

2017 ANNUAL REPORT BOARD OF DIRECTORS



BEAR LAKE RV PARK PROPERTY OWNERS ASSOCIATION, INC.

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**PREPARED BY
BONA MILLER, TREASURER/MANAGER
AUGUST 2017**

The Board of Directors is pleased to present this annual report to the general membership of the Bear Lake RV Park Property Owners Association, Inc.

The following governing documents provide the framework for the Board to make decisions and conduct association business:

- Articles of Incorporation
- Covenants, Conditions and Restrictions (CC&R's)
- By-Laws
- Settlement Agreement CV-2008-128
- Idaho Code Title 30, Chapter 3, Non-Profit Corporations
- Section 528 of the Internal Revenue Code

We are finishing our eleventh year as a property owners association. It continues to be filled with opportunities and challenges.

OPPORTUNITES

We have a motivated membership	We have motivated Board Members
We are financially sound	We have a desire to establish sound management practices
We have a desire to develop a safe, family friendly, cohesive park	

CHALLENGES

Determining a transition plan with the Miller's retirement	Maintain the privacy and security of the park
Continued improvement of park infrastructure and funding of infrastructure improvements	Ongoing issue with coliform in parts of the potable water system
Repairing damage in park due to excessive run off	Developing activities for members and their families
Accomplishing needed maintenance only with volunteers	Enforcing compliance with park rules and regulations by members and guests
Underground springs on Primrose and Seago Circles	

ACKNOWLEDGMENTS

It is impossible to operate the park without the help of the many people who selflessly volunteer their time for the benefit of everyone. We have made every effort to recognize our volunteers. If we have missed anyone, our sincere apologies and please let us know. The Board thanks the many members who helped make this year a success. When you meet these people, please show your appreciation by thanking them.

- Maintenance Committee – Jay Williams, Chair; Mark Brumbaugh
- Audit Committee – Bona Miller, Larry Dew, Vera Limantzakis
- Nominating Committee – Jay Williams, Chair;
- Architectural & Control Committee – Mark Brumbaugh, Chair
- Steve Eddy – Webmaster
- John Horsley – Hosting our web site
- Other volunteers throughout the year included:
 - Humberto Coria and cousins Dallas Buttars
 - Stacey Williams Steve Eddy
 - Mike and Vera Limantzakis Jorge Coria
 - Mark and Sue Brumbaugh Zack & Krystal Brumbaugh and Jordan
 - Larry and Debi Hunt Henry and Ravenna Hanft
 - Dallas Buttars Rick Robinson
 - Trenton David Don Miller
 - Edward Matherly Jim McDonough
 - Jody Whittier

MANAGEMENT ACTIVITIES *(In addition to routine daily management activities, the following major activities were accomplished.*

● **Administration**

- ⤴ Executed contracts for park managers, maintenance assistants, park host and septic cleaning
- ⤴ Federal and State Tax Returns filed with tax owed of \$2562 for Federal and \$642 for State
- ⤴ Larry Dew completed financial review of 2016
- ⤴ Negotiated an agreement with Teuscher Accounting, Montpelier, Idaho, to provide the majority of accounting services to the Association for 2018
- ⤴ Continued process for members to pay fees with debit or credit cards through Pay Pal services
- ⤴ Worked to improve collection efforts for delinquent accounts. Foreclosure process started on owner who is 8 years delinquent and has ignored liens and collection efforts.
- ⤴ Continued selling ice and propane for property owners and their guests
- ⤴ Continued providing CC&R Compliance Forms in office so people can pick them up when they want to do work on property requiring approval.
- ⤴ Development of a Treasurer's Manual for new Treasurer
- ⤴ Development of a Manager's Handbook for 2018 management personnel
- ⤴ Development of water system protocol manual
- ⤴ Physical move of Association office to the cabin to ease transition for new Treasurer and new management.

● **Maintenance**

- ⤴ Developed rough draft of five year maintenance plan
- ⤴ Due to extensive run off in the park that washed out a new power line that had been dug in August 2015, power was cut to the park in April and again restored in early May. Many volunteers came to the park in April to cover in power line trenches that were washed out along with the County road which required more than a month to rebuild.
- ⤴ Due to underground springs, culverts had to be installed in front of the cabin, and french drain had to be put in on the common ground to the northwest of the park host site to drain excess water. Underground springs in the area of Primrose and Sego Circle caused a lot of problems for owners where proper drainage on private lots was not planned for. Work was done to try to alleviate the problem. These run off problems cost the park approximately \$6,500 more than anticipated this year.
- ⤴ Mapping of the electrical system done by Dallas Buttars – lot owner – from the information provided by the locating company last year.
- ⤴ Community hydrant on Yarrow had to be replaced because someone ran over it in 2016 and did not report it.
- ⤴ Weed control along roadways and cleared weeds in some common ground between pedestals from around fire hydrants and transformers
- ⤴ More improvement seen in property owners marking their lots with county addresses. Continued attention to this item is needed.
- ⤴ Water shut off installed on Primrose Circle.
- ⤴ Completed work for six property owners using the John Deere tractor and making additional income for the park
- ⤴ Had issues with water quality throughout the year despite sanitizing the system two times.
- ⤴ Another leg of the main electrical loop will be installed before season's end.

NEW MEMBERS

We are pleased to welcome the following new property owners to our community.

David Eulberg

Jim Horrocks

Richard Hunt

Scott and Adrienne Simmons

Greg Taylor

Donald W. and Frances Griffiths

YOUR BOARD OF DIRECTORS

Pete Torres, President

Jay Williams, Vice President

Bona Miller, Manager/Treasurer

Cal Evans, Secretary

Mark Brumbaugh, Member at Large