

# **THESE MINUTES ARE SUBJECT TO BOARD APPROVAL**

## **HOLIDAY RV PARK OWNERS ASSOCIATION BOARD OF DIRECTORS MEETING January 11, 2014**

### **BOARD OF DIRECTORS PRESENT**

Brien Carlson - President  
John Watkins - Secretary  
Terry Redwine - Treasurer  
Tony Damiano - Park Maintenance  
Mary Halberg - Rules and Regulations  
Jon Mackenzie - Collections  
Bill Couchman - Public Relations

### **MEMBERS IN ATTENDANCE**

14

### **Absent Board Members**

John Souza - Park Use & Linda Toledo - Vice President & Management

Meeting was called to order by President Brien Carlson at 9:10am

Flag Salute by Brien Carlson

### **COORESPONDENCE**

John Watkins read one comment card.

Comment card read as follows;

Shower room light switch hard to find, difficult to read. Large sign next to switch would be helpful.

### **PRESIDENTS ADDRESS**

There is a letter coming out soon, it will be in the owner mail out packet. In 2013 we had a lot of challenges, we met those and we are moving on from them. In 2014 we will be faced with new challenges. Again as I said in the last meeting we did not have many people run for the Board, so with that said I would love to get more people involved.

## COMMITTEE REPORTS

### Financial Report: Terry Redwine

ACCOUNTS	BALANCE
Rabobank - Operating Account	21,542.33
Rabobank - Laundry Room Account	12,244.78
Rabobank - MM	5,363.87
Rabobank - Dues Account	30,063.15
Morgan Stanley Dean Witter	134,450.69
Pacific Western - CD	29,803.94
Mission Bank Capital BF	11,871.28
Mission Bank CD	104,651.80

The total in checking & savings as of December 31, 2013 there was \$351,391.84 and December 31, 2012 there was \$368,153.94, a difference of -\$16,762.10.

### PROFIT & LOSS: CURRENT / PREV. YEAR MONTHLY COMPARISON

ITEM	DECEMBER 2013	DECEMBER 2012	DIFFERENCE
Total Income	45,090.98	50,062.11	-4,971.13
Total Expense	63,486.50	85,952.12	-22,465.62

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

ITEM	DECEMBER 2013	DECEMBER 2012	DIFFERENCE
Total Income	799,916.58	846,449.35	-46,532.77
Total Expense	754,023.05	790,537.09	-36,514.04
Net Income	56,914.44	58,430.73	-1,516.29

Terry Redwine made a motion to approve bills and pay payroll, also to transfer \$14,132.11 into the operating account; also close the money market small account at Rabobank because we don't need it, transfer 768.24 from the mission bank capital account, Tony Damiano seconded, Roll Call John Souza and Linda Toledo Absent, Motion Carried.

### Management: Linda Toledo - Absent

#### Collections: Jon Mackenzie

We have two outstanding from 2013, one of which is making monthly payments at \$40.00 to get it paid off. Mackenzie didn't have a number on how many people have paid so far for February 2014 at this time.

#### Park Use: John Souza - Absent

Brien Carlson made a motion to approve the park use reports for December 2013, Mary Halberg seconded, Roll Call John Souza and Linda Toledo Absent, Motion Carried.

**Park Maintenance: Tony Damiano**

Maintenance did an outstanding job on the office ramp. The new door for the office just got delivered and will be installed shortly.

**Rules and Regulations: Mary Halberg**

All recommendations were approved with the exception of these three;

1. 8 month move remains
2. Campers need to stay on trucks
3. Pool and Spa hours will not be changed to make it where there are certain times where children can't use the spa did not pass due to discrimination.

The next rules and regulations subcommittee meeting will be February 1, 2014

**Public Relations: Bill Couchman**

We will be sending out the packet for the March meeting and annual dinner. We got a DJ ordered for the dinner and dance. Also we will need volunteers to help decorate the night before for the March meeting.

John Watkins: We had a great Christmas Potluck, the whole clubhouse was packed with people.

**January Birthday Shout Outs**

Ziggy Aukstkalnis 1<sup>st</sup>

Regina Stoebe 2<sup>nd</sup>

Denny Wilson 4<sup>th</sup>

Dennis Rustigan 10<sup>th</sup>

Susan Stephen 11<sup>th</sup>

David Frank 24<sup>th</sup>

Roger Ritchie 29<sup>th</sup>

**OWNERS COMMENTS**

Jerry Brown #1: There is a handful of us that come in for three months at a time, and I was wondering if we could make reservations annually for the same spot. The reason is because we have to pay Charter to come out and do maintenance work on the site because we pay to have our separate internet.

Brien Carlson answered: You will be able to work with Janae to get those reservations set up.

Eldon Garrett #313: on the management deal, if the park goes with a management company, we would not need the board. All they care about is

how much money they can make and then after a few years you will see how expensive they are.

Lou Garrett #313: the one bad thing about a management company is that they come in and let all your employees go. After a couple years when you see they are not working out you have no good employees left.

## OLD BUSINESS

### **1. RMS- Update**

We had some glitches and the new goal to launch will be February 1, 2014

### **2. Election Package Mailing**

The election packet will be getting mailed out this next week.

### **3. New Website Status**

John Watkins had Janae explain the new website.

Janae: Before starting the new website we had to get in contact with 1x1 to find out what we would have to do to keep our email linked with the website. They told us we have to have the MX records from godaddy. We then had to call register.com and found that we will have to have them point the domain towards godaddy. We found out that both of these will be free.

Godaddy told us that for all this to be done it will take about a week to a week and a half. While the transfer is happening we will be able to build the new website and the old website will still be up and viewable.

John Watkins: If owners want to see what it will look like, there is a copy of it in the office. Also it is really user friendly and I think the members will be really happy with it when it is all said and done.

Brien Carlson: Our staff has really taken the bull by the horns on this one and I think it is really great.

### **4. Laundry room alarm bids**

Gene got us three bids, we are going to put a 30 day hold on it and re visit it at the next meeting. So that way the Board can look them over.

### **5. Manager Applications**

Jon Mackenzie: What I have done is listed the ad for the management position. It was listed for 12 days and we got 71 applications. Each Board member has a copy of all the applications and the goal is to look them all over and get it down to three to interview by February.

## **6. Annual Audit Update**

Jon Mackenzie: Every Board member got a copy of the engagement letter. We found out in December 2013 that our previous auditor no longer does audits, so I contacted a couple firms and two of them turned us down because it was short notice. The one that I think we should go with is Glen Burdett in San Luis Obispo, he knows RV Parks. We also found out that we don't need a full audit we just need to do a review. The cost will be \$4,500 for the audit and \$1,500 for the tax preparation.

Jon Mackenzie made a motion to go with this company for them to do the review, John Watkins seconded, Roll Call, Linda Toledo & John Souza absent, Motion Carried.

## **7. I.T. Contract**

Per Terry: The current IT contract with Tech Smith has expired. We have a new proposed contract from Tech Smith and the board is in the process of reviewing it.

## **NEW BUSINESS**

### **1. Capital Budget**

Terry Redwine: Right now it looks like we are in the safe territory.  
The reserve balance as of 12-31-2013 is \$238,775  
2014 Member Dues is \$81,812  
2014 Operating Budget Surplus \$55,412  
The total is \$417,999

The distribution of the Reserves is as follows;

Office Carpet \$5,000  
Club House Flooring \$7,000  
Pool Deck Caulking \$1,200  
Pool Area Shower Stall \$5,000  
Spa-Fiberglass \$5,000  
Charter - Change to Digital Tv \$30,000  
Club House Deck and Staircase \$30,000  
The Total \$83,200

The ending reserve balance as of 12-31-2014 \$334,7999

John Watkins: The Board is very conservative and they are doing a good job.

Brien Carlson: The Board is working very hard. Also the Board has stepped up a lot to help with things around the park and in the office.

## **2. Charter Update**

Jon Mackenzie: We talked to Charter and there is a little upgrade box that when you check into the office you will get one and then return it before you leave. Charter does look real good on staying with them. I have been talking with supervisors and trying to get one of them to come out and speak with the Board.

## **3. Emergency Check Issue**

Terry Redwine: We have had times where there has been no Board member on site to sign a check. We should have a couple checks that are already signed by two Board members and WAPITA will keep them locked up for us. It would be a couple payroll checks and a couple regular checks.

Terry Redwine made a motion to have emergency checks to be signed by two Board members and be locked up WAPITA, Bill Couchman seconded, Roll Call Linda Toledo & John Souza Absent, Motion Carried.

John Watkins added an amendment to the motion that once a check is written an email will be sent to all Board members with a reason as to what it was used for.

## **4. Portfolio Management Update**

Terry Redwine: I have been emailing back and forth with Mary from the property management company. I asked her to email a proposal. She emailed me back and asked if we were going to do a counter proposal.

We did not mean to make a counter proposal, what we wanted was a new proposal. After our discussion with them they took it that we would make a counter proposal.

Brien Carlson: We have been talking about this for three months. Also I am not comfortable with the cost for this property management.

John Watkins: I will never agree to a management firm unless the price is right.

John Watkins made a motion stating I would like to have Terry get a hold of Portfolio Management and give them a seven day period to get back to us with an offer, and then have it sent out to the Board. Also to continue to look for a manager. Seconded by Mary Halberg, Roll Call Linda Toledo & John Souza Absent, Motion Carried.

### **SECOND OWNERS COMMENTS**

We had to leave out three comments because they were not owners speaking they were a daughter of one owner and a boyfriend of another.

Karen Dixon #44: We discovered that if you don't cancel your contract with Charter they will renew it automatically for one year.

Lou Garrett #313: I want to thank the Board for all your hard work.

Motion to go into executive session by Tony Damiano, seconded by John Watkins, Roll Call Linda Toledo & John Souza Absent, Motion Carried

Meeting Adjourned at 10:25am

Respectfully Submitted,

Janae Price  
Senior Reservations Clerk