

Approved via email

**Harbour Village Resort Board of Directors
Meeting Minutes
Egg Harbor Town Hall
September 15, 2018**

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 Jason Haines, Member Mary Pekarske-Siers, Member Scott Martens, Member Brian Wallace, 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 – (No members present.)

Consent Agenda:

- Announce approval of August 18, 2018, Annual Meeting minutes via email.
- Manager's Report – September 15, 2018 (attached with these minutes)
 - Working on getting the staff's project ideas and the costs.
- Financial Report – September 15, 2018
- Audit Committee Meeting Minutes – August 25, 2018
- ***Motion made by Jason H. and seconded by Mary P.S. to approve the Consent Agenda. Motion carried unanimously.***

OLD BUSINESS

- **Internet Update (WIFI)**
 - Installation of the access equipment for WIFI is scheduled for September 19, 2018.
 - Our service with Door County Broadband has ended.
 - When access equipment is installed, there will be WIFI access at the adult pool and the pavilion. Have not gotten confirmation for the central bath access.

NEW BUSINESS

- **UDI Seasonal Site Transfer**

- Presently there are 100 people on the public seasonal site waiting list.
- Up to this point, it was at the Manager's discretion whether the sale of a UDI seasonal's camper would also include the seasonal site the camper was on.
- Extensive discussion on this issue:
 - Need consistency with these decisions.
 - If a public seasonal purchases a UDI, they can keep their seasonal site because they are becoming a member of Harbour Village.
 - If a public seasonal sells their camper, the seasonal site DOES NOT transfer with the camper.
 - UDI seasonals get a discount on the seasonal rate.
 - UDIs have owner rights in the park that public seasonals do not have.
 - Presently, there are about 200 UDIs. According to the By Laws, there could be 2000 UDIs.
- There are 41 UDI seasonals and 90 public seasonals.
- ***Motion made by Paulette K. and seconded by Jason H. Seasonal UDIs will NOT be allowed to transfer their seasonal site with the sale of their camper.***
Vote: No – Mary P.S., Brian W., Scott M. Yes – Jason H., Barrett S., John N., Paulette K., President Derek B. not voting. Abstaining: Sue V. Motion carried.
- ***Board consensus: With next year's billing, there should be a letter explaining the procedure to follow if you are selling a Condo lot or UDI membership. The letter should also include the responsibilities of a condo lot owner and UDI member. Too many recent sales are indicating that members do not know the steps to follow when selling a condo lot or UDI membership or the responsibilities of condo ownership and UDI membership. These membership responsibilities have to be clearly conveyed to new owners/members.***

- **Budget Discussion**

- Budget Committee (Brian W., Sue V., Anne F.) met to look at preliminary information for 2019 Budget.
 - Don't have clear definitions for the General Ledger (GL) accounts.
 - Items are not being posted consistently without clear account definitions.
 - Need to take the GL Account Codes and lay out a clear Chart of Accounts.
 - Recommend taking some time in future Executive Sessions to create a comprehensive Chart of Accounts with definitions.
 - ***Preliminary Chart of Accounts and definitions could be emailed to the Board for consideration before the Executive Session.***
 - Not posting to correct accounts could affect tax liability.
 - Need to figure out wages for next year.
 - Need to look closely at store costs.
 - Need to clarify projects and expenses associated with projects.
 - Need to budget for income taxes and unemployment taxes.

- Need to check on better insurance rates.
- No date set for next Budget Committee meeting.
- **Projects**
 - ***Pave the front entry up to the parking lot, and fix and reseal the parking lot.***
 - Bissen Asphalt bid is \$30,000.
 - Need road bed at least 4" to accommodate the heavy trucks coming in the park.
 - Still checking on other bids.
 - Want the paving work to start the day after the park closes this season.
 - May not be able to use front entrance for a day or two.
 - Members will be notified.
 - Discussion on extending asphalt past the adult pool.
 - This would have to be done over two years. This is a future project.
 - Want to be sure there is money in the budget to keep up the roads.
 - ***Horse Barn***
 - Remodel the horse barn so maintenance has a place to work in the winter.
 - Add concrete floor, insulation, heat and possibly a bathroom.
 - Estimated cost is \$15,000
 - ***Store Siding***
 - Repair and put on vinyl siding by maintenance and volunteers.
 - Estimated cost is \$10,000.
 - ***Gravel for golf cart parking by activity pool***
 - Estimated cost is \$1,500.
 - ***Sand for Oasis***
 - Estimated cost is \$1,000.
 - ***Brush pit removal/cleanup***
 - Estimated cost is \$3,800.
 - Discussion on cleaning out the current brush pit area or moving this area to the long term storage area.
 - ***Decided that the current brush pit area should be used for the end of this season and look into the cost of moving the brush pit area to the long term storage area in spring 2019.***
 - Need bids on moving brush pit.
 - Extensive discussion on whether there is money in the budget to do all or some of these projects this year or wait until next year.
 - ***Projects that the Board is thinking can be completed this year: pave front entrance/parking lot; remodel horse barn; siding on store; gravel for golf cart parking by activity pool.***
 - ***Brush pit removal/clean up - spring 2019.***
 - ***Will also complete IT work; 2 decks for new park models, and sand for Oasis in 2019.***
 - John N. and Anne will get the information for ordering the next 2 park models in October from the same company as last year.

- Anne recommended no loft and no oven in park models to help with cleaning.
- **2019 Board Meeting Dates**
 - January 19
 - February – no meeting scheduled
 - March 23
 - April 20
 - May 11
 - June 22
 - July 20
 - August 17 – Annual Meeting
 - September 14 – Budget Review
 - October 19 – Budget Feedback
 - November 2 – Budget Work
 - November 9 – Finalize Budget
 - December 7 – Publish Budget
- **Foreign Workers for 2019 (J1 Program)**
 - Have to connect with a company on the web who handle foreign workers.
 - Foreign workers decide where they want to work.
 - Workers have to pay their way to have the experience in the United States.
 - Some workers look for multiple job opportunities so they can make money to cover the cost of their trip plus some extra.
 - Harbour Village has housing:
 - Building bunk beds in park models.
 - 4 people in each of the 2 blue park model.
 - Need volunteers to help with foreign worker's experience: take them out to dinner, take them to a movie, take them to cultural experiences, etc.
 - Cost on our end: pick up and return workers to airport. Some businesses will help with transportation.
 - *Suggested that we do more checking into Work Camper Program.*
- **Billboard on Park's Property**
 - Link Media pays Harbour Village \$1800 a year for the billboard on Harbour Village property along Highway 42.
 - Link has asked about putting up 2 more billboards along the highway.
 - ***Board consensus: Ask Link Media to put together a proposal as to where they would want to put the billboards and what would be on the billboards.***
 - ***Suggested that Management check to see what others are getting for billboards on their property.***

Approved via email

*Motion was made by Mary P.S. and seconded by Barrett S. to adjourn the Open Session.
Meeting adjourned at 10:35 a.m.*

Paulette Kussow
HV Board Secretary

Board moved to Executive Session

Next Board Meeting:

October 20, 2018, - Egg Harbor Town Hall - 9:00 a.m.

Board Meeting Dates for 2018

November 3 – Budget Work

November 10 – Finalize Budget

December 1 – Publish Budget