

December 2020 - Manager's Report

November ADMINISTRATIVE including but not limited to:

- Filled all vacant Seasonal Sites
- Completed two Condo sales; prepping for three more
- Continued our planning for 2021 entertainment, activities, and crafts
- Continued to research vendors to find products and best pricing for 2021 season
- Completed the sale of blue Park Models for a total of \$2750.00
- Continued to update our website to ensure continued support on the platform we use. Main web pages are almost complete, then we will work on updating Members section
- Added a feature on the website to show hours and rules for each amenity we provide
- Set up Camp Spot, our new reservation system. This system provides more features and staff support compared to our old system - for the same cost.
- Prepared final documentation for the PPP loan forgiveness application
- Created an outline for a Disaster Plan policy
- Created document to track permit/structure compliance for both Seasonals and Owners
- Office staff training in Excel and Customer Service
- Review and update office policies and procedures
- Contracted with Safe Slides for a yearly maintenance program
- Worked with the Board, Ray Nowak, and Steve Parent to ensure we take the necessary steps to move forward with pool pump replacement

November MAINTENANCE including but not limited to:

- Leaf blowing
- Tree cutting and clean up
- Replaced flagpole ropes
- Acquired a free shed from an owner and moved it to gated storage to use for wood
- Installed a camera and monitor system at the Security Guard shack with the intention of deterring unauthorized visitors during the off season
- Installed new door at Top Shop
- Fitted a rubber gasket on big door at Top Shop
- Purchased shingles for gazebo repair
- Planning for winter projects

Financials:

2020 YTD income dues:	\$529,669	2019 Fiscal income dues:	\$537,812
2020 YTD reservations+seas.sites:	\$678,562	2019 Fiscal reservations:	\$618,157
2020 YTD Total expense:	\$1,143,535	2019 Fiscal expense:	\$1,074,536
2020 Operating Acct. Balance YTD	\$481,135	2019 Operating Acct YTD:	\$342,187

(*note: 2020 Dues total includes Condo, UDI, and UDI Seasonal)

Professional Services:

- | | |
|--------------------|--|
| ➤ Accounting | Asher & Wood |
| ➤ Banking | Associated Bank |
| ➤ Cell Phones | U.S. Cellular |
| ➤ Electrician | Harv's Electric |
| ➤ Golf Cart Rental | Jim's |
| ➤ Insurance | Secura – Commercial, Business Umbrella Liability and Auto
SFM – Workers' Compensation
West Bend – Employment Practices |
| ➤ IT | Connecting Point/Camera Corner |
| ➤ Legal | Pinkert Law Firm |
| ➤ Phone/Internet | AT&T and 8x8 |
| ➤ Pool Service | Carrico – Water management/chemicals |
| ➤ Printers/Copiers | Marco (bought out Accent Business Solutions) |
| ➤ Propane | Door County Co-op |
| ➤ Reservations/POS | Camp Spot |
| ➤ Satellite TV | DirectTV |
| ➤ Store Inventory | Holiday Wholesale; Wilcor; Seven-Up; Triangle, Flanigan, Kay, Sam's Club |
| ➤ Waste Mgmt. | Septic Maintenance and Advanced Disposal |

Contracts:

- | | |
|----------------------|------------------------------------|
| ❖ Advanced Disposal | Contract ends January 2022 |
| ❖ Marco (Accent) | Contract renews yearly in February |
| ❖ Schopf/S&B Farms | Contract ends December 2020 |
| ❖ Septic Maintenance | Renewed yearly |
| ❖ Asher and Wood | Renewed yearly |
| ❖ Door County Coop | Renewed yearly |

Memberships:

- WACO (Wisconsin Association of Campground Owners)
- ARVC (National Assoc. of RV Parks and Campgrounds)
- Door County Visitor's Bureau
- Carlsville Business Association

Long term Contracts:

Kids Directory Term 2015-2021 (Advertising) (Pending)