

## June 17, 2017, Manager's Report

We are in full swing for the summer season as many of you have seen. Memorial Day weekend was very good. Occupancy was at 100% and store sales for the weekend were in excess of \$6,000. This is an excellent start to the season. The activity pool is open. The hot tub is not yet open. We are still waiting for it to be inspected and are waiting on a couple parts that failed over the winter months. We are hoping the hot tub will be on in the next couple of weeks for everyone to enjoy.

Parking passes and guest passes have become a rather large issue in the park. It is important that these passes are used and that when you have guests they are also using car passes. We do understand that for some vehicle mirrors that the passes do not fit. We are looking into parking stickers for 2018. In the meantime, if the car passes cannot hang on the mirror, please make them visible by putting them in the window or made visible on the dashboard. **Remember, you are allowed 2 vehicles plus a recreation vehicle (golf cart) on your site.** If you exceed this, a warning will be issued and if not corrected, a fine will be issued. There is plenty of parking available in the front area of the store and also the area located next to the entrance. ***Any member, nonmember, seasonal, and overnight guests must have car passes visible in the vehicle and the passes can be obtained in the camp store.***

A huge thank you to the Bell, Martin, and Bort families for volunteering their time and money to raise funds for the Harbour Village outdoor theatre. It is really great to see the willingness and involvement from the membership. Also, thank you to the Bort family and the Euclid family for donating their time and money building the new RC track located by the brush pit. If you have not yet checked it out, you definitely should! Thank you!!

### 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!

--**Fence Policy:** The only fence allowed in the park is a 2 beam split rail fence. ***No privacy fences allowed. For example -- NO Bamboo screens, NO black cloth or plastic covers may be used.***

**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 inquire with Eric or call (920 ) 559 6805

**Collections:**

Collections are underway for the early years, 2014 and before. Those will be processed over the winter months. We are currently working on post 2014, as these require less man hours and charges for 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: \$ 515,327.32

2017 YTD Project account Balance: 86,740.19

**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	Salary/Hourly Part time/Full	Maintenance Name	Salary/Hourly PT/Full	Aquatics Name	Salary/Hour PT/Full
Anthony Data entry	Hourly\PT	*Dave	Salary/FT	Nick	FT/hourly
Tammy	Hourly\PT	Dustin	FT/Hourly	Bri	FT/hourly
Judy	Hourly\FT	Larry	FT/Hourly	Mikayla	FT/Hourly
Mikenzie	Hourly\FT	Kody	FT/hourly	evan	FT/Hourly
kaila	Hourly\Ft	Tim	FT/Hourly	logan	PT/Hourly
Dede	Hourly\PT		Ft/Hourly	kailey	PT/Hourly
*Eric\General Manager	Salary\FT			emma	Hourly \PT
Quinton/pavilion	Hourly \PT			Dj R	Hourly\PT
Leah/Pavilion	Hourly\PT			Adam	Hourly PT
Security		House keeping		Kendal	Hourly PT
Logan	Hourly\FT	Nadia	Hourly/FT		
glen	Hourly\PT	Kristen	Hourly/FT		
collin	Hourly\PT	Cameron	Hourly /PT		
Angelo	Hourly\PT				
	Hourly\PT				

## Grounds & Maintenance:

### June

Both pools are up and running. The adult pool pulsar pump needed a new impeller which was ordered and installed. There still is an issue with restart after a backwash shutdown. It may have to be on its own breaker because of start-up amp draw. This is being looked into. The activity pool has a new splash down pad in the kiddie pool which has been filled and heated. There are leaks in several of the valves and backwash gaskets which have been ordered. The spa was filled and appeared to be circulating. The pulsar chemical feeder was melted to the motor which had to be ordered. Waiting for this to be delivered. Called for certification and what needs to be done to get it certified. Waiting for a call on this certification.

Inflatables are in and we have made new anchors if or when they are needed. We are treating for weeds on a weekly basis.

We have replaced very noisy fans in the central bath. They do not have the same CFM but appear to be moving enough air.

Fire pits dug out weekly.

Several spigots have been replaced when brought to our attention.

Lawn mowing with zero turn and weed trimming is ongoing daily.

Weed killer has been applied to pads, but it appears it was in shop all winter and not sure if it is effective. Will keep an eye on it. If necessary, new weed killer will be purchased and reapplied.

Black tanks have been ordered and installed. Piping and fittings had to be ordered.

We continue to trim trees and brush.

Ford tractor has a leaky freeze plug. This had to be ordered and is being repaired.

Repaired or replaced several swings and bikes

Check list made for office to assist in checking in golf carts.

Replaced the rollers on park model sliding doors.

Picnic tables are being disassembled, painted, and reassembled with new frames with the help of several volunteers.

General park pick up is ongoing.

Any advice or assistance is very much appreciated.

## 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 and as of current will be open 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 13<sup>th</sup> 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)**