

Holiday Shores  
Board of Directors Meeting Minutes

**Date:** February 22, 2017

**Attendance**

Board Members

**Present:** Bob Lowrance, Monte Thus, Shaun Diltz, Roger Rawson, Dave Decker and Justin Patterson.

**Absent:** Jeanne Abert-Martin.

**Quorum Present:** Yes

Others Present

Glenn Dalton, Rob Frey, and Misty Soliben from the Holishor Office.

**Holishor Members Present:** 14

**Non-Members Present:** Sharon Petty with Sharon Frey (Member).

**Proceedings**

Meeting called to order at 7:30 PM

Pledge of Allegiance Recited

**Minutes of January 25, 2016**

**Monte Thus** - Motions to approve minutes as corrected. **Roger Rawson** - Seconds.

**All in Favor.**

**Action:** Motion carried.

**Minutes of February 8, 2016**

**Roger Rawson** - Motions to approve minutes as submitted. **Dave Decker** - Seconds.

**All in Favor.**

**Action:** Motion carried.

**Transfers of Property**

There were 2 transfers of property, both triggered initiation fees.

**Correspondence**

**Variance Request for Sharon Frey**

Variance to extend replace dock extending 20' into the lake from edge of rip rap.

**Conversation ensues.**

**Dave Decker** - Motions to approve variance request given that the dock would not extend more than 20 feet from the shoreline/rip rap.

**Shaun Diltz** - Seconds.

All in favor.

**Action:** Motion carried.

**Variance Request for Robert Rhea**

**Robert Rhea, 48 Willow Ct.** - I'm asking for variance request because I've been working on a floor plan for an addition to my house for about four years. I recently had a survey done and the lot line is definitely not where I thought it was. It turns out that the east side of my house is only 14 feet away from the property line. So in a sense, I'm extending into that 10' side yard by about 3'8". The main reason that I'm asking for the variance is because if I move the addition back it causes several issues. The entrance to my house is a fixed location. The turning radius to get into the garage would get pretty tight. The existing water line would have to be moved. The aesthetics of the property would be better if I leave it as designed. I submitted an elevation view that shows where the existing front door is and what the home will look like when completed. There is still plenty of room to get around to the backyard. I have a letter from my neighbor on that side, saying that I have their permission to build that close to their property. **Bob Lowrance** - I was going to ask what your neighbors

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thought about it. The building committee does not recommend it. I was going to ask Mike if he could give us some information as to why they are not recommending. **Mike Parker, 975** - The building committee's stance on all setbacks is that we don't agree with any variance for permanent structures. **Conversation Ensues. It was suggested by the board for the applicant to try to purchase a section of the neighbor's property that would allow him to adhere to the setbacks.**

**Roger Rawson motions to permit the variance.**

**No seconds**

**Motion dies.**

**Variance Request for The Lakeside Marina**

**Tammy Tharp, Manager of Holiday Shores Marina** - As every successful business person knows first impressions are everything. Whether you were selling a home, boat, car, or business, first impression is everything! With that being said, the marina needs a lot of improvements and it all starts with the docks. We have had several people on different occasions stop by and say they had never been here or would love to live out here and almost in the same breath ask where they can dock a boat if they don't live on the water. We are hoping to solve that problem and at the same time make the area more appealing to the eye. Today we are submitting the plans of a 62' dock with a 6' ramp giving a total of 68'. 10' less than last year. This Improvement is great for the Holiday Shores Community as it should relieve the amount of boats beached just off Holiday Point Parkway. There are also people that would buy a new or newer boat but don't want to beach it. Our plans for replacement and expansion should help with that, while making the Marina look more up-to-date and well-kept. The plans before you are for A and B Docks which will be placed from the big tree, West to the covered docks that remain in place. The plans for A and B docks are exactly the same as the E dock, which will be replaced also. The D dock should help with parking for anyone using the new Tiki Hut for family get-togethers and parties too. The D Dock is off now because the building committee needs more measurements. I was just notified about that this afternoon. So we can't discuss the D Dock tonight. We are also replacing the courtesy docks as well as they are in dire need of repair. None of these new docks are covered, therefore they will not block any homeowners line of sight view of the lake while sitting on their deck or looking out their window. We can't emphasize enough that our dock improvements will not only help all current Holiday Shores residents, but may help with anyone's decision to buy or build a new home in Holiday Shores easier. More residents equal more assessments for community. Please don't delay this any longer. We can start construction right away and have hopes of being completed by the start of boating season. Thanks for your time. Dwight or myself will answer any questions. **Roger Rawson** - Did you plan to rent the outward end of the A & B docks? **Tammy Tharp** - We would be renting only the insides. The outsides would be available to tie up to, but not rented. If we were allowed. I know we are right at our 20% if you can see the red lines on the map that we have given you. **Justin Patterson** - Do you plan on leaving the covered docks in place and putting more docks in front of them? **Tammy Tharp** - No, the dock covers will not be there. **Conversation ensues. Tammy pointed out the lines on the map and where docks A & B would extend to. The Board agreed that it would be an improvement to the lake. Tammy mentioned that C Dock would be made handicap accessible with courtesy docks on the end.**

**Shaun Diltz** – Motions to approve variance request for Docks A & B as long as there are no covers or lifts on them and as long as they do not rent out the ends of the docks. Docks A & B will be no longer than 68' from the shore, including the 6' walk ramp.

**Roger Rawson** – Seconds.

**All in Favor.**

**Action:** Motion carried.

**Conversation Ensues. The Marina will be adding rock for additional parking. The boats that are sitting on the lot currently are there for winter storage. For Dock C, the gas tank will be moved down by the tree where they put the release boat. There will be 20 slips on Dock C, the boardwalk will be replaced and the catwalk will be repaired. The one closest to the Jet Ski lifts will be a ADA courtesy slip. There will be 19 rentable ADA compliant docks.**

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**Roger Rawson** - Motions to approve the Dock C as submitted with ADA compliance and 1 ADA compliant courtesy slip. Not to exceed 32'.

**Justin Patterson** - Seconds.

**All in Favor.**

**Action:** Motion carried.

**Shaun Diltz** – Motions that there be no lifts or covers on Dock C.

**Justin Patterson** - Seconds.

**All in Favor.**

**Action:** Motion carried.

**Conversation Ensues. Jet Ski slips will remain in the same spot.**

**Dock D was taken out for this meeting because more measurements were needed for the building committee.**

**Dock E and Current courtesy docks are being repaired and not replaced. The floats will be replaced on Dock E. The size and orientation will not change, so this dock does not need a variance request.**

**Old Business**

**Overage 2016**

**Monte Thus** - The finance committee discussed the sheet that Glenn put out and let's start at the top and work our way down. The clubhouse network design service \$180. Our recommendation to Glenn was to do it and take it out of the money that he has in his operating budget. We will not need to approve that amount. With the Standalone backup server, we are waiting for recommendations from the IT committee. **Justin Patterson** – We asked Glenn not to pay for the network design service until he spoke with us first. It should be taken off there all together. **Monte Thus** - Do you want to talk about the backup server now? **Rich Fennel, 54**

**Boxwood** - I'm the chairman of the IT committee and we met Monday to discuss the current and future needs of the Holishor Association. We discussed an initial observation made by Justin of what the office currently has and where it needs to be. The first thing we discussed is separating the networks to prevent access using a firewall with UTM. This would prevent spam and be a network intrusion detection device. That would separate our Networks. The next thing we would need to set up would be stable and secure file sharing.

That would involve a central server and a backup solution for that server. That would allow specified data to be shared securely within the office. Then you would have a single backup for all Holishor data instead of having it at many terminals which may or may not be backed up. You would have less risk of data loss if a workstation becomes disabled. I don't know if we're ready to give a cost at this time we would like to see which way we would be going with this. **Justin Patterson** - There are two ways to go with. We have a donated server which would need some additional Hardware or we can purchase a new server. The donated server would cost about half as much as buying a new one but you will not get a warranty. We are guessing that a brand new one would cost about \$2,200 as a starting point. Without the backup solution or the cloud service which would have a monthly cost associated with it. We estimate that that will cost about \$100 a month.

**Conversation Ensues. The Board Members agreed that the new server would be a better idea. It was suggested that the IT committee should talk to the office staff about what their needs are. Justin Patterson stated that \$6,200 is realistic for the server, firewall appliance, battery backup and cloud backup plus an ongoing \$1,200 per year after this year which is not in the budget. The IT committee will get a quote. The internet connection is also an issue. The IT committee discusses the possibility of looking for a new internet provider. The Board discussed the exclusivity agreement that Holishor has with Madison Telco and that it may no longer be legal. Shaun Diltz** - A couple of things that need to be brought up if we do decide to change services is that we have our web service and our email service through them also. **Dave Decker** - In addition to the possible loss of the income that we are currently getting. **Glenn Dalton** - What we have in the 2017 budget is \$3,800 and in the 2018 budget it is \$3,500. **Conversation Ensues.**

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**Monte Thus** - The sustainability Grant has been submitted and if it is approved our part will be \$3,000. **Glenn Dalton** - We have requested that the sanitation district provide us with 50% of those funds which would be \$1,500. We have not received any feedback from their trustees. **Monte Thus** - That \$3,000 or \$1,500 is contingent upon the sustainability Grant. **Dave Decker** - Before you move on part of that Grant was to do a gabion basket correct? **Glenn Dalton** - Yes it is. **Dave Decker** - And we have a gabion basket in the 2017 budget is that correct? **Glenn Dalton** - Yes. **Dave Decker** - So if we get the grant we don't have to come up with a \$3,000 because we already have \$5,000 in the budget to do it so we actually come out ahead by \$2,000. **Monte Thus** - Good point. We don't need the address that one. Glenn is talking about adding another AED (Automated External defibrillator). We already have one in the truck that goes around. He would like to have one here in the clubhouse. It is suggested we also look at alternative funding sources for the AEDs as an option. Next we have 2 V box tailgate spreaders \$5,000 each. Are those rusted-out and they don't spread or the in bad shape? **Glenn Dalton** - Those are still functional the problem that we are having is that parts availability is getting difficult because one is a 1986 and the other one is a 2000 model. **Roger Rawson** - And since they're \$5,000 they're not on the reserve schedule? **Glenn Dalton** - Yes because that's an operational item. **Dave Decker** - But since they're \$5,000 they should be on the reserve schedule because that's the amount that puts them on that schedule. **Bob Lowrance** - They probably didn't cost that much when we first purchased them since they're so old. When they were purchased, they probably weren't added because they didn't cost \$5,000 now they will definitely get added. **Glenn Dalton** - Correct.

**Monte Thus** - Next up is the restaurant Hood we were waiting for sealed bids for those. **Glenn Dalton** - I received 2. **Bids were opened. Belloman was for \$109,527. GRP was for \$42,837. The Board decided to speak with the contractors to make sure that the bids were for the same items. It appeared that they were different. This will be brought back to the next meeting.**

**Monte Thus** - Ballroom upgrades. 25 Shades add \$100 each for a total of \$2,500. The finance committee believes that, that should come out of the operating budget. I think we need the shades because they are in bad shape and I tried to pull them down one time and they will not stay down. We have a projector down for \$1,000. Justin said at the last meeting that the social committee has a projector that it will be donating to the clubhouse. **Justin Patterson** - The social committee has a projector that they will be donating when this projector goes out. At that time there will be a wiring change so there will be a small charge but it will not be \$1,000. It will probably be less than \$200.

**Monte Thus** - Port Lane issue. Phase one will be \$86,840, phase two is \$66,846. I think at the last meeting we were kind of leaning towards just doing Phase 1 for now.

Reorient the public dock at the clubhouse, \$5,700. Glenn's wanting to increase the floatation for another \$22,850. **Shaun Diltz** - Glenn's wanting to increase the floatation? **Glenn Dalton**- Yes, along with that we were wanting to re-orientate the docks for \$5,700. Re-orientation will act as a break for waves, causing less stress on the dock and the boats parked there. We currently have 12-inch floatation underneath them. If we want to have enough for a wave break it would need to be a 20-inch floatation. That is what has been recommended to us but the cost as you can see is \$22,850. If you look at the reserves schedule you can see that we are planning on new docks in 2024. We have a few years before that but we also have the capability to reorient those docks and see how much that does for us before we jump in and spend almost the price of the new docks on simple floatation. **Shaun Diltz** - Would this increase our reserve price for the docks if we increase the floatation? **Dave Decker** - It's all about the life expectancy of the item. If you would replace the docks without the floatation, you would probably set them up as separate line items. You would definitely need to increase the amount that you have in reserves for that item. The question is whether it would be the same life as the dock or a different life span. **Shaun Diltz** - So if we went with that, we could separate the line items and decrease the amount in there if the floatation lasted longer than 2024. **Dave Decker** - Yes. **Conversation Ensues. The Board discusses leaving the current floatation until the next year and seeing how the reorientation works.**

**Bob Lowrance** - If you look at the Ameren easement that we will receive of \$13,650, We have a grand total of approximately \$190,000 to spend. If we don't do phase 2 of Port Lane we have enough money to cover everything else on here including doing the \$22,850 for the floatation on the dock. **Dave Decker** - Does anybody think that we might want to repair roads? **Bob Lowrance** - I agree and we have that in our budget as

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well and that is one of the overages. What I was going to say is in the past we primarily used that overage for roads. What do we have in the budget this year for roads? **Glenn Dalton** - I believe it's \$114,000. I'll have to go check my budget sheet. **Dave Decker** - \$148,000 total. Road resurfacing is \$113,000. **Bob Lowrance** - Based upon previous years we actually have a little bit more money budgeted for roads. **Dave Decker** - I'm struggling with us sitting here speaking about the reorientation of the docks when we haven't spoken about roads with the overages. **Bob Lowrance** - And I don't disagree with that Dave I just made a statement. **Dave Decker** - I know. My comment was just in general. I think that as an association, we need to work on our planning. We have an opportunity to make a major dent in the road project, now whether or not we have the staff available is a different question. And that's not a shot at the staff it's just if you're talking about trying to get this much road done, that's a lot of time and effort. I would personally like to just solidify that we are going to do Phase 1 of Port Lane and get that conversation done and over with. And then we can talk about how we're going to spend the rest.

**Dave Decker** - Motions to approve the a portion of the overage allocation to Phase 1 of Port Lane repair.

**Roger Rawson** - Seconds.

**Conversation ensues. The Board decides to get bids from additional contractors for Design/Build Phase 1 of Port Lane. Board also discusses trying to get the price down on Phase 2.**

All in Favor.

**Action:** Motion Carries.

**Shaun Diltz** - Where I kind of wanted to go with this is putting more into ditching or roads, but with the money we currently have allocated towards 2017, are you saying that we might not have enough staff to do additional road work? **Glenn Dalton** – We are working on a road plan and the plan that we are following is the same one we used in 2016. We're wanting to resurface as many of our good roads as we can so that we can buy time to get to our 10-year Road plan. Last year we did 8 miles of chip and seal with no pugmill. This year, what we have in our plan is to do all the good roads we have in the Southeast corner. We are talking about 1 mile of chip and seal. Those are all the roads we have right now that we can put a coat on and won't need anything additional. We decided that Sextant is the next best road that we can put something additional on and make it a viable road plan. Sextant needs to be pugmilled and that cost would take most of the remainder of our money. We would then have 1 mile of chip and seal and 1 mile of pug mill. That would leave us a little bit extra. We would then pugmill Brittany Court from the asphalt out to the road. If we just do chip and seal on the rest of the roads, we're going to be covering bad roads. We would rather do it in this manner and wait for engineers to come back with our 10-year plan and tell us what to do from there. As far as ditching, that's going to also be part of that road plan. We will bringing this plan to you within the next few meetings.

**Monte Thus** - Motions to make the IT infrastructure the 2<sup>nd</sup> priority of the overage allocation.

**Roger Rawson** - Seconds.

All in Favor.

**Action:** Motion Carries.

**Roger Rawson** – Motions to make the Restaurant Hood 3<sup>rd</sup> priority of the overage allocation.

**Monte Thus** – Seconds.

**Conversation Ensues. There are bids that are different from one another. Prices are vastly different in the bids and the work is different. Some of the bids have the hood coming through the ballroom before venting out the roof. The Board decides to review the bids first.**

All Opposed.

**Action:** Motion Dies.

**Port Lane - Was voted on during the overage discussion. Discussed again.**

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**Building Survey Rule**

Held until next meeting.

**Culverts**

**Shaun Diltz** - Last night I did get a few pieces of information from Glenn. There are 1,152 driveway culverts and 200+ crossroad culverts. The one question we were waiting on last week was how many needed to be replaced. **Glenn Dalton** - We're still getting that data. **Roger Rawson** - The only thing that I have is that we discussed putting back concrete. That would only be if it's a hard surface, correct? If it's gravel we're not going to replace it with concrete. **Shaun Diltz** - The building committee suggested that we replace it with concrete to encourage the homeowner to replace their driveway if it is gravel. There was working in that I was going to put in there if it was asphalt to replace it with asphalt. We would replace it with the original material that came out in less it is stamped concrete then the homeowner would have to have the concrete stamped. **Dave Decker** - At the last meeting we made some revisions to that and those were not incorporated into the version we got tonight. In the future we want to make sure that those revisions are on there so that we don't have to keep going through the same thing every meeting. **Shaun Diltz** - Okay.

**Credit Card Payments**

**Conversation Ensues. Board will look over the new information available. There was a recommendation to not do the tiered pricing. Justin will put together a spreadsheet that contains the information so it's easier to compare.** Held until next meeting.

**Incorporation Committee**

**Bob Lowrance discussed that the incorporation committee had a meeting with the residents the previous evening. There are currently 280 signed affirmations. They need 819 total. Those 819 must be current residents at the time the collection ends. If someone moves, their affirmation is no longer valid. The meeting went well and they had good questions. The office is creating an excel spreadsheet to keep track of who is voting.**

**Dave Decker** - Motions that the affirmations must be considered for the current membership at the time the affirmations are closed.

**Justin Patterson – Seconds.**

All in Favor.

**Action:** Motion Carries.

**New Business**

**Reserves**

**Monte Thus** - Your first sheet shows the 2016 actual ending Reserves and the 2017 estimated contributions that were approved. The bottom line of the 2016 actual ending reserves balances with what we have in the bank. On the second sheet the finance committee reviewed for 2018. Under the main building where it says the parking lot strip and sealed and the parking lot replacement above it. In the parking lot replacement on the old sheets was \$80,000 for 8 years in 2016. We are going to extend that out for 20 years and it will lower the amount put in the reserves \$4,000 per year. The parking lot strip and seal is a new item and we think if we do the strip and seal it will take longer for the parking lot to wear out. There's two changes there. If you come down to maintenance under Road Reserve the board had approved any sales of properties to be put into this road Reserve. We're not adding any money in there it's just for future property sales to go in there. Under Vehicles the Ford F 350 2010 plow, in 2016 we had a reserve amount for \$40,000, we bumped that up to \$50,000 based on the last truck that we purchased. The F-350 2nd 2016 was increased from \$40,000 to \$50,000. We increased both of the 3/4 ton pickups from \$38,000 to \$40,000. These will be reviewed yearly to make adjustments as necessary. If you come down to the lake, the seawall Main Beach, we had \$7,500 in there before and we had another line item for \$5,000 for seawall addition when we had the drawdown. We

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combined those two items for \$12,500. The Holiday Point culvert was approved by the board so it started kicking in in 2017. Glenn put down here so that we can take a look at the reserves as we spend the money from them, in 2018 were looking at a new truck. In 2019 and 2020 you can see what money is coming out. This year we're going to be spending the \$80,000 that's in the reserves to replace the parking lot other than that there shouldn't be anything else that we know of at this time. Glenn will be sending out bids for that.

**Dave Decker** - Motions to do the parking lot replacement effort in 2017 and expend the funds from the reserves.

**Justin Patterson** - Seconds.

All in Favor.

**Action:** Motion Carries.

**Dave Decker Motions to approve the 2016 & 2017 Reserve studies as submitted.**

**Monte Thus** - Seconds.

All in Favor.

**Action:** Motion Carries.

### **2018 Budget**

**Monte Thus** – Most of the numbers correspond to the 2017 Budget, with the exception of \$395,000 which will incur a \$350 special assessment. This is to cover the 10-year road plan. This is going to be for 10 years unless something happens such as the incorporation. **Justin Patterson** – Assuming we don't incorporate, that \$350 could last longer than 10 years because roads have a lifespan and you will have to turn around and replace them again. **Glenn Dalton** – Correct. **Monte Thus** – This number will be split out between ditching and roads.

**Dave Decker** – If you build it right the first time and you maintain it, you don't have to replace it. **Bob Lowrance** – There's oil and chip roads that I built 25 years ago that have never been replaced. **Justin Patterson** – In the past, your maintenance budget hasn't been enough to maintain it. **Glenn Dalton** – Correct.

**Monte Thus** – It might not be \$350 to maintain it. It might only be \$250. **Justin Patterson** – I just don't want anybody to think it's over in 10 years. **Monte Thus** – The only real difference on this is the interest on the reserves. That just goes back into the reserves. **Justin Patterson** – We also might want to add the additional \$1,200 for the backup. **Monte Thus** – Flag that when you submit it please. Almost everything else went up 3% and other things such as postage went up a little. On page 4 is where we discuss road resurfacing and improvements. Those are on the high side. **Conversation Ensues.**

**Roger Rawson** – Motions to approve the budget as submitted and amended.

**Justin Patterson** – Seconds.

**Conversation Ensues.** The Board decided that they should try to wait to see if there is a drainage and road plan to present to the membership before they approve. This way the Board can show them which roads will be affected on year one and ultimately what the plan is over the 10 years proposed. They will approach it again at the next meeting because Hennegan & Associates will be there to give a bid for the engineering portion. They will propose the parameters for Hennegan & Associates. The budget will have to be approved by the 2<sup>nd</sup> meeting in March. **Dave Decker**- This would be very irresponsible to pass this assessment without a plan of exactly what we are doing with the proposed \$400,000 assessment

All Opposed.

**Action:** Motion Dies.

### **Assessment Drawing**

**Royal and Kelly Baird** are the winners.

### **Open Floor**

**Shaun Diltz** - The email about someone living in a recreation vehicle. **Glenn Dalton** – It's in the rules that you cannot spend the night in one. **Shaun Diltz** – Please show me where that is when you have time.

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**Justin Patterson** – Motions to adjourn to executive session. **Roger Rawson** – Seconds.  
All in Favor.

**Action:** Motion Carries.

**Meeting adjourned at 10:49 p.m. To Executive Session.**  
**Meeting minutes submitted by Shaun Diltz.**