**Harbour Village Resort Board of Directors**

**Meeting Minutes**

 **Egg Harbor Town Hall**

**June 22, 2019**

**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 Barrett Stueck, Member Mary Pekarske-Siers, Member Scott Martens, Member Brian Wallace, Member Jason Haines, General Manager Anne Fiorello

**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?

**Pledge of Allegiance**

**Open Session**:

* Fire Inspector, Ashley Biddorf
	+ Did inspection late last summer/early fall after we were called in for medical emergencies and were not able to locate the campsites because of poor numbering, trees covering the numbers, etc.
	+ Why it is important to have clearly visible site numbers:
		- Would hate to have you need the help of emergency personnel and they cannot find you.
		- It is a requirement that every site be numbered in a way that it is easy for emergency personnel to see.
	+ Site numbers:
		- Went through the park last week and there are still quite a few sites that are not in compliance.
		- Reflective numbers are best but not required.
		- Be sure the sign and the lot number are contrasting colors so the number is clearly visible.
		- Best if the site number is close to the road. Easier to find at night.
			* If the number is on the camper and the camper is setback quite a ways from the road, the number is hard to see.
		- ***Anne will take a drive through the park and notify the lots that need better site numbers.***
	+ Question: What if door is locked when emergency personnel arrive? ***Emergency personnel are authorized to break in if they have to.***
	+ Suggestion: The sites not being used, could Harbour Village put a stake with the site number out by the road? ***Anne said yes.***
	+ Every first responder vehicle and fire truck has an AED.
	+ About a 12 minute response for the ambulance to get there. First responders take about 3 minutes.
	+ Discussion on Harbour Village’s AEDs:
		- AEDs should be mounted outside for easier accessibility.
		- One is in the store and one is in the life guard shack presently.
		- These should get checked and tested periodically and Ashley can do that.
		- A company would have to do the “shock test.”
	+ Harbour Village park maps are in all emergency vehicles and first responders have them.
	+ Harbour Village security will meet ambulance and lead them in. Let security know they are coming.
	+ First responders know the park better
	+ Ashley’s contact information is on the letter that was sent to Anne.
	+ Ashley said that fines could be imposed for improper lot signs. That shouldn’t be necessary because this is an easy fix.
	+ ***Ashley will be back in early July to check the lot signs.***

**Consent Agenda:**

* Announce approval of May 11, 2019, Board meeting minutes via email.
* Manager’s Report **–** June 22, 2019(attached with these minutes).
* Financial Report – April 2019 (Don’t have May’s financials because Accountant Asher has been out of the office.)
	+ Brian W.: Some accounts are marked “do not use.” Will have to go over these sometime.
* ***Motion made by Mary P.S. and seconded by Jason H. to approve the Consent Agenda.* Motion carried unanimously.**

**OLD BUSINESS**

* **Hot Tub Update**
	+ Dave Lynch has been overseeing the hot tub work.
	+ Splash, out of Green Bay, came and gave Dave L. a sheet of paper looking for the testing of valves, etc.
	+ The sheet was completed and returned to Splash.
	+ Dave has been calling every Wednesday trying to get answers.
	+ Next step is to have the State approve our plan and get the hot tub up and running.
	+ This past Thursday, Baudhuins, the engineers from the State, finally came.
		- They checked the serial number on the pump and there was no indication as to where this is to go.
		- Baudhuins gave no one information about what happens next.
	+ It is now in the State’s hands again.
	+ It is moving, but we continue to wait.
* **RC Car Rules**
	+ At the May meeting there was discussion about having rules for the use of Radio Control (RC) cars, etc. in the park.
	+ Rules for the use of RC Control vehicles in the park were developed:
		- ***“For safety reasons, radio-controlled vehicles and devices are not allowed on the roads in the campground. You are welcome to use our RC Track (see map) or the soccer and baseball fields, or your own site.”***
		- ***May 2019***
	+ The new rule has also been posted outside the store.
	+ The RC Car Rules will be added to the brochures for 2020.
* **2019 Projects Update**
	+ ***Project Committee plans to meet before the July meeting.***
		- ***John N., Scott M., Jason H., Brian W., Anne and/or Larry***
	+ Need to see how the season is going before planning for spending.
	+ Project Committee needs to meet and set project priorities.
		- What is needed now and what is needed 5 years from now.
	+ For large capital expenditures, priorities need to be set and how they will be budgeted for.
	+ Need Anne and/or Larry involved with the Project Committee.
	+ Plow Truck:
		- Need to determine what we really need.
		- Truck needs to have value year round.
		- Member suggestion: Consider other power tools that will do what you want and other things as well.
* **Waste Hauling**
	+ This is in reference to individuals hauling their waste to the dump stations.
	+ Transfer Tank and Pump-Out Policy was revised January 19, 2019, encouraging people to get transfer tanks. (see attached)
	+ Current cost of pump outs by the park is:
		- Transfer Tank - $25
		- Direct pump out from camper - $50
			* Concern about damage that could be done to camper by directly pumping out from camper.
	+ The end of the Policy states:  ***Campers who do not wish to have transfer tank pump-out service can haul their own waste to the dump station in transfer totes. Valves and caps must be tight on the transfer tote. Solid colored totes are preferred. To avoid spillage, transfer totes must be pulled slowly. Any spillage cleanup is the responsibility of the person pulling the transfer tote. Repeated speeding or spillage of waste may require the installation of a transfer tank.***
	+ Portable tanks are about $200 and transfer tanks are about $350.
	+ Some choose to use portable tanks if they pull their campers off the site occasionally and the cost of pump outs.
	+ There aren’t a lot of people who use portable waste hauling units.
	+ Selys P.: Where their site is located, they see these go by often. They are unsightly and smell. Person got a fine but is still doing it. Needs better policing.
	+ ***MEMBERS: If you see anyone not obeying any rules, call Security or the store.***
	+ ***MEMBERS: Please try to avoid hauling waste in the portable units on weekends when there are so many people around. Be considerate of other campers.***
* **Lil Lodges Update**
	+ Four years ago, two park models were ordered from Lil Lodges. Payment in the amount of the cost of one park model was made as a down payment.
	+ The year before, two park models were ordered and delivered with no problem.
	+ Lil Lodges filed bankruptcy and we never received the two park models.
	+ This has been in litigation since them.
	+ Lil Lodges owed money all over the country.
	+ We have received $2,600 as a settlement for this case. The most that could be ask for in damages was $25,000.
		- When they filed for bankruptcy, we assumed we would get nothing.
	+ It would cost us more in fees to try and get more. We accepted the payout.
	+ The last two years, we have ordered park models from a large, reputable company. (Forest River and Canterbury) The park models may have cost a little more, but the campers are better quality and there is less likelihood that this problem will occur again.
	+ This should be the end of the dealings with Lil Lodges.

**NEW BUSINESS**

* **Seasonal Site Expansion**
	+ The Board has approved 130 seasonal sites.
	+ Create a document – Board Approved Seasonal Sites
	+ Need to update Seasonal Folder on Google Drive with the Board Approved Seasonal Sites list.
	+ ***NOTE: The Motion passed on Seasonal Site Expansion needs to be further addressed at the July meeting. After the meeting, it was found that there are more sites than were thought have been used as seasonal sites that were never approved by the Board.***
* **Harbour Village Board Elections – 2019**
	+ Board members up for election this year:
		- John Niedbalski
		- Paulette Kussow
		- Scott Martens – has decided not to run again for the Board.
	+ Anyone interested in running for the Board, let Anne know.
		- It is good that Anne knows before the mailing goes out, so the names are included in the mailing.
	+ Nominations can be made at the Annual Meeting in August before the voting occurs.
	+ ***Information that is to be mailed to the Members before the Annual Meeting will be reviewed at the July meeting. This information is mailed around August 1.***

**Open Session**

* Barrett S. attended the Seasonal meeting on June 15. He wanted to commend Anne on the thoroughness and organization of the meeting. This should be a yearly thing.
	+ Paulette K. mentioned the excellent notes that were emailed to her. (See attached Seasonal Meeting Notes on 6-15-19)
	+ Anne mentioned that Gesika did the notes for the Seasonal meeting.
	+ ***People have asked for another meeting in July when more Seasonals are available.***
* Nancy L. questioned having 3-year contracts for Seasonals.
	+ Why not have just 1-year seasonal contracts?
	+ Questioned having their price locked in for 3 years.
	+ Condo dues are not locked in for 3 years.
	+ *Pointed out that this is common practice for the camping industry.*
		- *Things have been very good.*
		- *There is a waiting list for seasonals.*
		- *When this was implemented, we were not full.*
		- *Have them here for 3 years is beneficial for us. More likely to stick around.*
		- *Able to rely on income for budgeting purposes.*
		- *Less work for the General Manager.*
		- *When planning projects, it is important to know what our guaranteed income is.*
		- *Seasonals pay for it on the back end. Prices catch up after 3 years.*
* Selys P. questioned the UDI Seasonal Agreement.
	+ UDI Seasonal dues locked in for 3 years? *Yes, it is a contract.*
	+ UDI Seasonal gets a 3 year break on their dues? *No. They pay it on the back* *end. They are going to catch whatever increases have occurred over those 3 years in the 4th year. UDI seasonals are still responsible if there would be special assessments.*
	+ UDIs should have to pay their dues increases every year no matter what. You are a UDI, not a public seasonal. I want a 3 year condo deal.
	+ *The 3 year UDI Seasonal Agreements were first started as a way for UDIs to be able to get out of the UDI system if they wanted to. A number of UDIs have gotten out and some have chosen to stay.*
	+ *UDI Seasonals pay significantly more than they would have for just UDI dues.*
	+ *If there is a special assessment, according to the By Laws, the UDI pays 55% and Condo members pay 45%. This is one area of the By Laws that the Board is looking at changing so it is more fair.*
	+ *Sue V. – Compare it to renting an apartment. You may lock in the price for 3 years but you get the price increase at the end of the 3 years. This is not something unique to Harbour Village.*
	+ *Trying to get predictable, stable income to budget from.*
	+ *UDI locking into a 3-year contract also has risk like the condo owner.*
	+ *There are a number of non-financial benefits for the business.*
	+ *Presently, there are 50 UDI Seasonals:*
		- *1 – 1 year contract*
		- *49 – 3 year contracts*
	+ *Original intent when the park started was 2000 UDIs.*
		- *There were about 1400 actual UDIs in the 1980s.*
		- *There are 30 active regular UDIs now*
	+ Nancy L. question on getting UDI money owed.
		- *Have worked on going after money owed and getting some of the UDI deeds back..*
	+ Question on how many DUDIs are out there yet: *Between 50 and 70 out there. DUDIs have no deeds. We have a list of them.*
		- *To return DUDIs to the park you just have to fill out the transfer paper. Don’t have to go to court because there is no deed.*
	+ *Still have the UDI Opt Out Program – It is a 3-Year Opt Out.*
		- *At the end of the 3 years, the UDI deed can be transferred back to Harbour Village or they can sign up for another 3 years.*
	+ Cindy S. questioned when it was voted on that the Opt Out Program keep going?
		- *This has been discussed previously and explained in the Board minutes of January 19, 2019. These minutes were emailed to all Members who gave email addresses to Paulette K. They can also be accessed on the Harbour Village Member Site. How many times does this need to be discussed?*
		- ***ADDENDUM TO MINUTES: Approved by the Board***

 ***September 20, 2014—***

* + - * **Proposals for Public and UDI Seasonals**
				+ Management presented the following proposals:

***1 Year Public Seasonal***

1 year contract available to public customers for the use of a seasonal site = $2,257.25

***3 Year Public Seasonal – new program***

3 year contract available to public customers for the use of a seasonal site = $2,057.25 per year

***1 Year UDI Seasonal***

1 year contract available to UDI members for the use of a seasonal site. No option to transfer at the end. = $2,057.25

***3 Year UDI Seasonal***

3 year contract available to UDI members for the use of a seasonal site. The member is given the option at the end of the 3 year term to transfer their deed back to the park or keep it and continue on another 3 year term. = $1,846.25 per year

This combines the 3 year UDI Opt Out Program and the 3 year Post UDI Opt Out Programs.

***1 Year UDI Opt Out Program – eliminated***

***(Very heated discussion about UDI and Condo membership.)***

* + *Board is trying to make decisions with the best interest of the park in mind.*
	+ *If you feel this Board is not doing a good job, run for the Board.*
	+ *Do you want to go back to 20-30 years ago to a failed business plan?*
	+ We were looking for clarification. Didn’t mean to hurt feelings.
	+ *Every meeting lately the UDIs keep getting hammered. How many times do we need to address this? Don’t know what you want.*

***Motion was made by Mary P.S. and seconded by Sue V. to adjourn the Open Session. Meeting adjourned at 10:25 a.m.***

Paulette Kussow

HV Board Secretary

**Board moved to Executive Session**

**Addendum from Executive Session: Anyone interested in running for the Harbour Village Board of Directors must be a Deed Holder (Condo or UDI) in good standing.**

**Next Board Meeting: July 20, 2019 – Egg Harbor Town Hall – 9 a.m.**

**2019 Board Meeting**

 ***August 17 – Annual Meeting***

 ***September 14 – Budget Review***

 ***October 19 – Budget Feedback***

 ***November 2 – Budget Work***

 ***November 9 – Finalize Budget***

 ***December 7 – Publish Budget***