

April 2021 - Manager's Report

March ADMINISTRATIVE/STORE:

- Deep cleaned the store to prepare for new merchandise
- Received clothing orders, created bar codes, priced, and entered into the POS system
- Reviewed and signed new Seasonal Contracts
- Approved permits for owners and public seasonal customers
- Worked with Camera Corner to resolve IT issues with Wi-Fi access point; isolated files on shared drive to add another layer of security
- Resolved issues with incorrect survey billing from outside vendor
- Planned Fb anniversary raffles and prizes
- Coordinated with YMCA for new lifeguard training
- Created a new graphic design for 35th Anniversary – will use for advertising, Fb, and gift certificates
- Attended WACO conference Mar 17-22
- Attended Carlsville Business Association meeting
- Updated seasonal forms where needed
- Researched platforms and pricing for digital waivers to reduce our costs for check-in packets (paper, copier ink, staff labor)
- Reviewed expenses and reconciled February bank statement
- Programmed and tested new electronic equipment for store (credit card swiper, barcode scanner, printer, and cash drawers)

March MAINTENANCE:

- Tree cutting and clean up
- Received the Activity Pool equipment and began work in pool pump house
- Completed more than 50 work orders throughout the park
- Yearly set up of amenities

Financials:

2021 YTD income dues:	\$570,520	2020 Fiscal income dues:	\$535,880
2021 YTD reservations+seas.sites:	\$652,798	2020 Fiscal reservations:	\$659,621
2021 YTD Total expense:	\$176,023	2020 Fiscal expense:	\$1,197,715
2021 Operating Acct. Balance YTD	\$928,122	2020 Operating Acct YTD:	\$570,722
(*note: Due's 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 |
| ➤ Insurance | Secura – Commercial, Business Umbrella Liability and Auto
SFM – Workers' Compensation
West Bend – Employment Practices |
| ➤ IT | Connecting Point/Camera Corner |
| ➤ Legal | Pinkert Law Firm |
| ➤ Phone/Internet | AT&T and 8x8 |
| ➤ Pool Service | Carrico – Water management/chemicals |
| ➤ Printers/Copiers | Marco (bought out Accent Business Solutions) |
| ➤ Propane | Door County Co-op |
| ➤ Reservations/POS | Camp Spot |
| ➤ Satellite TV | DirectTV |
| ➤ Store Inventory | Holiday Wholesale; Wilcor; Seven-Up; Triangle, Flanigan, Kay, Sam's Club |
| ➤ Waste Mgmt. | Septic Maintenance and Advanced Disposal |

Contracts:

- | | |
|-----------------------|--|
| ❖ GFL (garbage/recyc) | Contract ends January 2022 |
| ❖ Marco (Accent) | Contract renews yearly in February |
| ❖ Schopf/S&B Farms | Renews every three years |
| ❖ Septic Maintenance | Renewed yearly |
| ❖ Asher and Wood | Renewed yearly |
| ❖ Door County Coop | Renewed yearly |
| ❖ AT&T | Renews March 2023 |
| ❖ Safe Slides | 4-YR Maintenance Contract (begins Fall 2021) |

Memberships:

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

Long term Contracts:

Kids Directory Term 2015-2021 (Advertising) (Pending)