

## **APRIL 2022 – Manager's Report**

### **ADMINISTRATIVE/STORE**

- Called seasonals for final payment. All payments due by the April 20 or forfeit site.
- Ordered some of the supplies for 2022 weekend activities.
- Gave information to several condo owners on requirements to sell their site.
- Made folder with check-in paperwork for season 2022 for Condo owners & Seasonals. Need to complete UDI folders.
- Have been posting Condo payments. Still a number of Condo owners that need to pay by April 30.
- Store setup is almost completed.
- Did orientation with the first group of employees to improve customer service and be more professional. Put together training material on customer service.
- Continued work on activities calendar with new ideas for 2022. Website needs to be updated.
- We have collected and posted most of the Seasonal payments.
- We have Arcade equipment for this year. Equipment will be brought in the first or second week of May.
- We have a new ice cream machine.
- All the inventory that came in is almost ready for display.
- We have our second group of employees for orientation on April 23.
- Ordered housekeeping supplies.
- Working on farmer's contract as well as other contracts.

### **MAINTENANCE: Work done**

- \* Cleaned up brush from trees that were trimmed on sites.
- \* Took off old garage door and put new one on.
- \* Replaced all old locks.
- \* Burned brush.
- \* Took logs to gated area.
- \* Ordered 12 touchless faucets.
- \* Took Oasis inflatable to Madison for repair.
- \* Painted store bathroom.
- \* Sharpened chain saw blades.
- \* Put shelves together and moved some shelves around.
- \* Dismantled blue cupboard and salvaged wood.
- \* Put metal around garage door on west side of shop.
- \* Removed ice from store roof and put up heat rope on store roof.
- \* Set up pump and pumped flooded water.
- \* Salt central bath area.

#### Financials:

2022 YTD income dues:	\$453,470	2021 Fiscal income dues:	\$570,520
2022 YTD Reserve. Seas.sites:	\$255,500	2021 Fiscal reservations:	\$652,798
2022 YTD Total expense:	\$ 62,456	2021 Fiscal expense:	\$1,069,186
2022 Operating Acct. Bal YTD	\$907,458.42.	2021 Operating Acct. YTD	\$616,235

(\*note: dues total includes Condo, UDI, and UDI Seasonal)

#### Professional Services:

- Accounting - Asher & Wood
- Banking - Associated Bank
- Cell Phones - U.S. Cellular
- Electrician - Harv's Electric
- Golf Cart Rental - Jim's Golf Carts
- Insurance – Commercial, Business, Umbrella, Liability, & Auto  
SFM – Workers' Compensation  
West Bend - Employment Practices
- IT - Connecting Point/Camera Corner
- Legal - Pinkert Law Firm
- Phone/Internet - AT&T and 8x8
- Pool Services - Carrico – Water management/ chemicals
- Printers/copiers - Marco (bought out Accent Business Solutions)
- Propane - Door County Co-Op
- Reservations/POS - Camp Spot
- Satellite TV - DirecTV
- Store Inventory - Holiday Wholesale; Wilcor; Seven-Up; Triangle; Flannigan;  
Kay; Sam's Club
- Waste Mgmt., Septic Maintenance, and Advanced Disposal

#### Contracts:

- ❖ GFL (garbage/recycle) Contract ends 2024
- ❖ Marco (Accent) Contract renews yearly in February
- ❖ Schopf/S&B Farms - Renews every three years
- ❖ Septic Maintenance - Renewed yearly
- ❖ Asher & Wood - Renewed yearly
- ❖ Door County Co-Op - Renewed yearly
- ❖ AT&T - Renews March 2023
- ❖ Safe Slides - 4-year Maintenance Contract (begins Fall 2021)

#### Memberships:

- WACO (Wisconsin Association of Campground Owners)
- ARVC (National Assoc. of RV Parks & Campgrounds)
- Door County Visitor's Bureau
- Carlsville Business Association

#### Long Term Contracts:

Kids Directory Term 2015-2022 (advertising) (Pending)