

Approved via email

**Harbour Village Resort Board of Directors  
Meeting Minutes  
Egg Harbor Town Hall  
September 16, 2017**

**Call to Order:**

President Derek Bell called the meeting to order at 9:00 a.m.

**Present:** President Derek Bell, Vice-President John Niedbalski, Secretary Paulette Kussow, Treasurer Sue Vandermeuse, Member Jason Haines, Member Scott Martens, Member Mary Pekarske-Siers, Member Barrett Stueck, Member Trevor Ramseier, Interim Manager Judy Pfister, Dave Pfister

**Pledge of Allegiance**

**Opening Comments: Derek B.**

- 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?
- Barrett S. announced that he would have to leave at 10:15 a.m. because of an employment commitment.

**Open Session – 15 minutes**

- Condo owner – Submitted an Owner Action Form (OAF) that will be discussed during Executive Session.
  - Comment related to OAF: Would like to see rules tiered for offenses. What else can be done if someone consistently breaks rules?
- Member comment – Thank the Board for all the hard work they have done this summer.

**Consent Agenda:**

- Announce approval of Annual Meeting Minutes of August 19, 2017, via email.
- Financial Report – July 2017
- Audit Committee Report – April 29, 2017 – emailed to Board
- North bath house and pavilion roof bids – approved via email
- *Motion made by Sue V. and seconded by Mary P.S. to approve the Consent Agenda. Motion carried unanimously.*

**OLD BUSINESS**

- **Roof Replacement – pavilion and north bath – John N.**
  - Approved bid via email from LaPlante Metal Roofs - \$33,608.27.
  - Work should start September 18 if materials are here.

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- Using architectural steel shingles.
- Work should take one or two days.
- **Energy Efficiency Improvements – John N.**
  - Working to get lighting more energy efficient with LED lighting.
    - Pavilion
    - Tennis courts
    - Volleyball court
    - Playgrounds
    - Bath houses
  - 70% less energy use per light
  - Focus on Energy rebates
    - \$150 per fixture rebate
- **Park Models Update – John N.**
  - 3 Bids for replacement of 2 park models:
    - ***North Park Homes – Minoqua***
      - Base cost per unit = \$46,600
      - Would have to add features: appliances, mattresses, etc.
      - Scratch built. Heavier duty units.
      - Includes electric heat.
      - Can add AC window units.
      - Log siding guaranteed for 15 years.
      - Sleep 6 or 7.
    - ***Schieks – Manitowoc***
      - American Park Cabins built by Forest River.
      - Base cost per unit = \$47,500
      - Finished unit. Includes all features like beds, appliances, etc.
      - Log siding.
      - Sleeps 8.
    - ***Green Way Homes – Wisconsin Rapids***
      - Base cost per unit = \$58,700.
      - Top of the line park model.
      - Cabin look.
    - John called Quietwoods RV in Sturgeon Bay and got no reply.
    - All dealers said that orders need to be in soon.
  - RV industry is starting to go away from including lofts for safety reasons.
  - Discussion on building cabins instead of buying park models.
    - Permanent building would require charging 5.5% room tax.
  - Discussion on 3 park model bids:
    - John N. would like to go to Minocqua and see the North Park unit that is custom built.
    - John N. and someone else will go to Minocqua next weekend to visit the North Park plant.
      - They can discuss with the manufacturer different package options.

- John N. will meet with Dave P. to come up with recommendations on the park models.
- Discussion on where to put the 2 new park models:
  - Original plan was to add one more site by the Oasis so there would be 8 sites. Two park models would be replaced every year. This continuous replacement plan would keep the park models from getting so old and decrease repairs.
  - This year, there were 2 seasonals on the sites where the undelivered park models were suppose to go.
  - Discussed the blue park models on sites 6 and 7 that are in such poor condition.
    - There have been many poor reviews and upset campers during the camping season because of the condition of these park models.
  - ***Motion made by Scott M. and seconded by Jason H. to replace the blue park models on sites 6 and 7 with the two new park models to be ordered this year and leave the two seasonal sites by the Oasis for one more year. Motion carried unanimously.***
- Discussion on the need to have well-built and heavy duty units to withstand the use of the park models by so many people.
- Judy P. – Concern about taking reservations for units that are not on site yet. There were problems when the park models were not delivered last year and reservations had been made for them.
  - Will have a Penalty Clause in the order for the new units concerning delivery requirements.
  - Will order in the next month.
- Discussion on possible rates for the park models based on occupancy:
  - \$200 – 2 park models that sleep 10
  - \$180 – park models that sleep 6-8
- Member comment – Ask manufacturer about discount for displaying flyers of their company at Harbour Village.
- Park Model Question – Trevor R.
  - Question asked at a previous Board meeting whether seasonals could have park models?
  - ***This will be discussed at the October 2017 meeting.***

## NEW BUSINESS

- **Central Bath and North Bath Updating/Remodel**
  - ***North Bath***
    - Have tried to clean up showers but whatever was put on them is hard to remove.

- Extensive discussion on the exhaust fans:
  - One larger vent fan or vent each shower stall separately?
    - \$400 for a 1500 sq. ft. central exhaust fan to replace the fan that is there or \$150 for exhaust fan for each stall.
    - Problem is how to vent out the air.
    - Need to continue to study the options.
- Outside doors need to be cleaned up.
  - Wrong paint was put on doors that peels.
  - Suggestion about putting plexi-glass on doors to protect paint.
  - Thought that if the correct paint was put on the doors that they would not peel.
  - ***People should not tape notices on the door.*** This takes the paint off.
  - Should put up a board to put notices on and not the door.
- ***Central Bath***
  - Extensive discussion on what needs to be done.
  - Suggested that a professional be contacted to evaluate what should be done.
  - A new water heater was installed last year and another water heater will be installed.
  - Getting bad reviews on the condition of the bathrooms.
  - ***Motion made by John N. and seconded by Trevor R. Create a request for proposal and send out to architect to find out what it would cost to get an architect to create a plan/drawings for desired improvements to central bath.*** Motion carried unanimously.
- **Tent Village Site Markings/Parking/Number of Tents Per Site**
  - ***Tent Site Markings***
    - There are 9 sites in Tent Village but the site boundaries are not clearly marked.
    - Dave P. suggested using PVC pipe to mark site boundaries.
    - Tenters can have 2 tents and a screen tent as long as they stay within their site boundaries.
  - ***Tent Parking***
    - Want to put up routed signs for tent parking.
    - Each tent site would be allowed 1 vehicle.
    - Tent site parking spot labeled with site number.
      - Tent sites closer to condos would have parking spots on that end. Add gravel or bark to eliminate the mud problem. Clean up parking area and remove trees if necessary.
      - Tent sites closer to the opposite end would have parking spots through the trees on the black top.
    - ***No vehicles allowed in tent village.*** Put cedars where dumpsters used to be to deter vehicles.

- ***Golf Cart Parking By Activity Pool***
  - Dave P. mentioned cleaning up an area by the activity pool for golf cart parking to get the carts off the grass.
- **2018 Board Meeting Dates**
  - The proposed dates for the 2018 Board meetings were emailed to the Board and approved.
  - ***Paulette K. will contact Egg Harbor Town Hall to book these dates for the Board meetings for 2018:***
    - January 20
    - February – no meeting
    - March 24
    - April 21
    - May 19
    - June 23
    - July 21
    - August 18 – Annual Meeting – in pavilion
    - September 15 – Budget Preview
    - October 20 – Budget Feedback
    - November 3 – Budget Work
    - November 10 – Finalize Budget
    - December 1 – Publish Budget
- **Rule Enforcement/Fines**
  - Discussion on enforcement of rules and the fines that can be imposed for certain offenses.
  - Discussion on the need for a Policy to clarify the protocol to follow regarding fines.
  - There is a “Harbour Village Incident Report” that lists offenses and warnings or fines that may be imposed.
  - ***Harbour Village Declaration states that unpaid fines can be added to a member’s bill.***
    - If a member does not pay a fine, they would no longer be in “good standing” and could be denied services of the park.
  - ***Policy Committee will create a policy that will state the protocol to follow when imposing fines and include references to the Harbour Village Declaration regarding fines.***
  - ***Suggested that a reminder be sent with dues notice regarding the imposing of fines.***
  - ***A line will be added to the Harbour Village brochure stating “Failure to follow park rules may result in a fine.”***
  - Any member that questions a fine can complete an Owner Action Form (OAF). (Harbour Village Declaration states that if a member has a dispute, member can petition the Board. That is one of the purposes of the Owner Action Form.)

- **Harbour Village Member Site/Messaging**

- Discussion on “messaging” on Member Site.
  - The “Forum” was hardly ever used on the old member site.
- If a question is asked, these are forwarded to Judy P.
- Judy P. pointed out the need to have a separate email for reservations so messages are not mixed up with reservations.
- Member Site – “Buy/Sell/Forum”
  - Discussion on the need for this on the member site.
  - ***Move “Buy/Sell” to public site.***
  - ***Remove “Forum”*** Don’t feel this is needed.
  - Jason’s Mom is working on a form on the public site to put a lot for sale and send it to Judy to be approved.
  - Can email Judy P. if a condo site is for sale and she can put it on the public site.

- **Management Issues**

- ***Camping Clubs***
  - ***RPI***
    - Campers paid \$10 per night.
    - Didn’t have many campers from this club.
    - Already ended affiliation with RPI
  - ***Passport America***
    - Harbour Village gets \$22.50 per night.
    - Camping is limited to weekdays.
    - Sites are booked through Harbour Village reservation system.
    - There are 2 Harbour Village members who are members of Passport America.
    - ***Motion made by Paulette K. and seconded by Trevor R. to end affiliation with Passport America. Motion passed unanimously.***
  - ***Coast to Coast***
    - Reservations are made through Coast to Coast reservation system.
    - Harbour Village employee has to go to the Coast to Coast site to find out who booked sites.
    - Harbour Village ends up getting \$3.25 per night through this club.
    - Camping limited to week days.
    - The 9 Harbour Village members who are also Coast to Coast members can pick another campground as their home park.
    - ***Judy P. will contact Coast to Coast to find out about how Coast to Coast/Harbour Village members can transfer their Coast to Coast membership to another park if Harbour Village ends affiliation with Coast to Coast.***
    - No action on Coast to Coast affiliation at this time.

- ***Dave P. –Picnic Tables***
  - Ordered 15 picnic tables last year.
  - There is money in the Maintenance budget that can be used for more picnic tables this year.
  - Boards on old picnic tables are used as much as possible to repair tables.
- ***Judy P. asks the Board to consider the weekly and monthly fees for public campers when working on the 2018 Budget.***
- ***Reserve America***
  - Have software for campgrounds.
  - Can make reservations with this software and works with Quickbooks.
  - They charge 2.2% for credit card fee.
  - Will accept any card processing at 2.2% fee.
  - ***Judy P. will look into Reserve America and compare it to our present system and bring a proposal to the Board.***
- ***Group Sites***
  - 80% of group sites not rented during the week.
  - Judy P. proposes that there be one rate for all four sites in the group.
    - Often will rent 3 of the 4 sites and then cannot rent the 4<sup>th</sup> site.
    - Rent group Sites 1, 2, 3, 4, 5
  - ***Motion made by Paulette K. and seconded by Scott M. to have all 4 sites in a group site to be rented by one person for \$220 per night week days or weekends. All campers on a group site will sign a waiver.***  
**Motion carried unanimously.**
- ***Work Campers***
  - Judy P. would like to advertise for them for next year in all areas of the park.
  - Would like to get adults to work with the kids to help instill work ethics.
  - Work campers usually work a number of hours per week just for their site.
  - Judy P. would propose that Group Site 6 be set aside for 4 work campers.
  - Work campers would pay for the weekend at a rate of \$220 per night for a total of \$440 for the weekend. Dividing this among the four campsites would mean each camper would owe \$110.
    - To pay for the weekend camping, work campers would work 10 to 11 hours to pay for the camp site.
  - Discussion on taxes if campsite (housing) is part of the work campers pay.
    - If the campsite is part of the work campers pay, it would be a taxable benefit.
    - ***Have to talk to Accountant Asher about how this should be handled.***

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- Discussion on keeping the 2 blue park models that are to be replaced and moving them to the work camper group site #6. Fix them up so they are usable.
  - Previous blue park models were sold for \$3,000 each.
  - Discussion on liability of workers living in the park models.
- ***Motion made by Jason H. and seconded by Scott M. to set aside Group Site #6 for work campers; look into work campers for 2018; talk to Accountant Asher about work campers housing benefit and taxes; and check with insurance company about liability if Harbour Village would provide housing with the blue park models. Motion carried unanimously.***
- ***Seasonals***
  - 52 seasonal sites will be renewing this year.
  - 25 have 3-year contracts.
  - 32 new contracts for UDI seasonals.
  - 102 on waiting list for seasonals.
  - Judy knows there is 1 seasonal site available for next year so far.
  - There are 3 sites that no one paid for last year. People never came in. Used these sites if campers needed to be moved.
  - Judy suggests that there always be 2 sites available if campers need to be relocated.
- **Budget Discussion**
  - Last year there was a Budget Committee who reviewed budget numbers and brought a Budget proposal to the Board.
  - Budget Committee for 2018 Budget:
    - Jason Haines – Committee Leader
    - Trevor Ramseier
    - Judy Pfister

**Open Session** - no discussion

Motion was made by Jason H. and seconded by John N. to adjourn the Open Session. Meeting adjourned at 11:15 a.m.

Paulette Kussow  
HV Board Secretary

**Board moved to Executive Session**

**Next Board Meeting:**

October 21 – Egg Harbor Town Hall – 9 a.m.

**Board Meeting Dates for 2017**

November 4

November 11

December 2