Board will acknowledge the grievance in a timely manner.
 - iv. The Board will investigate the grievance.
 - v. The Board will communicate the findings to the Co-Owner.
 - vi. The Board will document the grievance, findings, and action taken.

2. Improvement:
 - a. Alterations/modifications to Units:
 - i. Co-Owners will continue to use a "Universal Permit Request" form prior to beginning construction.
 - ii. The Building Permit Request form will be updated.
 - iii. The Permit Request may be given to any Board Member

- iv. Approval of three Board Member and their signatures are required on all permits.
- v. The “Universal Permit Request” will be duplicated.
 - 1. Tom will investigate duplication options.

- b. Aesthetics of Unit/lot:
 - i. It is the responsibility of co-owners to maintain the appearance of the Unit/lot.
 - ii. Co-Owners will be notified if their lot/unit need attention.
 - iii. Co-Owners may receive a bill for services

- 3. Social Media:
 - a. Facebook:
 - i. Sheree will monitor the Facebook page.
 - ii. The Board will post all information on the “official” page.

 - b. Web Page:
 - i. Sheree will investigate the following:
 - 1. What other campgrounds utilize for their web page.
 - 2. Microsoft 365 – the Board agreed that 365 will be purchased.

New Business

- 1. Buying/Selling:
 - a. New Co-Owners will receive a packet of information which will include (but not limited to) the following:
 - i. General Rules
 - ii. By-Laws
 - iii. Building Permit
 - iv. Golf cart rules/Agreement
 - v. Information Page:
 - 1. Board of Directors
 - 2. Sleepy Oaks e-mail
 - 3. Facebook page
 - vi. Payment information (including the Bookkeepers contact information)
 - vii. Shed design
 - viii. Acknowledgement form (received the information)

 - b. Expectations for buying/selling will be established
 - i. Linda will complete the expectation list and will be reviewed by the Board

- 2. Committees:
 - a. The following committees will be established for the 2024 year:

- i. Grievance: Tom Bjerke and Deb Webb
- ii. Bouy/Canal/Dredging: Will post on Facebook for anyone interested
- iii. Social/Entertainment: Sheree Schrot
- iv. Ground/Beautification: Jim Jorgenson (along with the Board members)

3. Budget/Finances:

- a. Vendors must have a 1099 or a DBA
- b. Line items need to be defined of the expense sheet
- c. Documentation of expenses – a form will be created once Microsoft 365 is purchased
- d. A 2024 proposed budget was started
- e. A spreadsheet for payments made by Co-owners will be completed on Microsoft 365
- f. The office files will be organized and maintained

Other Business

1. Concerns/Issues

- a. Golf Carts: Co-owners must have insurance on their golf carts and sign a “golf cart” rule agreement
- b. General Rules will be updated
- c. Insurance on Units: Co-owners must have proof of insurance on their unit(s) and sign a form stating such
- d. Pool: Signs stating no jumping or diving be placed in the pool area and painted on the concrete by the edge of the pool
- e. Sheds: The saltbox design is no longer required. Tom will draw up a design.
- f. By-Laws: Board will start looking at By-laws that need to be amended
- g. Continue working on updating the Co-owner roster
- h. Tom reviewed the concern of the co-owners

Next Meeting

December 5, 2023
6:00 P.M.
Place TBD

It was moved by Jim Jorgenson and seconded by Linda Ward to adjourn. Motion carried
Meeting Adjourned at 4:12 P.M.