

May 20, 2017, Manager's Report

The season is officially here and it is looking to be a great 2017 for Harbour Village. I would like to give a huge thank you to our gracious volunteers who helped in the store and on the grounds. Thank you so much for all your help!!

Please stop in the pavilion and check out the new items. This year we are working with a local vending company who has supplied Harbour Village with some fun new games and a Juke Box! Also new this year are air hockey and pool. All equipment will be maintained by the vendor company. There will be a 50/50 money split between Harbour village and the vendor.

Memorial Day Weekend: We are full for Memorial Day weekend this year with the exception of 4 rustic sites. This is the first time in 5 years that the park is full Memorial weekend and maybe the first time ever. Tourism in Door County is continuing to grow at a rapid pace. More families are traveling and they are choosing camping over hotels and other lodging. With Harbour Village being the biggest campground in Door County, it means great things for the growth of the business.

Sign up for the Chili Cook off on Saturday, May 27. Melissa Bell and the Bort family are holding a fundraising event. All money raised will go towards building a permanent outdoor theater for the park. You can sign up in the store or find the event information on our Facebook page. Come on down with your best recipe.

Running/Walking Group: Monique Van Stechelmann, a seasonal member, is starting a running/walking group. This group will start on June 17 at 9:00 a.m. at site 159 and continue every Saturday. The objective is to put some healthy fun into the weekends and get motivated! Watch our Facebook page for more information.

REMINDERS:

--**Maintenance Log:** If you have or notice a maintenance issue, it can be submitted at the front desk in the store or report it directly to Maintenance. (920-555-0032)

--**Golf Cart Registration:** *ALL golf carts must have a current 2017 sticker and the site number clearly displayed.* If you have not yet done this, please stop at the store and register.

--**Garbage:** Please **DO NOT** put garbage out the night before the pick-up day. Garbage collection starts May 15. Any garbage put out before that date will not be picked up!

NO BEDS, NO TVS, NO LARGE ITEMS --- ONLY "GARBAGE" IN GARBAGE BAGS MAY BE PUT IN THE DUMPSTERS AT THE TOP SHOP. ALL OTHER LARGE ITEMS CAN BE TAKEN TO THE GARBAGE CENTER IN STURGEON BAY.

--**Volunteers:** If anyone would like to help with activities, stop in the store and talk to Eric or call (920) 559 6805.

Collections:

Collections are underway for the early years (2014 and before). We are currently working on post 2014, as these require less man hours and charges from filing and have a higher probability of collection. Currently, about \$1800 has been collected in these efforts.

Financials: Below is a snapshot of accounts:

2017 YTD - Operating Account Balance: \$ 432,216.80

2017 YTD Project account Balance: 41,119.66

Staff: (employees with an * by their name have been retained from last season)

Green=currently on payroll **Yellow**=hired pending start date **Red**=need to fill

Office/Store Name/position	Salary/Hourly Part time/Full	Maintenance Name/position	Salary/Hourly PT/Full	Aquatics Name/position	Salary/Hour PT/Full
Anthony Data entry	Hourly\PT			Nick	FT/hourly
Tammy	Hourly\PT	Dustin	FT/Hourly	Bri	FT/hourly
Judy	Hourly\FT	Larry	FT/Hourly	Mikayla	FT/Hourly
Mikenzie	Hourly\FT	Cody	FT/hourly	Evan	FT/Hourly
Kaila	Hourly\Ft		FT/Hourly	Logan	PT/Hourly
Dede	Hourly\PT	Tim	Ft/Hourly	Kailey	PT/Hourly
*Eric\General Manager	Salary\FT	*Dave	Salary\FT	Emma	Hourly \PT
Quinton	Hourly \PT			Robert	Hourly\PT
Security Name/position		Housekeeping Name/position			
Logan	Hourly\FT	Nadia	Hourly/FT		
Glen	Hourly\PT	Kristen	Hourly/FT		
Cody	Hourly\PT	Cameron	Hourly /PT		
	Hourly\PT				

Grounds & Maintenance: --- May

Park models: All park models have been checked over and all are ready to go except #7 which needed a tub and surround which has been ordered and will be installed.

Oasis: Signs have been put out, inflatables installed and first dose of algicide applied.

Pools: All pools have been pressure washed and cleaned. The adult pool has been filled, chemicals introduced and heating turned on. The activity pool had to have a new VGB floor grate installed which was cemented in and pool paint was touched up. SPLASH was contacted to try to get a diagram of which plugs to pull and which not to. We are presently trying to figure that out. A new splash pad is ordered for the turtle slide and will be installed as soon as it arrives.

Activities: The Jump Shot is put together and the Jump Pillow blower is attached and ready to go. Golf carts and boats have been removed from the pavilion. The pavilion has been swept and some chairs and tables have been put up. A new volleyball net has been installed.

Grounds: A cabinet from the re-store has been installed in the pavilion along with a new kitchen faucet. Two new shower cartridges have been installed in the north bath house. Several toilets have been repaired. Door pull handle on north bath house was repaired. We have repaired thermo-lines, cleaned central garage, and replaced several spigots and breakers. Trees and branches left from the tree cutter were picked up. Brush was picked up on public sites as well as the pits dug out.

Water samples were taken and brought to Sister Bay. Water certificates are in the office. All water tests passed.

Lawn cutting has begun. Need to discuss future replacement of the mower.

Two days of pool school in Green Bay (passed).

A new hot water heater was installed at central bath.

Rules Enforcement/Building Permits:

Any new construction that is performed **must have a building permit**. A permit can be acquired from the Egg Harbor Town Hall--Pam Krauel (clerk-treasurer) 920-743-6141 ** new fee for permits is \$50.

Aquatic Tasks: Pools are in the process of being opened. Current plans are to open the pools Memorial Day Weekend.

Professional Services:

- ~**Accounting** is still being conducted by Asher & Wood LLC
- ~Coverra insurance is our **insurance provider**
- ~Veolia is still our **waste management** company. (2011 Compared prices, found Veolia still best price.)
- ~Septic Maintenance is our **septic hauling company**. (2011 performance cost is the same, however they are not just a hauling company. They also provided invaluable maintenance assistance with the lift station at the activity pool as well as repairs to our pump truck)
- ~Carrico Aquatics is still our **pool service/chemicals** provider.
- ~ Camera Corner is our **IT Company**.
- ~ We are **members** of the Egg Harbor Business Association.
- ~We are **members** of WACO (Wisconsin Association of Campground Owners).
- ~We are **members** of the local Rotary chapter.
- ~We are **members** of ARVC (National Association of RV Parks and Campgrounds).
- ~We are still utilizing Harv's Electric for our **electrician** needs.
- ~We are insured through Coverra for workers **compensation**.
- ~We are still utilizing Pinkert Law Firm for our **legal advice**.
- ~We are currently not outsourcing our **collections** efforts.
- ~We are currently not outsourcing condominium **property management**.
- ~We are still using Holiday Wholesale as a primary source for our **store inventory**.
- ~We are no longer using Pepsi for our **fountain drink machine**. Instead, we are using 7-up Dr.Pepper.
- ~We are still **banking** with Associated Bank.
- ~ **Rental golf carts:** Harbour Village is in a rental agreement with Jim's Golf Carts.
- ~Door County Co-op is still our **propane supplier**. Milton was the closest competitor; however, it was not enough of a savings to justify severing ties with the Co-op.
- ~We are using DIRECTV for **satellite TV** for our rental units. Service will be put on hold the 13th of October
- ~AT&T is our **telephone provider**.
- ~US Cellular is our **cell phone** provider.
- ~**Camping clubs** we are affiliated with: Passport America, Coast to Coast, RPI and this year Red Rover

Long-Term Contracts:

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