

**THESE MINUTES ARE SUBJECT TO BOARD
APPROVAL**

**HOLIDAY RV PARK OWNERS ASSOCIATION
BOARD OF DIRECTORS MEETING
December 14, 2013**

BOARD OF DIRECTORS PRESENT

Brien Carlson – President
John Watkins – Secretary
Terry Redwine – Treasurer
Tony Damiano – Park Maintenance
Mary Halberg – Rules and Regulations
John Souza – Park Use
Jon Mackenzie – Collections
Bill Couchman – Public Relations
Linda Toledo – Vice President & Management - Absent

MEMBERS IN ATTENDANCE

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Meeting was called to order by President Brien Carlson at 9:05am

Flag Salute by Jerry Brown

Brien asked for a motion to approve November 9, 2013 minutes, John Souza seconded, Roll Call, Motion Carried.

COORESPONDENCE

John Watkins read two comment cards.

1st one was by Mike and Connie Hodges #749:

We just wanted to say what an awesome job they did on the electrical project here in the park. How nice to have such talented and hardworking people here. We should all feel lucky to have all of them working here. Besides doing the project so well, they kept the park up like usual.

2nd one was by Mario Dias #355:

Non owners should be charged a refundable deposit to leave their spot clean. While we were here, we saw how some people left their spot messy and let their dogs poop on empty sites and do not clean it up.

We had two reportable actions, one being that Tech Smith will be on till March 2014 to

help with the new reservation system. The board voted and it was 5-0 Jon Mackenzie abstained and the president is not allowed to vote. The seconded was board compensation; if you travel to the park for meetings you get compensated. John Souza and Jon Mackenzie have both declined their compensation.

Change of Rates

Terry Redwine: After speaking with several people we decided to reduce a couple of the rates for 2014. The weekly rate for Non Owners will be \$264, The Non Owner Snowbird Back In rate will be \$780 and the Non Owner Snowbird Pull Thru will be \$1190

PRESIDENTS ADDRESS

Those that are going to run for the board need to get their election sheets in by today's closed meeting. I have to tell you that I am kind of disappointed that I did not see more interest in this, I know that there was a lot of vocalization this year but I am not seeing a whole lot of participation, and that concerns me. Your board is going to continue doing the best they can. As far as compensation we have a lot of people in this park that do a lot and we have a lot of board members that are doing things for park.

COMMITTEE REPORTS3

We have three board members that are up for re-election this March, they are Linda Toledo, Bill Couchman, and Jon Mackenzie. So far I only have election letters from Bill Couchman and Fernando DaSilva.

Financial Report: Terry Redwine

ACCOUNTS	BALANCE
Rabobank – Operating Account	\$12,544.34
Rabobank – Laundry Room Account	\$11,146.78
Rabobank – MM	\$5,363.54
Rabobank – Dues Account	\$11,143.15
Morgan Stanley Dean Witter	\$134,450.69
Pacific Western – CD	\$29,803.94
Mission Bank Capital BF	\$13,433.90
Mission Bank CD	\$104,651.80

PROFIT & LOSS: CURRENT / PREV. YEAR MONTHLY COMPARISON

ITEM	NOVEMBER 2013	NOVEMBER 2012	DIFFERENCE
Total Income	\$42,336.13	\$45,246.07	-\$2,909.94
Total Expense	\$86,951.71	\$99,411.08	-\$12,459.37

PROFIT & LOSS: YEAR TO DATE & PREV YEAR TO DATE COMPARISON

ITEM	NOVEMBER 2013	NOVEMBER 2012	DIFFERENCE
Total Income	\$755,033.18	\$796,387.24	-\$41,384.06
Total Expense	\$702,280.01	\$704,584.97	-\$2,304.96
Net Income	\$63,740.14	\$99,202.24	-\$35,462.10

Terry motioned to pay \$24,433.30 in bills and the payroll is \$6,732.89, John Souza seconded, Roll Call Linda Toledo and Jon Mackenzie Absent from Vote, Motioned Carried.

Management: Linda Toledo (Absent)

Terry Redwine explained that RMS is moving along and should be up and running by January 1, 2014. Kristi is getting the January dues invoices done and those should be getting mailed out next week.

Collections: Jon Mackenzie

We are down to two people past due for July 2013

Park Use: John Souza

In November we had 185 owner reservations and out of those 50 were owner guest, there were only 76 regular reservations. This brings us to if we had started the \$10.00 a day for November the park could have made \$8,500

Tony Damiano made a motion to delay the \$10 a day fee until the Board gets a legal opinion if the Board can change the By-Laws as to charging for free time, Motion Dies by lack of a seconded.

Park Maintenance: Tony Damiano

The laundry room door is new, also the laundry room roof needed to be fixed so the maintenance guys fixed it. The park decided to cut the roots out of the sidewalk instead of cutting down the magnolia tree. We also replaced the California Flag.

Rules & Regulations: Mary Halberg

Mary stated that she took all of the subcommittee rules and suggestions to the board and the Board will be voting on them.

Public Relations: Bill Couchman

Bill thanked the board and the park for everything that they did for his wife. The service was very nice. I will also be moving here permanently here in January 2014, so that way I can be more involved.

December Birthday Shout Outs

Rose Diaz 4 th	Fernando Da Silva 19 th
Bob Begley 8 th	Wilma Horan 20 th
Shirley Fagundes 10 th	Michael Penny 27 th
Howard Moore 11 th	Luke Stephens 28 th
Bill Albright 14 th	John Giotta 19 th
Janet Hair 29 th	
Larry Kindell 14 th	
Mitch Coonce 15 th	
Elston Salvador 17 th	
Glennita Miles 17 th	

OWNER COMMENTS

Jerry Brown #1: Regarding the compensation pay I think John Souza and Jon Mackenzie should accept it and if you don't want to keep it then maybe donate it to the park. Also I wanted to add that Charter is offering the Snowbirds a monthly fee of \$40.00 per month for cable with no contract.

Tom Sloan #766: What's happening with the hiring of a park manager.

Anna Brown #1: the guys do a good job on cleaning the park and restrooms. But do you think they can do a deep clean on the restroom vents.

OLD BUSINESS

1. RMS

Janae is going to be involved in doing some more training. Janae did ask me if they can open the office up on Thursday December 19 and Friday December 20 at 10:30am for group training with RMS. The Board all approved the office can open at 10:30am on those two days.

Brien Carlson asked Janae to explain how she feels on how RMS is going.

Janae: It is going really well, I have had four training sessions with Amanda so far. I have been setting up the rates and the sites with her. We will be doing a group training session with Amanda and the girls on Thursday and Friday. My goal is to be up and running on January 1 2014.

2. ANNUAL DINNER

The annual dinner will have a Non – Post bar, which means there is going to be no wine on the table, if you would like to buy a drink you can get them at the bar. John Watkins got the gift cards for the dinner raffle.

NEW BUSINESS

1. NEW WEBSITE

The girls in the office put together a new idea for updating the website.

Jon Mackenzie: My feeling is that we have so much going on right now that I think there should be a six to eight month hold on doing it. Putting up a new one will take time and money. That the only thing that needs to be updated in the rate information.

John Watkins: I am going to have disagree with Jon Mackenzie. Our current website is not good. I think this website could be very good. I made two suggestions that are not on the cover sheet; under about us I added Latest news from the park. I also had Janae look into setting up a Facebook and Twitter. We

will use godaddy.com and it is \$9.99 a month and the park can keep the current web address.

Mary Halberg: I would like see the staff and park manager on the website under about us as well.

John Watkins made a motion to get the new website up and running by February 1, 2014, Mary Halberg seconded, Roll Call Jon Mackenzie & Tony Damiano said No, Motioned Carried.

2. LAUNDRY ROOM CAMERAS

We had an issue with a break-in a couple months ago in the laundry room. So what the Board is recommending is that we get a camera in there.

John Souza: What if we put an alarm system in because I think it would be better and cheaper.

Gene will be getting three different bids on an alarm system

3. POSTING MANAGERS JOB

We are looking at manager firms; also we are going to be posting in the local papers and craigslist

4. RULES & REGULATIONS – PRIME TIME DATES

John Souza: I think some of the days need to be fixed a little bit.

- May – Memorial Day include the 26th
- April – Easter Week include the 20th
- December – Christmas start on the 19th instead of the 18th

5. IT BIDS

We decided to go ahead and use Tech Smith till March 2014, so we can pass the training with the new reservations.

6. ANNUAL AUDIT – NEW CPA FIRM – LEVEL OF AUDIT

Terry Redwine: I asked Janae to call the auditor Tom Cook about getting an engagement letter, and he told her that he no longer does audits because the person who worked for him who did the audits no longer is with him. He can't remember if he sent us a letter notifying us that he no longer does audits. Jon Mackenzie is going to be trying to get in touch with Tom Cook about seeing if he can get a copy of that letter.

Jon Mackenzie is working on getting three bids on what they charge to do a review audit. I will have them at the next Board meeting.

SECOND OWNERS COMMENTS

Motion to go into executive session by John Souza, seconded by John Watkins, Roll Call, Motion Carried.

Meeting Adjourned at 10:20am

Respectfully Submitted,

Janae Price
Senior Reservations Clerk