

Approved via email

**Harbour Village Resort Board of Directors  
Meeting Minutes  
Harbour Village Store  
December 5, 2020**

**Call to Order:**

President Jason Haines called the meeting to order at 9:00 a.m.

**Present:** President Jason Haines, Vice-President John Niedbalski, Secretary Paulette Kussow, Treasurer Sue Vandermeuse, Member Mary Pekarske-Siers, Member Barrett Stueck, Member Paul Bort, Member Jessica Wiitala, Member Selys Perry, General Manager Anne Fiorello

**Opening Comments:** Jason H.

- This meeting will be recorded for transcribing purposes.
- During the meeting, please do not interrupt the Board's discussion by making comments without being recognized.
- Are there any items on the agenda that any Board member feels they should be removed from the discussion based on a conflict of interest?

**Pledge of Allegiance**

**Open Session:** no member comments

**Consent Agenda:**

- Approved meeting minutes – via email – November 7, 2020
- Manager's Report: December 2020
- Financial Report: October 2020, November 2020
- Discussions/Motions/Information Via Email:
  - Anne's email of 11-17-20: Jason H. and Sue V. signed the Contract Approval for Safe Slides Maintenance Program. Anne signed contract with Safe Slides for Maintenance Program and returned it to them. First installment scheduled for Fall 2021.
  - Anne's email of 11-17-20: Steve Parent, Baudhuin Engineering, will review the checklist he has and let us know if a review by the State is necessary for the work being done in the pump house.
  - Anne's email of 11-17-20: Both blue park models are sold. One was sold for \$1250 and has been removed from the park. The other one sold for \$1500 and will be removed from the park by the end of November.
  - Anne's email of 11-17-20: All 15 open Seasonal sites are filled. Updated numbers were forwarded to Jason H. for Budget purposes.
- ***Motion made by Mary P.S. and seconded by Selys P. to approve the Consent Agenda. Motion carried unanimously.***

## OLD BUSINESS

- **Chart of Accounts Path Forward**
  - Sue V. will work on this with Anne after January 1, 2021.
- **DUDI Cleanup**
  - This is ongoing.
  - Jason and Anne will continue going through the list to get DUDI issues cleared up.
  - The 94 DUDIs that Jason mentioned to Anne will be addressed first.
    - Some of these have been written off already but need to get paperwork up to date.
  - Need to get these cleared up so we know how many active voters there are.
  - Anne has contacted Attorney Pinkert and asked him what is to be done with those people that we just cannot locate. No reply from Pinkert yet.
- **Activity Pool Pump Replacement**
  - Ray Nowak email of 12-3-2020:
    - *Looked into the pump curves and the slide pumps are very close. However, I see a possible problem on the pool recirculation pump not matching I have sent the existing data to Meier's Supplier / Engineering staff for their input and possible equipment change if needed. I brought them up to speed on the existing pool data surfacing and the communication from Steve Parent.*
  - Sue V., Treasurer, email of 11-27-2020:
    - *Looking at the Strategic Plan and the funding that should be going into the accounts and should have gone into the accounts since 2018 for things like store, food service, etc. (both Project and Contingency) that have not been addressed yet –and the estimates below, we should have about \$287,000 in these accounts. With what is in the general account right now, we can fund that now and then be where we need to be. Right now there is about \$236,000. That means another \$51,000 should be transferred. We could pad that a little more to be on the safe side for potentially replacing the tractor(s) down the road as that is not in the plan right now. I really feel better when we have “rainy day funds” available for emergencies when needed because we never know where the economy is going or what the next big expense will be.*
  - Jason H., President, email of 11-23-2020:
    - *See below for info. On what John and I anticipate for project expenditure for existing projects to complete and 2021 projects. We are thinking this should cover most everything, but it can certainly change once you start digging into things and run into issues.*
      - **Horse Barn:** Insulation \$500; Walls and Ceiling \$4,000; Heating \$2,000.

- Central Bath: no expected expenditures to complete the project.
- North Bath House Water Heaters: 1 heater failed 2 years ago, 2<sup>nd</sup> heater is the same age as the failed unit (1986); 2 water heaters at \$5,000 each = \$10,000.
- Activity Pool Pumps: Replace Circulating Pumps and Slide Pumps (This is currently the most critical part of this project for completion timing.) Equipment \$28,000; Install material \$2,000; Electrical \$6,000.
- Replace Filters for Main Pool: (This is the second most important project at the activity pool.) Equipment \$30,000; Install material \$4,500.
- Replace remainder of pumps: hot tub (3 pumps); splash pad (1 pump); (This is the least important.) Equipment \$15,000; Install material \$2,000; Electrical \$5,000.
- Activity Pool Painting: (This is a guess as I truly have no idea what it will cost but certainly know it needed it already last year.) \$3,000.
- We haven't gotten a budgetary cost for install yet for the pumps, but I will inquire on that so perhaps we will have it prior to the Board meeting.
- Ray Nowak email of 12-4-2020:
  - I sent all the existing pool data to my supplier's engineer (Mark) to verify. Here are his comments:
    - Spa: The spa recirculation pump is essentially the same pump so we are good there. The only addition could be the variable speed option which can more easily adjust flows and save energy. At some point, we could possibly add a timer to facilitate the issue of someone having to shut off the pump should we ever go the "Night Hot Tub" scenario. One more thing, I need to check if there is a variable speed / timer option for that pump.
    - Slides: The Slide Pump Curves are very close but more important, the flow rates at the Dynamic Head Pressure (head) is very close as well and will not be an issue. The existing was designed for 1600 GPM at 60 ft. of head. The proposed pumps are designed for 1600 GPM at 55 ft. of head. These pumps will not need AccuDrives.  
(Anne has indicated to me that the existing is too powerful and the valves are closed some to slow the flow to the slides.)
    - Pool: The existing pump is doing the required 490 GPM at about 110 feet of head. Mark says that he is confident that the system now does not see anything close to 110 feet head. The proposed pump will do the 490 GPM at about 90 ft. of head. Mark is confident that what will matter is not the pump curves but when the State comes in to check the flow rate. He is sure that we have power to spare on the proposed pump.

*(I did speak with Steve Parent on all this. I told him the data on our proposed pump and he agrees that what the State will look at is the flow rates and there is no issue and we should go forward.)*

- **Pool Pump AccuDrive:** *Mark and I both recommend the AccuDrive for better GPM control, softer starts and stops (longer pump life) and there would be substantial energy savings.*
- Discussion on financial information presented in Sue V. email:
  - Should have \$287,000 in Project Account and Contingency Account.
  - Presently, there is \$236,000. Project Account has \$54,000 and Contingency Account has \$182,000.
  - ***Motion made by Sue V. and seconded by Mary P.S. to transfer \$51,000 to the Project Account. Motion carried unanimously.***
  - Should also be planning for the replacement of the tractor.
    - Jason added \$50,000 to the Strategic Plan for 2024 tractor replacement.
- Once we have the information from Ray Nowak and we are satisfied that everything will be good, we can move forward on the Pool Pump Project.
- **Policy Committee**
  - Site Numbering Policy and Disaster Plan Policy
    - John N. has some ideas on how to move forward on the Site Numbering Policy and he will email his ideas to the Policy Committee members for review.
    - Anne is working on an outline for a Disaster Plan Policy and will email this to the Policy Committee members for review.
    - The Policy Committee is planning to meet after the January 16, 2021, Board meeting to discuss both of these policies.
    - Should be ready to present these policies to the Board at the March 2021 meeting.
- **Finalize Budget**
  - Most of the Budget discussion was completed at the November 7, 2020, Board meeting other than finalizing the Seasonal site information.
    - The 15 available sites were filled and information was emailed to Jason so that part of the budget could be completed.
  - Discussion on the proposed 5% dues increase for 2021.
  - ***Motion made by Sue V. and seconded by Mary P.S. to approve the 2021 Budget as presented. Motion carried unanimously.***
    - **Condo dues for 2021 = \$1886**
    - **UDI dues for 2021 = \$1478**

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## NEW BUSINESS

- **Sale of Condo Lot Policy**
  - Paulette K. brought to the Board's attention that there might be confusion if we use the word "Policy" when referring to the policies that the Board votes on and using the word "Policy" when referring to "Management Procedures."
    - ***Board consensus that only policies voted on by the Board will use the word "Policy" in the title. Management will use the word "Procedure" to describe guidelines that Management enacts.***
    - Present Board Policies and Management Procedures will be checked to be sure the correct wording is used to avoid confusion.
  - The Sale of Condo Lot Policy was emailed to the Board for review.
    - Discussion on the proposed changes.
    - The updated policy clearly identifies the obligations of the Buyer and Seller.
    - There was a suggestion to change the wording on one point regarding who pays for the survey.
      - The wording was revised for clarification.
  - ***Motion made by John N. and seconded by Barrett S. to approve the updated Sale of Condo Lot Policy with revisions suggested at this meeting. Motion carried unanimously.***
  - A copy of the revised Sale of Condo Lot Policy will be emailed to members with these minutes.

### **Open Session:**

- Question about the new golf cart fee starting in 2021.
- From the November 7, 2020, Board meeting:
  - ***Board consensus that there be a yearly fee of \$20 per cart for Harbour Village members and a yearly fee of \$40 per cart for nonmembers.***
- The majority of campgrounds charge for the use of golf carts in their parks and their fees are a lot higher. They charge from \$60 to \$120 for a golf cart.
- There is extra cost to the park with the increase in the number of golf carts.
  - Administrative costs: registration of carts, stickers, etc.
  - Increase in security to monitor carts.
  - Maintenance of roads.
  - More and more public campers are bringing in their own carts and some members have 2 or more carts.

***Motion was made by Barrett S. and seconded by Selys P. to adjourn the Open Session.  
Meeting adjourned at 9:40 a.m.***

Paulette Kussow, HV Board Secretary

### **Board moved to Executive Session**

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**Next Meeting:**  
**January 16, 2021**

**Location: Harbour Village Store**

*Limited space. If you would like to attend, call Anne to reserve a space.*

**REMINDER: Masks are required to be worn at the Board Meeting.**

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**2021 Board Meeting Dates**

February – no meeting

March 20

April 17

May 15

June 19

July 17

August 21 – Annual Meeting

September 18 – Budget Preview/Review

October 16 – Budget Feedback

November 6 – Budget Work/Finalize Budget

November 13 – Finalize Budget (cancel if budget complete)

December 4 – Publish Budget