

MINUTES ARE SUBJECT TO BOARD APPROVAL

HOLIDAY RV PARK OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING April 12, 2014

BOARD OF DIRECTORS PRESENT

Terry Redwine	-President
Brien Carlson	-Vice President/Maintenance
John Watkins	-Secretary - Absent
Fernando DaSilva	-Treasurer - Absent
Jon Mackenzie	-Management
Mary Halberg	-Rules and Regulations
Tony Damiano	-Collections
John Souza	-Park Usage - Absent
Bill Couchman	-Public Relations

MEMBERS IN ATTENDANCE

12

Meeting called to order by President, Terry Redwine at 09:13 a.m.

Flag Salute: Mary Halberg

Roll-call in attendance: Board Members filling in for the following due to absences

Jon Mackenzie	-for John Watkins
Brien Carlson	-for John Souza
Terry Redwine	-for Fernando DaSilva

Minutes to previous Meeting, February 8th, 2014, Motion to approve, week of the 24th, the Board was polled by email, and telephone in regards to the following two items:

- 1) Purchase laptop for new Manager, not to exceed \$1000.
 - 2) Hire Part-time at 25 hours per week, at the rate of \$9.00/hour, no benefits, to close pool, and provide after-hours security, and enforce rules and regulations.
- Terry Redwine motioned. Motion carried

CORRESPONDENCE

No correspondence at this time.

OPENING COMMENTS

Terry Redwine: Addressing to Members in attendance -

1. These are restricted meetings
2. This is a volunteer Board, we get reimbursed for mileage, if we drive, and if IRS allowable allowance

Owner's participation in meetings.

Owners may participate in these meetings. Requested all participation of questions, ideas, comments, and suggestions be limited to 3 minutes. Questions, ideas, complaints, comments and suggestions will be referred to Steve Siefert as appropriate, or then taken into consideration by the Board. After research is completed, will be placed on next month's agenda.

Holiday RV Parks procedures and meetings are governed by our bi-laws and CC&R's are governed by the book.

Letter from Attorney, Hart King, copies made available to Owners for review. Entire letter will not be read. Will read the 4 questions, then read their answer. Information already sent out to the Board. They've had a chance to review it. Copies are at table if Members want detailed explanation.

Questions:

- 1) Is Holiday RV Park subject to the Brown Act?

Answer: No, we are a Non-profit organization and not subject to that law.

- 2) Can Holiday RV Park Board of Directors put a statement on the annual ballot that states an unreturned ballot is treated as a yes vote?

Answer: No. Reason why it was asked is in order to make an amendment to the bi-laws, it takes a majority of the membership, recalling from March meeting, we did reached quorum where it's 50.4%, with zero margin.

- 3) Can the President of the Board vote along with other board members on motions? In the past the President has on ly cast a vote in the event of a tie.

Answer: Yes

- 4) Is the board entitled to conduct meetings (for strategy and planning purposes) that exclude the owners? Also, would the Board be required to publish minutes and make them available to the owners?

Answer: General meetings are generally open to members, which members can attend. After our General Meeting, the board can vote with majority and move to an "executive session" to have a private meeting, not a secret meetings. Discussions are announced in private meetings, which is on agenda today to discuss personnel concerns.

COMMITTEE REPORTS

Financial Reports: Jon Mackenzie

ACCOUNTS	BALANCE
Rabobank –Operating Account	16,571.43
Rabobank –Laundry Room Account	9,848.52
Rabobank –MM	45.00
Rabobank –Dues Account	75,581.15
Morgan Stanley Dean Witter	136,77.27
Pacific Western – CD	29,803.94
Mission Bank Capital BF	3,094.04
Mission Bank CD	104,968.77

PROFIT LOSS: CURRENT / PREVIOUS YEAR MONTHLY COMPARISON

ITEM	MARCH 2014	MARCH 2013	DIFFERENCE
Total Income	55,005.53	62,038.05	-7032.52
Total Expense	90,476.66	116,853.58	-26,376.92

Terry Redwine: Discrepancy from previous month since there was an increase in January 2014, how report could be down?

Jon Mackenzie answered: Receipts were entered incorrectly for Snowbird Non-taxed instead of to Monthly account. Jon to address with Bookkeeper on Monday (April 14th, 2014), will reverse and should be evened out.

Motion to approve to pay bills as presented. Tony motioned to pay bills. Jon Mackenzie Seconded. Motioned Carried.

Management: Jon Mackenzie

We continue to have issues in the office, and will be address. Have met with Bookkeeper several times in the last two weeks. Looks like there are still problems in the way we are doing paperwork, but things are improving. Have had to let another office staff go this week.

Collections: Tony Damiano

In arrears -14 owners
 Unpaid Dues - 6 owners
 Owners cannot use facilities until paid.

Park Use: John Souza

Brien to get report from John Souza. Motion Carried.

Park Maintenance: Brien Carlson

- Bids on spa –continued
- Maintenance Staff is just TOPS! Just nice to have someone from the outside to say that, that our Maintenance staff is just doing a great job! Jon and Steve are working

together, if anything comes up. We're giving him a chance to evaluate things, as we are still getting acquainted. Park Maintenance, is doing well!

Rules & Regulations: Mary Halberg

- Sub-Committee met last Saturday, April 5th, 2014; Steve Seufert was welcomed, and introduced to Sub-committee.
- Dog rule; recommendation was made to have 2 pets per space with additional \$10.00 a month to be accessed for over 3 pets, 4 pets maximum.
Terry Redwine: Unable to adopt rule. Motion later. Board to access as NEW BUSINESS next month.
- HR/VP not be permanent residence; Board to discuss report in next meeting. This falls in the Rules & Regulations, page 9, under C. Trying to align with rules and regulation so that this is clear.
- Dog leash and Pet waste not being picked-up. Board is aware of this. Rules needs to be enforced.
- Tags; Needs to be provided by the office. Tags are to be placed on rear-view mirrors. Too many vehicles being parked in emptied spaces that are untagged. Occupancy to parked within their space, and not over lines. Office is providing tags at check-in. Steve Seufert is placing cones now near reservations to approve to eliminate people parking in spaces where bricks are put in. Board recommendation that these be announced at this meeting, and Terry Redwine announced at every meetings.
- Manager's report: There was recommendation the minutes be reviewed after the meetings before they were put up on internet, so that everybody knows if there were something that wasn't correctly said.
- Chain of commands in case of emergency on the phones: Steve Seufert to handle that.
- Pool and Bathroom codes: Steve Seufert will be changing the codes annually. Snowbirds and Monthlys' will receive laminated cards, or will receive as you come in. There are entirely too many people using our facilities that do not even stay here.
- Executive's meetings: Members are welcome after the Executive's meeting, which are held following General meeting, then the Closed-door Board Member meeting.
- Beach Social Club: Will now have a Federal ID # for that account. Monies made from BBQ or what they currently have will be recorded, and be kept separated.

- Monthly Members: It's been recorded that the children of deceased owners have been using trailers of Monthly's spots. Jon Mackenzie will be checking into this. Once Monthly's are deceased, their trailers goes out. Their Children has to start over again. It does not carry-over, or remain in the family.
- Issue of Monthly Members being able to switch sites, upon availability: The concern was that Monthly Members got to decide if they wanted that space before the person on list gets it. Then the person on wait-list will receive what is left. Board to access the issue and will report at next meeting.
- Signs at pool area: Are being changed, showing hours of 09:00 am – 10:00 am. Steve Seufert will get signs replaced.
- Pot-luck signs that were around: Were taken down until the activities are organized again. It wasn't happening, where folks were putting food together.
- REMINDER – August 1st, 2014: Sign-ups for Snowbirds

Public Relations: Bill Couchman

Nothing to report. We were talking about having a BBQ but never got around to it. Since didn't receive any report, not sure if we made money or loss money.

Accepting any offers of help for events: Continues

Beach Social Club –Birthdays: Steve Seufert

Mary Halberg
 John Souza
 Gene Souza
 Virginia Dickson
 Shirley Ebner
 Gene Bedford
 Kenneth Dickson
 Peggy Brandon
 James Horton
 Susie Dominguez
 Frank Abbott
 Robert Sutton

Director of Operations: Steve Seufert –self introduction

- Going on four weeks now, and still very excited and pleased to be here. Quote from ex-boss "You'll never see grass under me, because I am always moving!" Have hit the ground when he got here and still running! Have a lot of great ideas! Maintenance crew is just amazing!
- Changes done: Signs down in front of office

- Changes in the office: Former employee (Christy) was let go 2 days ago. It was an agreement to let her go due to inappropriate occurrences, speaking about the work and job, and how much she didn't like it. We will be looking for a replacement, and bringing in a part-time person in the summer.

Jon Mackenzie: To clear the air on former employee, there were other stuff going on, reservations being changed, and not corrected or disappeared. Complaints about her attitude and talking to people. Couldn't get along and being rough with people.

- Introduction: Terry Redwine –Susana Schmidt is now doing the minutes.
Steve Seufert: Ad placed in Craigslist. Susana Schmidt came highly recommended by her resume, we felt qualified the best.

Owners' Comments

J.T. #358:

Storage under the RV? Don't know what's going on with that. It hadn't been a problem before, and why is it a problem now?

Steve Seufert: I was the one that brought it up to him. Since I have been here, haven't been able to drive through the park. But this is in Title 25, storage underneath trailer is a fire hazard.

J.T. #358: Stack by the BBQ, is that acceptable?

Steve Seufert: So long as it's not space clutter. Full-time Snowbirds can be different, as they'll more stuff.

J.T. #358: I will take that storage shed offer by Steve Seufert, which was left behind by Gene Souza.

Anna Brown #1:

Welcome Steve! Noticing the changes, and looks good. Wondering where our web-page went?

Jon Mackenzie: Pictures being updated, and it had the old rate of \$35/night.

Anna Brown #1: Jerry asked me to mention some of the palm tree roots are showing. Suggest maybe back-filling with dirt or planters at base with some flower to add more color to the park.

Anna Brown #1: In regards to the storage, there are some that snaps in front, pretty easy to install.

OLD BUSINESS

1. We had most sites converted into 50 amp –
No discussion from the Board at this time. Deferred to next meeting. Everyone accepted.

2. Laundry room sidewalk was fixed –

Steve Seufert: 2 months prior to being here, there was a break-in in the laundry. Was easy break-in. Windows have been replaced with window sliders. We felt it would be better if we put in place a local bell alarm on the building where everyone will hear. We have 3 bids to do that, and after reviewing, we felt for best value for our money is to go with Tech Smith, from here at the park. This would be an in-house tech support, priced at \$644.98. Price includes system with keypad, glass breakage sensor, outside speaker, power supplies and back-up battery. Training will also be included in cost.

Tony DAMiano Motioned to accept bid for alarm system in laundry room. Brien Carlson Seconded. Motioned Carried.

3. Charter update –

Where we are, or direction to go?

Jon Mackenzi: Everybody aware, as of July 29th, we will have a new system in our house, or we will not have TV! We have phoned Direct TV, and have received bid. If we go with Direct TV, we will never have internet throughout the park due to licensing. We sought next door, Matt's opinion to see what he thought of this. Charter is working on some solution, that there be one big box that will do Charter TV, with same number channels we have now, and digital. Charter may pick up the tab, or half the tab because it is an improvement of their equipment. We have \$30,000 in the budget, which is not what we will spend. We have put the sheet out there to let everyone know where we are at. We will have service in by July 29th. We are awaiting answer back. Charter will return again in the next couple of weeks.

4. Audit review update –

Terry Redwine: Review is taking longer due to the way things were handled. Auditors had to re-instruct July, August and September 2013 to determine flow of deposits made in to GL. So it's taking time. This auditing purpose is excellent. It's more detailed, having to put a cost on our financials, the things we do, owners and non-owners.

5. Compliance audit –

Terry Redwine: Are we in compliance with our current office procedures, hiring, discharging, OSHA rules and regulations as governed by the state? Steve Seufert was to research into this.

Steve Seufert: Not yet researched into this.

Terry Redwine: Will continue this on next month's meeting

6. Spa bids –

Brien Carlson: Health Department wants us to go ahead and pre-surface the spa before the busy season. Not sure if it was a hard-directive or a suggestion. But it does need to be done. There are patches missing.

Steve Seufert: Received the following bids –

1. Carefree Pools \$5000

Cost to include sandblast, prep & bondcast and re-plaster spa white

2. Sun Pool Construction \$8400

Is a local company in AG, but need to find out why they're coming in \$3400 more?

3. New Image Pool \$15,000

Cost of spa *ONLY* would be \$5300. Company out of Fresno, Brien Carlson fully recommended based on past experiences with company. Fiber-glassing is not the way to go because of heating, cooling and temperature differential. Depending on which way we go, they use plastic or select surfacing. But surfacing is the way to go.

Brien Carlson expressed concern, as we have been on notice from Health Department for some time now. Time is of the essence, and need to get moving on this. He is comfortable in moving forward with New Image. Steve to contact for service and installation.

Brien Carlson Motioned. Mary Halberg Seconded. Motion carried.

NEW BUSINESS

1. Filter needs to be approved –

Jon Mackenzie: We had an incident on March 31st which has caused us lots and lots of problems! They have filed a petition lawsuit that there are illegal porn being down-loaded in the park. It's been picked-up by an attorney. He has issued a demand letter to issue \$1200. This park is now a target! Our attorney has suggested a couple things:

- Ignore and do not pay the \$1200!
- Create a wi-fi Guest user policy

The user-policy is a 4 page document to review and sign-off on. Snowbirds and Monthly Members sign-off once every 8 months and or once a year. This is audit protection is to take precautions. The current filter we have is just a regular filter. Attorney suggested a certain filter that will filter that stuff out. Cost is \$3400, or we take out wi-fi out of the park.

Members are going to need to review and sign-off on this.

Everyone will get new codes in order to stay legal.

Terry Redwine: By doing these preventive measures, we can limit statutory damages down to actual damages.

Jon Mackenzie: Cut-off date for current password are good until April 30th, 2014. Codes will not be usable after April 30th. Codes will be your last name and space #. With this, this will let us know who is doing this, should this happen again. It is important people understand that did not renew our agreement with Tech Smith, that was no longer part of their responsibility. We don't have a contract.

Jon Mackenzie motioned wi-fi and filter \$3400, not to exceed \$3600. Tony Damiano seconded. Motion carried.

2. Store in Park –

Steve Seufert: There shouldn't be any reason why members have to leave park for accessories, when they can get it right here at the park. Basic accessories (i.e. chemicals, toilet paper, electrical adaptors). Cost to put it in place of \$1000, and in place before summer.

Jon Mackenzie motioned for approval, not to exceed \$1500. Brian Carlson seconded.

Brian Carlson: Want to see about a filling station, LP or tank exchange made available here, like ones at supermarkets?

Jon Mackenzie: There are propane trucks or service companies that come in here that can fill up tanks instead of having propane storage, where we'll need special permits, and liability concerns. One benefit would get some of our electric heaters off of our electrical services if more people would use their LP gas.

Jon Mackenzie motioned. Brian Carlson, seconded. Motion carried.

3. Water heater –

Steve Seufert: One and half week ago, we have been dealing with an undetectable leak in the water heater in laundry mat for the last 6 months. Found that there was a defective water heater. Unfortunately we have a commercial size 290K BTU unit and it's not cheap. For \$3796.74, we purchased a water heater, but it is lost in transit. Yellow Freight does not know where it is currently, but should come in on Monday. But after delivery, we'll have to pay \$690 freight, plus sales tax. We saved close to \$2000 less.

It hasn't been decided if we were going to close it down for a day, or put up sign "Just have cold water".

Previously been approved.

4. Rules for dogs –

Mary Halberg: Rules stating that there should be no more than 2 pets per space, and additional \$10 per month, renewal every month will be accessed for more than 3 pets, with 4 pets maximum.

Mary Halberg motioned. Brian Carlson seconded motion. Motion carried.

Tony Damiano motioned the rule that the park cannot be a permanent resident, should be deleted from the rule. Jon Mackenzie seconded motion. Motion carried.

10:50 am – Tony Damiano, meeting adjourned