## MHP ADVISORY BOARD AGENDA

Date: Thursday, November 12, 2020

Time: 6PM

Location: Mobile Home Park Clubhouse

Call to Order: 6PM

Roll Call

Approval of Minutes: October 15, 2020

Approval of Agenda
Public Comment
Board Comment
Manager's Report

## **Old Business:**

- Leases
- Parking Tags for Residents
- Bids will need to be taken for work on Stairways

## **New Business:**

- Tree on Walkway
- Margaret Twigg Resignation
- Parking Spot

## Close:

- Next Meeting Date: December 10, 2020
- Public Comment
- Board Comment
- Adjournment

# LEXINGTON NORTH SHORES ADVISORY BOARD MEETING MINUTES 10/15/2020 - LNS Club House

## DRAFT

CALL TO ORDER: By Chairperson Judi Resk at 6:08 PM

PLEDGE TO THE FLAG: Members and audience

#### ROLL CALL

Present: Kathy Parraghi, Judi Resk, Tootie Reckinger, Barb Schultz

Absent: Ed Jarosz, Margaret Twigg

Others: Michelle Irwin, Park Manager, Judy Vandewarker, Recorder,

and approximately 10 park residents

APPROVAL OF MINUTES: Minutes of the meeting of 9/10/2020 were approved as presented, on a motion by Schultz, seconded by Reckinger, and carried with all ayes.

APPROVAL OF AGENDA: The agenda was approved on a motion by Parraghi, supported by Schultz, and carried with all ayes.

## PUBLIC COMMENT:

- Would like to know who is on Ac Hoc committee?
- Occupancy certificate in the ClubHouse should be upgraded to one that is in compliance with specs and posted at entrances.

**BOARD COMMENT:** Schultz encouraged park residents to show support by attending some of the village council meetings as we are all in this together.

## MANAGER'S REPORT;

- The globes for the light posts had to be exchanged for the correct size.
- Is looking for volunteers to work on re-planning the sites in the Park,
- Is getting bids for a concrete contractor.

## OLD BUSINESS

Fence Opening on North Side

Irwin purchased a plum tree to fill the open space in the fence which will grow to six feet tall and 5 feet wide.

Lease Signing

60 leases have been returned to date. The deadline is 10/31/2020.

Parking Signs

Will be done any day now; they are being actively worked on. The proof is in the agenda packet. Parraghi would like to see the signs on individual posts so they don't look tacky.

Fire Chief Update

Irwin met with Radtke on fire pits, who gave a report (also in the packet) and some other options such as clay pots and propane heaters. It will be added to next month's agenda for further consideration.

Erosion Ad Hoc Committee

Resk stated committee members are herself, Jackie Hill, and Peggy Moran. They searched the web for resources, suggestions, and ideas. They will follow-up initial contacts and report back next month. Cause(s) of the erosion has to be determined before a resolution can be determined. Hill shared some information she learned regarding creating a rock barrier out in the water so that the waves will break further out and will hit the beach more gently. Resk said she shared this information with Holly Tatman. Parraghi said she will talk to Jamie McCombs from the Environmental Committee for her thoughts and ideas.

Marketing,. Directory and Welcome Packet

Irwin showed a mock up video and booklet she plans to use for marketing to create "feelings" and let residents tell "their story" in their own voices about what's special about this park.

Special Council Meeting Regarding Park

Schultz said it was all beneficial to the residents. She advised everyone to stop rumors and gossip and go directly to the Village with questions and concerns.

## NEW BUSINESS:

Sign for tenants in the park

It was suggested that two parking tags per family be provided for tenants to help identify their areas.

The stairs on both the north and south sides need to be repaired and painted. Schultz suggested it be added to the Council agenda. Irwin suggested seeking bids, including from the DPW.

#### PUBLIC COMMENT:

- Balen thanked Schultz for serving as Council Rep on the board for so many years.
- Would like to see target dates be placed on projects.
- · Concerns about common fire pits
- Concerns that park sites may be passed over to family members who have questionable backgrounds and, according to rules and regulations, site owners must successfully pass a background check.
- "Your Story" idea sounds great!
- Would like to be part of a Strategic Planning Committee to promote the park by working together

## BOARD COMMENT:

- Parraghi said great job on welcome packets.
- Recreational fires (3' x 3") do not require permits.

## ADJOURNMENT:

Meeting was adjourned at 7:25 PM on a motion by Schultz, seconded by Resk, and carried with all ayes.

Next Meeting: 6:00 PM Thursday, November 12, 2020

Respectfully submitted: Judy Vandewarker, Recorder

October 21, 2020

# LNS Manager Report

#### 11-12-2020

At the end of September, I mailed out the 2020 Lease to all residents that had not signed a 2020 Lease or submitted a refusal. Trustee Jarosz asked during the September Advisory Board why this step hadn't been taken and suggested asked that they be mailed. Several residents have not returned the lease or sent in a refusal. Everyone in the Park received a letter, in that letter it was requested that the lease or the refusal letter be returned by the end of October. At the end of October, it was verified that if residents in the Park had a lease on file already, they would not have to refuse or sign the new 2020 Lease, the one that is in their file would be accepted should the file receive an audit. I would like to still encourage everyone to continue to update their leases, many residents have not signed a lease for a very long time and information changes; pets pass away, people who may reside in the home may change; I feel very strongly about keeping things up to date and current.

Paterson has been in to remove the final trees from the project that was approved last winter. The project had been put on hold due to the ground not being able to handle the equipment. He had one extremely large tree to remove. I am happy that this project has finally come to a close. We added a couple additional trees that had become a problem. Two stumps on the additional trees need to be ground and the project will be complete.

I have been receiving quite a few calls from potential people that are interested in maybe making LNS home. I would like to encourage people to continue to share with friends and family, residents are essential for the growth of the park. Sharing FaceBook posts that are a part of the Lex Mhp page and other good news that is happening around the park are easy ways to take part in getting the word out about LNS. Another important things is by residents welcoming new people to the Park when they move in, it is going to perpetuate growth as well.

The sign at the entrance of the park is going up as soon as DPW can get it on the post.

I have had one person step up and offer in helping with the Park and getting the lots set up to accommodate the homes that people are more interested in bringing in. It is my hope that we will be more able to fill in the vacancies we currently have here in the park.

I am in contact with Chief Radtke and we are very close with having a plan in place for the upcoming changes to firepits. New rules and regulations will have to be written and put in place prior to spring when people will begin using their firepits again.

Total Number of lots 171-34 Lakefront, 122 Single, 7-1.5 Lots, 8 Double Lots

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r: SHELLY		PERIOD ENDING	10/31/2020				
age OI	LEXI	2020-21 ORIGINAL BUDGET	2020-21 AMENDED BUDGET	YTD BALANCE 10/31/2020 NORM (ABNORM)	ACTIVITY FOR MONTH 10/31/20 INCR (DECR)	AVAILABLE BALANCE NORM (ABNORM)	% BDGT USED
GL NOMBER THE MOBILE	TIE HOME PARK						
1000 000 000 000 000 000 000 000 000 00	APK KI HPK KI HPK S: HPK R HPK R ENALT NTERE ISC A	751,500.00 67,400.00 46,600.00 30,000.00 0.00 1,000.00 500.00	751,500.00 67,400.00 46,600.00 30,000.00 0.00 1,000.00 500.00	236,057.15 21,258.72 14,699.16 9,104.04 455.00 18.67 450.00	59,062.52 5,314.68 3,674.79 2,276.01 175.00 150.00	515,442.85 46,141.28 31,900.84 20,895.96 (455.00) (18.67) 550.00	31.41 31.54 31.54 30.35 100.00 100.00 45.00
Total Dept 000		897,000.00	00.000,768	282,042.74	70,661.16	614,957.26	31.44
REVEN		897,000.00	897,000.00	282,042.74	70,661.16	614,957.26	31.44
Expenditures Dept 595 - MOBILE	HOME PARK	80	63,989.32	232	5,308.19	42,756.56	33.18
595-595-699.940	TR PARK MANAGER/CLERICAL	7,500.00	7,500.00	27	2,865.01	22,537.30	29.57
595-595-702.420	MHP MANAGER DPW WAGES	8,000,00	8,000.00	376	521.90	1,937.99	42.21 36.67
595-595-704.100	MAT	0.000	22,000.00	727	4,897.97	10,272.32	53.31
595-595-704.201		7,000.00	7,000.00	1,194.00	477.60	5,426.00	18.04
595-595-704.250	LIFE INSURANCE	500.00	500.00 1,700.00	165.04	92.25	815.58	52.02
595-595-704.400	PENSION AXA EQUITABLE MATCH	2,800.00	2,800.00	854.89	231.08	316.74	1.02
595-595-704.500		6,533.00	6,533.00	00.00	00.0	6,533.00	0.00
595-595-727.000	POSTAGE	1,120.00	1,120.00	845	107.18	1,554.64	64.67
595-595-740.000		6,491.00	6,491.00	2,686.88 11,553.08	2,888.27	21,446.92	35.01
595-595-770.000	RUBBISH EXPENDITURES ELECTRIC-DETROIT EDISON	NE	NF	575	193.18	1,924.62	5.29
595-595-802.000		3,200.00	3,200.00	1,204.11	458.38	1,995.89	37.63
595-595-805.000		1,000.00	1,000.00	00.0	00.0	1,200.00	00.00
595-595-811.000	LEGAL TRAFFIC / STREET LIGHTS	Ni	5	504.00	168.00	12,866.54	19.58
595-595-820.000	CONTRACTE	5,000.00		1,983.	1,709.05	3,016.94	39.66
595-595-822.000		0 6	44,000.00	92	0.00	50	00.00
595-595-910.000	LIABILITY INSURAN	351	351.0	5.	00.0	0.4	100.00
595-595-952,000	MHP-CITIZENS	11,140.00	1,0	792.2	00.0	0,000,0	00.00
595-595-971.000		0.000	0,000,0	6,051	5,323.45	948	43.42
595-595-973.200 595-595-973.200 595-595-999.000		43,000.00 272,712.00	43,000.00 272,712.00	18,893.40 70,845.00	18,049.00	1,867.0	25.98
motal Dept 595 -	MOBILE HOME PARK	1,323,661.00	750,661.32	272,650.99	48,880.36	478,010.33	36.32
		100	750 661 32	272,650.99	48,880.36	478,010.33	36.32
TOTAL EXPENDITURES	ES	1,323,661.00	0.100,00	1			

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PERIOD ENDING 10/31/2020

% BDGT USED 31.44 36.32 AVAILABLE BALANCE NORM (ABNORM) 614,957.26 478,010.33 136,946.93 ACTIVITY FOR MONTH 10/31/20 INCR (DECR) 70,661.16 21,780.80 YTD BALANCE 10/31/2020 NORM (ABNORM) 282,042.74 9,391.75 2020-21 AMENDED BUDGET 897,000.00 750,661.32 146,338.68 2020-21 ORIGINAL BUDGET 897,000.00 1,323,661.00 (426,661.00) Fund 595 - LEX MOBILE HOME PARK: TOTAL REVENUES TOTAL EXPENDITURES Fund 595 - LEX MOBILE HOME PARK DESCRIPTION NET OF REVENUES & EXPENDITURES DB: Village Of Lexi User: SHELLY GL NUMBER

11/05/2020 01:11 PM BALANCE SHEET FOR VILLAGE OF LEXINGTON
User: SHELLY Period Ending 10/31/2020 Period Ending 10/31/2020

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Fund 595 LEX MOBILE HOME PARK

GL Number	D	escription	Balance
*** Ass	ets ***		
595-000-001.80 595-000-002.00 595-000-015.00 595-000-015.00 595-000-025.00 595-000-030.00 595-000-030.30 595-000-031.00 595-000-035.00 595-000-036.00 595-000-123.00 595-000-124.00 595-000-264.00	0 E C C C C C C C C C C C C C C C C C C	NVESTMENT-CADRE ASTERN MICHIGAN BANK CCOUNTS RECEIVABLE CCT REC. LATE FEES PENALTIES HP WATER RENT RECEIVABLE CCRUAL DEPRECIATION GUILDINGS DEFERRED OUTFLOW DEFERRED OUTFLOWS HP RUBBISH REVENUE RECEIVABLE HP SEWER REVENUE RECEIVABLE PREPAID EXPENSES CQUIPMENT ACCUMULATED DEPRECIATION	52,972.38 793,327.58 (7,902.79) 455.00 (6,472.56) 2,823,128.82 51,238.42 1,986.00 388.00 (263.30) (435.94) 5,216.25 9,846.73 (1,723,655.49)
	Total Assets		1,999,829.10
*** Lia	bilities ***		
595-000-204.70 595-000-204.72 595-000-205.00 595-000-251.00 595-000-260.00 595-000-300.40 595-000-300.50 595-000-300.50	25	TENANT DEPOSIT TENANT DEPOSIT MAIL BOX KEYS DPEB OBLIGATION NET PENSION LIABILITY ACCRUED INTEREST PAYABLE ACCRUED VACATION LEAVE PAYABLE CITIZENS FIRST NOTE PAYABLE DEFERRED INFLOWS DEFERRED INFLOWS OPEB	39,779.28 840.00 7,045.00 25,611.00 1,634.83 9,819.36 181,051.97 289.00 601.00
	266,671.44		
*** Fur	d Balance ***		
595-000-390.0 595-000-395.0	0.0	FUND BALANCE ACCOUNT RETAINED EARNINGS	1,569,134.37 50,632.57
	1,619,766.94		
Beginning Fund Balance - 19-20  Net of Revenues VS Expenditures - 19-20  *19-20 End FB/20-21 Beg FB  Net of Revenues VS Expenditures - Current Year  Ending Fund Balance  Total Liabilities And Fund Balance			1,619,766.94
			103,998.97 1,723,765.91 9,391.75 1,733,157.66 1,999,829.10

<sup>\*</sup> Year Not Closed

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10/01/2020

GL ACTIVITY REPORT FOR VILLAGE OF LEXINGTON

TRANSACTIONS FROM 10/01/2020 TO 10/31/2020

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GL ACTIVITY REPORT FOR VILLAGE OF LEXINGTON

TRANSACTIONS FROM 10/01/2020 TO 10/31/2020 DB: Village Of Lexington Credits Balance Reference # Debits JNL Type Description (Continued) 595-595-740.700 DPW EQUIPMENT 0.00 2,686.88 0.00 END BALANCE 10/31/2020 595-595-740.700 8,664.81 BEG. BALANCE 595-595-770.000 RUBBISH EXPENDITURES 10/01/2020 2,888.27 11,553.08 WATER/SEWER/RUBBISH 10.30.20 WATER BILL 10/31/ 10/15/2020 AP INV 0.00 11,553.08 END BALANCE 2.888.27 595-595-770.000 10/31/2020 382.20 BEG. BALANCE 595-595-801.000 ELECTRIC-DETROIT EDISON 10/01/2020 193.18 575.38 MULTI FUNDS DUE 10/30/20 MULTI FUNDS 10/30 10/14/2020 AP INV 575.38 0.00 END BALANCE 193.18 595-595-801.000 10/31/2020 36.99 BEG. BALANCE 595-595-802.000 HEAT-SEMCO ENERGY 10/01/2020 15.90 52.89 DUE 10/8/20 10/01/2020 AP INV GAS/ HEAT 0.00 52.89 595-595-802.000 END BALANCE 15.90 10/31/2020 745.73 BEG. BALANCE 595-595-803.000 PHONE 10/01/2020 909.63 163.90 1086111 INV LAND LINES 10/01/2020 AP 300141181 OCT2020 982.00 72.37 CELL PHONES OCT 2020 INV 10/15/2020 AP 10020175-5 1,034.95 52.95 INTERNET MHP 10/21/2020 AP TNV 1,204.11 1088423 169.16 TNV LANDLINES 10/22/2020 AP 458.38 0.00 1.204.11 END BALANCE 595-595-803.000 10/31/2020 REG BALANCE 336.00 595-595-814.000 TRAFFIC / STREET LIGHTS 10/01/2020 168.00 504.00 910040652729 NOV INV ORNAMENTAL LIGHTS 10/14/2020 AP 0.00 END BALANCE 168.00 595-595-814.000 10/31/2020 2.804.46 BEG. BALANCE 595-595-820.000 CONTRACTED SERVICES 10/01/2020 16419 34.00 2,838.46 CREDIT CHECKS FOR MHP AP 10/14/2020 AP INV 90.00 2,928.46 91129 PORTA POTTY RENTAL MHP P&R 10/15/2020 AP INV 3,098.46 170.00 OCT 2020 OCT 2020 CLEANING AP INV 10/15/2020 3,133.46 35.00 MHP OCT 2020 MTG OCT 2020 MHP MTG 10/22/2020 AP TNV 0.00 3,133.46 329.00 END BALANCE 595-595-820.000 10/31/2020 274.01 BEG. BALANCE 595-595-822.000 IMPROVEMENT 10/01/2020 1,709.05 1,983.06 DUE 10/22/20 GLOBES FOR LIGHT POST MHP, LED LIGHT INV 10/14/2020 AP 1.983.06 1,709.05 0.00 END BALANCE 595-595-822.000 10/31/2020 14.500.12 BEG. BALANCE 595-595-829.000 TRAILER PARK - TAXES 10/01/2020 14,929.12 429.00 SEPT 2020 SEPT 2020 MHP TAX + \$1.50 10/15/2020 AP INV 0.00 14,929.12 429.00 END BALANCE 595-595-829.000 10/31/2020 60.350.57 595-595-952.000 MHP-CITIZENS LOAN PRINCIPAL BEG. BALANCE 10/01/2020 60,350.57 0.00 0.00 END BALANCE 595-595-952.000 10/31/2020 4,792.21 595-595-952.500 MHP-CITIZENS LOAN INTEREST BEG BALANCE 10/01/2020 4,792.21 0.00 END BALANCE 0.00 595-595-952.500 10/31/2020

595-595-973.200 SEWER-UTILITIES 10/01/2020 WATER/SEWER/RUBBISH 10.30.20 10/15/2020 AP INV 595-595-973.200 10/31/2020 595-595-999.000 TRANS TO OTHER FUNDS 10/01/2020

595-595-973.100

595-595-999.000

MHP ALLOCATION 10-20

TNV

TOTAL FOR FUND 595 LEX MOBILE HOME PARK

10/01/2020

10/31/2020

10/15/2020 AP

10/30/2020 GJ

10/31/2020

595-595-973.100 WATER-UTILITIES

WATER/SEWER/RUBBISH 10.30.20

WATER BILL 10/31/ END BALANCE

END BALANCE

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WATER BILL 10/31/

END BALANCE

52.796.00 BEG. BALANCE 70,845.00 18,049.00 70.845.00 0.00 18,049.00

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BEG. BALANCE

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BEG. BALANCE

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