

RAINTREE LAKE PROPERTY OWNERS' ASSOCIATION  
WORK SESSION  
FEBRUARY 27, 2024  
7:00 pm

Attendees: Tony Jose, Kyle Wilkerson (arrived 7:25pm), Kyle Haulotte (arrived 7:20pm), Jeff Wilson, Mike Conway, Gwen Barr-Crawford, JC Connelly, Kelly Bride, Rachelle Vandiver, Josh Cresswell, Melissa Drinnen.

1. Employee Handbook

- Tom Nagel, Senior Consultant with Omni Human Resource Management, recently provided the updated RLPOA Employee Handbook. Omni was tasked with reviewing the document and updating it to the latest standards.
- JC, Gwen, Rachelle, Josh and Melissa met with Mr. Nagel on February 20 to review the document and make necessary changes.
- This resulting document was reviewed and compared to Kyle H's redline version at the Work Session and a few more changes were made.
- Rachelle and Melissa will review the office hours section, primarily Saturday hours during Winter months, and make changes if needed.
- Mr. Nagel will be asked about industry best practice of all-inclusive PTO (Paid Time Off) hours versus separate Vacation, Sick Leave, Bereavement and Jury Duty hours.
- We plan on having the handbook ready for voting at the March Board Meeting.

2. Sub-Committee for major repairs

- The community is aging, and several high priority maintenance/repair/amenity items have been deferred due to budget constraints. The Board has determined that action, with the community's involvement, is needed sooner versus later.
- A sub-committee, of Board members and residents, was tasked with creating and implementing the action plan.
- Jeff gave a quick introduction to the sub-committee's goals.
- Kyle H presented more specific details as to some of the steps required to achieve our goal.
- There is much more information to follow. Please follow in the Shoreline, on the RLPOA Facebook page and office emails for the latest updates.

Adjournment: 8:20 pm