

Approved via email

**Harbour Village Resort Board of Directors
Meeting Minutes
Harbour Village Pavilion
May 16, 2020**

Call to Order:

President Jason Haines called the meeting to order at 9:00 a.m.

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

Consent Agenda:

- Approved meeting minutes – via email
 - March 26, 2020, Executive session via SKYPE
 - April 11, 2020, Board Meeting and Executive Session via SKYPE
 - April 18, 2020, Emergency Executive Session to discuss COVID 19 issues via SKYPE
- Manager's Report: May, 2020
- Financial Report: April 2020
- ***Motion made by Brian W. and seconded by Sue V. to approve the Consent Agenda.***
Motion carried unanimously.

Open Session: Questions from members via email—

- E. Rauen: What will be done to seasonal dues if we don't have use of public bathrooms and park amenities as outlined in our contracts or can't use the park until their open? Are you going to adjust costs for those people?
 - *The Seasonal Contract gives the camper the right to occupy the site. The contract does not say anything about amenities. As of now, it is business as usual until we know what the full impact will be of the COVID 19 pandemic. The Public Health Department of Door County is controlling the opening of the bathrooms. Based upon information received, a revision to the order is expected to come from the Public Health Department on May 20.*
- D. Christiansen: If the member employees goes well this year, might the board revisit whether the UDI Seasonal could work going forward?
 - *Will hire members this year on a temporary basis to see how it works out. It has been challenging this year to find employees. Anne will evaluate the hiring of members and determine if this will work going forward. Anne said there have been questions about working in the park but no members have applied for work yet.*
- C. Henrickson: Can porta potties be brought in until (or if) the bathrooms open?
 - *This falls under the same answer as the bathrooms. This is controlled by the Public Health Department of Door County. As of right now, no public restrooms can be open. You could rent a porta potty on your own for your site.*
- M. Meacham: I have one concern, and I know this is only our second year, but we have noticed quite a few sites that are not being kept up at all and look terrible. HV looks so

nice and these few sites really detract from the overall quality of the park. Plus it hurts the resale in the future.

- *Anne has gotten complaints about sites not being maintained. That is why the email was sent to members about maintaining your site and the places in the ByLaws and Declaration about sites being maintained. There is a procedure to follow if a site is not maintained. It was mentioned that sites, where someone has died, bankruptcy, etc., may not be maintained like it should be if it is in transition or probate.*
- (Because this question needed a response before the meeting, an email reply was sent.)
S. Perry: Is there some reason why interested members can't attend this meeting? We can certainly social distance with masks on around the perimeter of the pavilion or at the very least a conference phone line should be set up for people to dial in, listen, and participate. I question the Board's decision to hold these meetings in private when other means are available.
 - *Jason H. replied to question: I hope you understand that given these unprecedented times and the Wisconsin safer at home order, we are making every effort to comply with the guidelines that have been laid out across Wisconsin and the nation which is the reason we decided to limit in person participation solely to board members. As for remote listening/participation, the campground does not own a conference phone and without one we would need to use a cell phone on speaker mode which will make it extremely difficult if not impossible not only for people to be able to remotely hear the conversation that is occurring but also for the board to hear input or questions that may be posed from someone remotely. As we always do thanks to the hard work of Paulette and checking/reviewing by all board members, we will provide very thorough minutes of the meeting and as indicated below, if there are specific questions, you would like to ask, we can try to call you during open session. However, it will be from a cell phone so we are not sure how well we will be able to hear you or how well you will be able to hear us. I hope you understand that we are doing our best to continue to conduct business for HV during these difficult times. Let's cross our fingers that come June we will be able to once again have a typical board meeting.*

OLD BUSINESS

- **Projects Update – Anne**
 - Activity Pool
 - Tile work
 - Splash is not responding to call or emails.
 - They were scheduled to come last week to do the activity pool and hot tub tile. They did not come and did not call.
 - The tile wall between big pool and plunge pool needs to have tiles replaced. If we can get the tiles, Dave Lynch said he could fix those tiles.

- Pumps
 - Member Ray Nowak, who is an architect said he could help us get some machinery at cost.
 - Ray said everything is working now.
 - Problem is the pumps are sitting on rotted steel and concrete that needs work.
 - Need to ask Ray what is needed to replace all of it. These are the original pumps and are 40 years old.
 - Brian W. mentioned that he has a fabrication connection that may be able to help with this project.
 - ***Anne will talk to Ray N. about this project.***
- Hot tub
 - In the fall, the cement was jack hammered so the new grate could be installed.
 - Grate installation needs to be completed and then the State needs to inspect it before the hot tub can be used.
- Pool painting
 - Was waiting for the tile work to be done before painting the pool but may have to begin painting before the tile work is done.
 - Pool has to be cleaned before it can be painted.
- ***Brian W. suggested that Anne try to locate other pool suppliers to get work completed.*** Other campgrounds that have pools may be a good source for contacts.
- Pavilion Doors
 - New doors have been installed and they all lock from the inside.
- Store Siding
 - New siding is almost completed.
 - Thank you to all the volunteers that helped.
- Golf Cart Charging Stations
 - New charging station across from the store.
 - Will be able to charge multiple carts.
- Road Work
 - MJT Trucking will be doing the road work the week of May 18.
- Central Well Pump, Pressure Tank and plumbing changes
 - The tank was welded.
 - Rerouted pipes so we can isolate central bath for turn off.
 - Water turn on this year was very successful.
 - There were no breaks and only minor leaks.
- Quickbooks Update/Upgrade
 - 2020 desktop version. System is faster.
 - There have been no issues.
 - Everything is on the new server.
- Pond Inflatables
 - The new inflatables are here.
 - Also got a free splash pad, life jackets, and two small pumps.

- Looking at getting a large container for safe storage of inflatables and other items.
- *We are looking for semi tires or tractor tires to make anchors for the inflatables. Let Anne know if you know where the park could get these tires.*
- **COVID 19 Items**
 - Disaster Planning
 - A man from FEMA was working on our own disaster plan.
 - Got one email back that stated he was behind in his work.
 - Looking for someone else to help with this plan.
 - WEDC
 - WACO
 - ARVC
 - State DATCP
 - Things to do:
 - Need to plan ahead.
 - Need a supply chain for items needed.
 - Using information already out there.
 - Training staff.
 - Waiting for supplies:
 - Hand sanitizer and dispensers
 - Masks
 - Gloves
 - Hand sanitizer to sell
 - Bandanas
 - Disaster plan needs to be fluid.
 - Change plan as you go.
 - Need an initial outline for a Disaster Plan.
 - Who to call
 - Supply chain
 - *Policy Committee can work on completing the Plan*
 - Discussion on touchless faucets and toilets.
 - Would be a good idea to consider replacing faucets and toilets.
 - Approximate cost:
 - Faucet - \$100 each
 - Toilet - \$100 to \$125 each
 - *Consider as a budget item. John N. will get estimates.*
 - Staff PPE
 - Employees wearing masks.
 - Doing self checks with Manager follow up.
 - Hand sanitizer available.
 - Cleaning Chemicals
 - There is presently enough for housekeeping needs now.
 - Getting spray bottles for disinfecting.

- Supplies/Pool Chemicals Delivery Concerns
 - Pool chemicals from Carrico
 - Can only get a 2-week supply for now.
 - As soon as water is in the pool, we have to start treating it.
 - ***Very likely that even if pool restrictions are lifted, the activity pool will not be open Memorial Weekend because of the issue of getting pool chemicals that are needed. Also, because of the restrictions we have been under, some of the work that needed to be done could not get done.***
 - We will have 9 lifeguards if 3 people are able to complete their certification classes that were cancelled because of the pandemic.
 - Of the 6 we have for sure, 2 are part time.
 - Activity pool must have life guards.
- Public/Seasonal Status
 - Site 84 – getting back as a public site.
 - A new public seasonal – not sure they are going to stay.
 - One UDI Seasonal left.
 - Site 4 – may be leaving.
 - ***Seasonal contract gives the camper the right to occupy a site.***
 - ***Harbour Village intends to honor the contracts.***
 - ***Amenities are not guaranteed in the seasonal contract.***
 - There are people on the waiting list for seasonal sites.
 - So far, public camping cancellations = \$20,000
- Budget Revision for COVID Planning
 - The Board has done some budget revisions because of the current situation.
 - The Board tried to predict what income could look like and related expenses to try to balance the budget.
 - There are costs shifting to other areas.
- COVID Handouts from Anne for the Board:
 - Badger Bounce Back Plan Information
 - Entertainment and Amusement
 - Outdoor Recreation
 - Information Release from Public Health of Door County
 - Illustrations – Stop the Spread of Germs
 - Harbour Village COVID 19 Waiver
 - Condo Owners – Covid Policies and Reminders
- **Chart of Accounts for Quickbooks – Brian and Anne**
 - Brian has been working with Anne to clean up the Chart of Accounts and eliminate some unnecessary accounts or duplicate accounts.
 - Anne said it will be easier to enter amounts correctly if there are fewer accounts to choose from.

Approved via email

- **DUDI Cleanup Status**
 - On hold now.
 - This will take time.

NEW BUSINESS

- **Accountant Update**
 - Accountant, Steve Asher, has retired.
 - His son, Craig Asher, is taking over handling our account.
 - The transition should be smooth.
 - Brianna is doing our reconciliations.
- **Committee Updates**
 - Strategic Planning Committee
 - Will meet later in the summer.
 - Members: Jason H., Barrett S., John N., Anne F.
 - Audit Committee
 - Have not met lately.
 - Sue and Brian review the financials every month.
 - Brian has been working on cleaning up the Chart of Accounts.
 - Budget committee has:
 - Compared invoices with amounts paid.
 - Compared budget amounts to actual expenditures.
 - There is a good handle on the finances at this time.
 - Members: Sue V., Brian W., Cindy J., Al M.
 - Policy Committee
 - There is an Employee Handbook
 - Need a “general” Human Relations Policy so management can procedurally make changes where needed.
 - UDI/DUDI Policy
 - Need to get the DUDI issues settled before a policy can be made.
 - Members: John N., Jason H., Paulette K., Mary P.S.

Motion was made by Sue V. and seconded by Mary P.S. to adjourn the Open Session. Meeting adjourned at 10:55 a.m.

Paulette Kussow, HV Board Secretary

Board moved to Executive Session

Approved via email

Next Meeting:

June 13, 2020 – At Door County Coffee (limited seating) – 9 a.m.

2020 Board Meetings (All meetings at Egg Harbor Town Hall unless noted otherwise.)

July 18

August 15 – Annual Meeting in pavilion

September 19 – Budget Review

October 10 – Budget Feedback

November 7 – Budget Work

November 14 – Finalize Budget

(cancel if Budget completed)

December 5 – Publish Budget

NOTE FROM EXECUTIVE SESSION: Derek Bell resigned from the Board. Vice President Jason Haines is now President of the Board and Brian Wallace was elected as Vice President of the Board until the Annual Meeting in August. Because there are only two meetings before the Annual Meeting, no one will be appointed to the Board at this time.