

Approved via email

**Harbour Village Resort Board of Directors
Meeting Minutes
Harbour Village Store
April 17, 2021**

Call to Order:

President Jason Haines called the meeting to order at 9:05 a.m.

Present: President Jason Haines, Vice-President John Niedbalski, Secretary Paulette Kussow, Treasurer Sue Vandermeuse, Member Mary Pekarske-Siers, Member Barrett Stueck, Member Selys Perry, Member Paul Bort, Member Jessica Wiitala, General Manager Anne Fiorello

Opening Comments: Jason H.

- 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 member comments

Consent Agenda:

- Approved Meeting Minutes via email–March 13, 2021
- Manager's Report –March 2021
- Waco Convention Report – March 2021 – emailed to Board
 - Sue V. highlighted the discussion with Wibit Sports about adding to the flotation system in the Oasis.
 - Commercial Rec. talked us out of getting the swing. Causes backups in the line unless you have someone manning it.
 - 2021 - Add "The Hop" to the flotation system.
 - Only spent about half of what was budgeted.
 - 2022 - Add "The Balance Beam" to the flotation system.
 - 2023 – Add "The Dip" to the flotation system.
 - Sue had pictures of these floating devices and a diagram of where they would be attached to the present flotation system.
 - Have minimum water depth requirement for each flotation piece.
 - Have the cost for each of these additions for budgeting purposes.
 - Question on the maintenance of this flotation system? *Have the preservative that is applied in the spring and fall for maintaining the flotation system.*
 - Question on the "Flip" that keeps disconnecting. This is the pillow that launches kids when another kid jumps on it.
 - *Anne will check with Wibit Sports about this issue.*
- Financial Report – February 2021, March 2021

- Questions posed from financial information:
 - Larry's office moving to the horse barn from central bath?
 - *Anne would like to have Larry's office at the horse barn because it seemed most logical but there is no WIFI reception there or any of the outlying areas. Larry does have an office at central bath right now and has WIFI access.. Phones have a "hotspot" but it doesn't work for him, so we decided to try the MIFI. Going to see if MIFI suits his needs while he is out and about in the park. Otherwise, we will get rid of it. Larry would like to keep his office at central bath. We are running out of space for office/work areas.*
 - The horse barn is becoming the main work area for maintenance. Wouldn't it make sense to have his office there?
 - Concern about time spent going back and forth to horse barn.
 - There is no one-on-one space at the horse barn if individual discussions are needed.
 - Have access to WIFI at central bath.
 - Larry is in the park year round, so it would be better if his office was at central bath and is more easily accessible.
 - Comment about other cellular providers. Depends on device and location in the park as to whether the service works.
 - Discussion on getting a cellular booster antenna. Maybe that would help.
 - This was discussed before but Anne thought it was decided not to do that. *Anne will check into this.*
 - Anne mentioned that Camera Corner said that for \$800 they could put in a WIFI booster so WIFI could be used in the pavilion. This would be a one-time cost to get the equipment. (It was mentioned that we would want to be sure that if the booster did not work that the equipment could be returned. There is a 30 day return policy.)
 - **Board consensus that Anne should go ahead and get this WIFI booster.**
 - **John N. said he would check with US Cellular to see what equipment options they might have.**
- Guard Shack:
 - Jason thought that in a previous Board discussion that it was decided that the Guard Shack needed to go and Anne was going to come up with a plan for where the security information could be moved. Noticed that the Guard Shack had been painted and wondered what was the path forward.
 - *Anne said it is hard to give up the space because there is limited space for all of the employee's needs. It was painted so it would look better. Not sure where to go with the security staff information that is presently in the Guard Shack.*
 - Discussion on where do we go with Security staff:

Approved via email

- Back room in the pavilion next to the kitchen that presently houses a freezer and some other storage.
 - Could Security share space with Housekeeping?
 - Old cedar park model, but where would we put it?
- **Board consensus: The Guard Shack will remain this season. A new location will be determined for Security storage and use. The Guard Shack will be removed after this season.**
- Discussions/Motions/Information Via Email:
 - Gesika's email of 3-16-2021:
 - Update made to Seasonal Site Firewood Storage Policy. Seasonals do not need a Town of Egg Harbor building permit for anything because their structures are portable. This was confirmed to Management by Egg Harbor Township. They do need a Harbour Village permit approved by the General Manager. Policy updated to comply with current rules. No Board vote is needed.
 - Anne's email of 4-9-2021:
 - Park model rental income is up 39% from this time last year.
 - Public site fees are up 56% from this time last year.
 - There are only a few tent sites still open for weekends this season.
 - All other sites are booked every weekend the entire season.
- ***Motion made by Sue V. and seconded by Mary P.S. to approve the Consent Agenda. Motion carried unanimously.***

OLD BUSINESS

- **Chart of Accounts Path Forward**
 - Sue V. is meeting with Anne after the Board meeting today, so there should be more information at the next Board meeting.
- **DUDI Cleanup**
 - This has been a lengthy and somewhat difficult process.
 - There have been difficulties following the paper trails.
 - There are 94 DUDI that need to be resolve.
 - 10 DUDIs are active so they need to be changed to UDIs. They were being charged as UDI but on the records they were shown as DUDI.
 - 5 DUDIs want to keep them.
 - 2 are Condo owners.
 - 3 are UDIs.
 - 9 DUDIs have been transferred back to Harbour Village.
 - 15 to 18 will probably be going to Attorney Pinkert to resolve.
 - Deaths.
 - Divorces.
 - Transfer forms without deeds.

- Pinkert will look at the details of what they have to do to resolve these issues, and then they will give us a cost.
- 21 files were closed with simple QuickBook entries.
- 15 to 20 active DUDIs in the system that should be listed as UDI.
 - These are DUDIs that were sold but were never changed to UDI like they were supposed to be. QuickBooks still lists them as DUDIs. Anne will change them to UDI.
 - Inactive DUDI – Bad Debt Expense totaling \$204,000.
 - This includes some UDIs that have a DUDI.
- Any input needed from the Board?
 - If there is just a Certificate and they signed off, there should be no other action needed, correct?? *Yes.*
 - There are DUDIs that have gotten Deeds. We need to get those back.
 - Some contact information is old, so it has been difficult to contact people.
 - Problem getting transfer forms signed.
 - There was confusion when the UDI Opt Out Program started.
 - Some people thought they gave the DUDI back but there is no paper work showing that happened.
 - Once we get a narrowed down list, then letters can be sent.
 - Have options for returning the DUDI.
 - Transfer back to Harbour Village at our expense.
 - Return DUDI deed and keep DUDI Certificate.
 - Keep paying the \$26 a year for DUDI.
- **DUDIs should not have a Deed.** Deeds show ownership in the park.
 - A Deed indicates an element of “ownership” but they are not paying as an element of “ownership.”
 - A Deed (technically) makes a DUDI a UDI.
 - Technically, if there was a Special Assessment, anyone with a Deed should have to pay the assessment.
 - That would mean that a Condo owner with a DUDI Deed should have to pay the assessment twice.
 - This is one reason why it is so important to get this DUDI issue straightened out.
- *Need to know the exact number of Deeds out there so we know how many voting units we have.*
- Need to scan information for recovery purposes.
 - Our printer can scan documents.
 - Talk to Camera Corner. Probably have a Microsoft Online Storage that we may be paying for already. They could help you get that set up if we have that already.
 - Cloud storage is not expensive.
- *Anne will keep working on this.*

Approved via email

- **Activity Pool Pump Replacement Status**
 - Pumps and motors have been removed.
 - Reconstruction will start next week.
 - Should be on schedule for completion.
 - Discussion on the cost of materials going up almost daily.
- **Policy Committee**
 - **Disaster Plan Policy**
 - Policy work in progress.
 - Will be working on scanning all membership information to iCloud storage.
- **Member Information/Newsletter – Status/Review**
 - This is the beginning of the year information that will be given to Members in their “Check-In Packets” at the start of the camping season.
 - Some items included:
 - COVID Policies
 - Reminders
 - New rules or changes to rules/policies
 - Golf Cart Registration and Information
 - Pool Capacity Information
 - Safety Requirements/Sanitizing

NEW BUSINESS

- **Seasonal Site Pads – Boundaries and Gazebos**
 - Open overnight campsite pad dimensions: 16 ft. wide x 65 ft. long.
 - Field Seasonals campsite pads are the same size as overnight campsites.
 - The site itself is 40 ft. wide with a 5 ft. Common Element.
 - There is a 10 ft. Common Element in the open Seasonal sites.
 - Condo sites are 45 ft. wide x 69.28 (70) ft. long.
 - *So Seasonal sites should be 70 ft. long and 40 ft. wide.*
 - *2 ½ ft. of Common Element on either side of the electric pedestal will give you the 5 ft.*
 - *The bump outs can go right up to the pedestal.*
 - Need to clean up Common Element in the Seasonal site area so maintenance can work in the Common Element if needed.
 - Seasonals have infringed on the Common Element.
 - Many Seasonals may not be aware that they are over the campsite boundary lines because they were never told where the boundaries are.
 - *Anne will work on developing a Management Procedure to outline the information about the size of campsites and Common Elements in the open campsite area and the Seasonal campsite area.*
 - Site Pads:

- Need guidelines for Seasonals when gravel is put on a site. How much and where to put the gravel.
- Gazebos:
 - Some Seasonals want to put a “deck” under their Gazebo.
 - There is no separate policy for Seasonal Gazebos.
 - The established Deck Policy is for condo owners.
 - According to the Seasonal Admission Agreement, Seasonals are allowed to have an approved “deck.”
 - Seasonal Admission Agreement states: “**Decks must be portable** and approved by Harbour Village Resort Management.
 - May need to revise the Seasonal Admission Agreement to address Gazebos specifically.
 - If they want to attach their Gazebo to the “approved” deck, they can do that.
 - If Seasonals were allowed to put a deck under their Gazebo, it would be like having a second deck.
 - If any Seasonal presently has an “approved deck” by their camper and a deck under their Gazebo, the Gazebo deck will have to be removed to be in compliance
 - Condo or UDI members should not have a “deck” under their Gazebo either.
 - Those that have a deck under their Gazebo already:
 - Did they get permission?
 - Do they have paper work to prove they had permission to put a deck under their Gazebo?
 - Gazebos can be anchored without having a deck underneath it
- **Park Roads**
 - Roads are suppose to be 25 ft. wide.
 - In some places, the road is only about 18 ft. wide.
 - Members have infringed on the road area.
 - Vegetation also needs to be controlled.
 - ***MJT Trucking will be notified that when they do the roads this year that they should start pushing things back so all roads get back to the 25 ft. width.***
- **Jeff Lewin Memorial Garden**
 - Jeff Lewin, Harbour Village condo owner, passed away a couple weeks ago.
 - His family would like to make a Memorial Garden in his memory in the park and they would maintain it.
 - Discussion on where to locate such a garden:
 - North end of Lighthouse Road in Common Element was suggested.
 - May not be a good location because of where piping is located.
 - Take an area that is already a garden and designating that area for the Memorial Garden.

- Another suggestion was around the Harbour Village Gazebo.
 - *Anne will present these options to Jeff's family.*
- **Day Pass – Sales During Pandemic**
 - Seasonal Action Form was presented to Anne.
 - The unnamed person didn't think Day Passes should be allowed during the pandemic when there are capacity limits at the pool.
 - Presently, Anne said that she could not say exactly how many Day Passes were sold because there wasn't a separate account for the Passes. She is changing that so it can be determined how many Day Passes are sold.
 - Anne didn't think there were a lot sold.
 - Other Board members voiced their frustration with the pool limits and also felt Day Passes should not be allowed during this time.
 - ***Board consensus: Until things are back to normal, Day Passes should not be sold.***
 - This information will be added to the information handed out in the Check-In Packets.
 - Discussion on sanitizing at the Pools:
 - Provide supplies for sanitizing so everyone can clean their own area.
 - Harbour Village will not have to pay an employee to sanitize or sit by the gate.
 - People can bring their own chairs.
 - We have COVID waivers.
 - **Rely on people to be socially responsible.**
- **Transfer of Seasonal Site with Sale of Seasonal Camper**
 - This has been discussed at previous meetings.
 - It was determined that we need consistency with these decisions.
 - If a public seasonal purchases a UDI, they can keep their seasonal site because they are becoming a member/owner of Harbour Village.
 - If a public seasonal sells their camper, the seasonal site DOES NOT transfer with the camper.
 - Seasonal UDIs will NOT be allowed to transfer their seasonal site with the sale of their camper.
- **Toilet Paper Dispensers**
 - It was brought to Sue V. attention that the toilet paper dispensers that have been installed dispense paper quite easily and rapidly that could lead to waste and/or clogging of toilets with too much paper.
 - *Anne will notify Maintenance to see if the dispensers can be changed to dispense paper less rapidly to avoid waste or other issues.*
- **Seasonal In Ground Invisible Fence**

Approved via email

- Anne just wanted to inform the Board that she was notified that a Seasonal wants to install an in-ground invisible fence.
- *This is not allowed on a Seasonal site and the person will be notified.*

- **Harbour Village Taxes**
 - Sue V. mentioned that the Harbour Village Taxes for 2020 are completed and ready for review and signing.

Open Session: No member comments.

*Motion was made by Selys P. 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 Meeting:

May 15, 2021

Location: To be determined

REMINDER: Masks are required to be worn at the Board Meeting.

2021 Board Meeting Dates

June 19

July 17

August 21 – Annual Meeting

September 18 – Budget Preview/Review

October 16 – Budget Feedback

November 6 – Budget Work/Finalize Budget

November 13 – Finalize Budget (cancel if budget complete)

December 4 – Publish Budget