

Holiday Shores  
Board of Directors Meeting Minutes

**Date:** March 22nd, 2017

**Attendance**

Board Members

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

**Quorum Present:** Yes

Others Present

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

**Holishor Members Present:** 4

**Proceedings**

Meeting called to order at 7:30 PM

Pledge of Allegiance Recited

**Minutes of March 8th, 2017**

**Roger Rawson** - Motions to approve as amended. **Justin Patterson** - Seconds.

**All in Favor.**

**Action:** Motion carried.

**Transfers of Property**

**Bob Lowrance** – We are going to hold over the transfers of property for the next meeting.

**Treasury Report**

**Monte Thus** – I would like to submit the Treasury Report at the second meeting of the month to be sure that it is accurate.

**Dave Decker** – Motions to approve the revised Treasury Report as submitted. **Justin Patterson** – Seconds

**All in Favor**

**Action:** Motion Carried

**Old Business**

**Overage 2016**

**Bob Lowrance** – Is there anything additional that anyone would like to discuss? **Roger Rawson** – I think we were waiting on Heneghan and Associates for an update. **Glenn Dalton** – I will have more information from them to provide at the next board meeting. **Rich Fennell 54-** Justin handed out copies of a report dated March 21st. Justin has been in contact with MadisonTelco and they were going to perform an audit of equipment and that report has not yet been received from them. I tried to contact Charter with no contact back. I will continue to keep trying. My report goes on to discuss the backup solution. Based on Justin's previous audit, I think that we have options available to us. We talked about the elevator room, where our equipment is now located. Another location would be the closet under the stairs. **Monte Thus** – Is the power suitable in the elevator room? If we are tied into the same outlets as the elevator, I would be concerned about power surges. **Justin Patterson** – It is suitable to be placed in that room. **Rich Fennell** – I am not sure if there is electricity in the closet under the stairs. It is secured and a conditioned environment. **Monte Thus** – The lower levels for backup and servers, you would have more to worry about. **Justin Patterson** – There is not a secured space in the ballroom for the backups and server. **Dave Decker** – When you are referencing the closet under the stairs, were you referencing the closet in the office? **Rich Fennell 54-** Correct. I describe the equipment and the software. We are going to reuse the 24 port software switch. **Dave Decker** – The cable modem, did they replace that when we upped the speed? **Rich Fennell** – The central file server, the specs on the unit from Dell are attached, the next line item would be the firewall router, the portable backup drives, there are three of them, power supply for the mechanical unit, the UPS for the server and the anti virus for the work stations for 4 units. This would be an initial cost. For the equipment, I added some sales tax on the high side and came up with \$6850.00. **Dave Decker** – We just received this paperwork tonight and I am trying to read through this as

Holiday Shores  
Board of Directors Meeting Minutes

you walk through it. The server backup is a three drive rotation which means that each night someone would swap out the drive that backs it up and would take it off site. **Justin Patterson** – Correct. **Rich Fennell 54** – The drives are USB, and each day there will always be two drives onsite and one at a person's home offsite. **Bob Lowrance** – I noticed you do not recommend Carbonite. **Justin Patterson** – That is \$600.00 per year, plus for additional TB of storage is extra per year, we currently have about 2TB of information and that could add up quickly. **Rich Fennell 54** - It is definitely an option, but it is an expensive one. **Bob Lowrance** – Again with those drives that are insecure, what happens if the drives are lost or stolen? **Rich Fennell 54** – You could do the Carbonite with the extremely important data. If you are able to minimize the data that needs backed up daily then you could use the Carbonite. **Justin Patterson** – The Holiday Times is loaded onto the website, so would that need to be backed up? **Glenn Dalton** – I think we would need to coordinate that with the staff. Our biggest priority would be Quickbooks, that needs to be backed up. **Rich Fennell 54** – We would need to see what that file size would be and it may be ideal for the Carbonite system. The option would be taking some of this old data that could be stored on an old drive and placed in the fire safe. **Bob Lowrance** – I personally use carbonite and back ups because i have lost my hard drive before and it is costly. **Justin Patterson** – Carbonite will store that file for a year if it is unused, but if it is a file that is changed and used daily, once you reach that 12 month the oldest file will drop off. **Shaun Diltz** – In an audit trail? **Justin Patterson** – Yes. **Bob Lowrance** – I would like to see us use the Carbonite for Important things and still use the three drive back up. **Rich Fennell 54** - We will need to figure out that cost, we will decide that once we do the server. We will get with the office and determine all off that. From there we will determine the size of the Carbonite and then we can get the cost figure. **Dave Decker** – To follow up what you are saying is to determine, you will need the office staff to do an inventory of what is of importance. **Rich Fennell 54** – If they can do that ahead of time, when we come in to set up the server we will be able to move all of that then. **Justin Patterson** –That could be a process, we could install Quickbooks onto it, then we can work through the rest. Moving the important and archiving what needs to be archived. **Shaun Diltz** – This could be a 100 page report of things that we need to do. We could do these small steps first and then move to the Carbonite in the future. We have talked about upgrading our email servicing to the Microsoft 365, which will give us back up opportunities as well. I am not a fan of the three drive rotation but i do feel that we need to start somewhere. **Justin Patterson** – We have not yet looked at the workstations themselves and their ability is because when the workload of QuickBooks is taken off of them we do not know how they will perform. We expect them to perform a lot better. **Rich Fennell 54** – In the third page of the report, we will need to run some cable and may need some shelves and brackets. If the closet does not have electric then that will have to be installed. There will be some added costs. The notes on the last page, we did not take in consideration of workstations, with this system the workstations will not be backed up, that is why it is important to keep the data on the server. It is the data that is important. **Justin Patterson** – With the Carbonite that \$600.00 gives the ability to back up the workstations as well. **Rich Fennell 54**– We have talked about the 3 drive rotation backing up the server and the way to configure the firewall to separate networks. The IT Committee will provide recommendations for the file system structure and retentions policy and file size limitations. We have not sent this out for bids, nor have we prepared a specification for such. The IT Committee has all volunteered to set this up. **Glenn Dalton**- Once we get the specs we will send this out for sealed bids. **Rich Fennell 54** – I do not know that you want to do that, you could expect an approximate initial cost of \$2000.00 for labor and any extra work to be priced at \$150.00 per hour. **Dave Decker** – I think he is looking to get the Bid on the equipment. **Rich Fennell 54** – The server it not necessary something you would get bids on. **Justin Patterson** – You can retail shop this from Microsoft with the same specs of Dell. Pricing is pretty much across the board. With there not being a laboring component, I do not think that it is necessary that we would send this out for bids, of course it is up to the Board, but i think we are better off and could get it faster and cheaper without doing so. **Glenn Dalton** – We came up with what we thought we needed, ours was lower and i am sure that you have better equipment and higher powered than what we have come up with so we would like the chance to sit down with the committee and look these over. **Bob Lowrance** – What we could do then is have the Committee and Glenn get together and then come back to the Board in a few weeks. We can talk about suspending the rules to go out and get three bids if it indeed is something that you would just go out and purchase. **Glenn Dalton** – I have to get Board approval for any purchase over \$2500.00. **Bob Lowrance** – This is a package, it would need to be Board approved because it

Holiday Shores  
Board of Directors Meeting Minutes

is over the \$2500.00. **Dave Decker** – How many different vendors do you have listed here? **Justin Patterson** – Dell for the server, Fortinet for the firewall, Cgate for the backup drives. **Rich Fennell** – There will be three different purchases. **Bob Lowrance** – The IT Committee and the Office will get together before the next meeting and come up with a recommendation of what is needed. **Monte Thus** – At the last meeting we decided to use \$6200.00 out of the overage. Could you get for us a real number when you come back, right now you are \$7100.00 with no labor. Out of the \$7100 could you tell me for budgeting purposes what will be monthly costs. **Shaun Diltz** – We could amend the \$6200.00. **Monte Thus** – We can amend it, I just want to make sure that we have the right number before we do that. **Dave Decker** – We have had a conversation about the structure, i thought i heard a general consensus that we would move forward with the 3 drive rotation process. Depending on when you meet, if you have an opportunity to get pricing on the items you are recommending then at the next meeting we could have the opportunity to approve and move forward. **Rich Fennell** – We will meet with Glenn and the office with the final plan and the final pricing.

#### **Port Lane**

**Glenn Dalton** – Heneghan and Associates will have something to us by the next meeting concerning Port Lane. The only concern i have is that the road drainage and engineering would also be considered with the overage and the initial price on that is \$28,000.00 and he will develop a work order for that and it will be provided at the next meeting as well.

#### **Sealed Bid Rule**

**Shaun Diltz** – At the last meeting there was a motion to get the engineering study commissioned and going. *Reading a rule* 'Association Managers limited to expend association budgeted funds and are fiscally obligating association funds in amounts greater than \$2500.00 any budgeted expenditure or obligation in excess of \$2500.00 must be approved by the Holishor Association all unbudgeted expenditures must be approved by the Holishor Association Board of Directors. All Bids or proposals in the amount of \$15,000 or more must be submitted to the Holishor Association Board of Directors via sealed bids and will be open and read at a regularly scheduled and special directors meeting.'

**Shaun Diltz** – Motions to suspend the Association Manager fiscal limitation rule, in regards to the engineering study for Heneghan and Associates. **Roger Rawson** – Seconds

#### **All in Favor**

**Action:** Motion Carried

**Shaun Diltz** – I did talk to Kurt about an electronic opportunity as far as capturing images and imagery of the community and roads. The data is geo referenced, which was my question. They had an opportunity to do that rather than walking 22 miles. This would save costs on labor and we would be able to retain that information. It is obtained in a geospatial file storage. If we get this data we would essentially have a snapshot in time of our community to reference in a detailed manner.

#### **Credit Card Payments –**

**Justin Patterson** – We are still waiting on two more Bids to come back.

#### **Building Survey Rule –**

**Bob Lowrance** – We have started the 28 days running on the Building Survey Rule. In respect to culverts. Shaun suggested that we wait until we have spoken with Heneghan and Associates to get some additional information from them.

#### **2018 Budget**

**Bob Lowrance** – The 2018 Budget was approved at the last meeting.

Holiday Shores  
Board of Directors Meeting Minutes

**North Property Park**

**Bob Lowrance** – I had mentioned that since we do not have a lot of money, that we solicit or come up with a way or some criteria to name the park, Someone to donate and have the park named after them, which we refer to as the North Property Park. There are a lot of parks that are donated. **Glenn Dalton** – One thing that has always been discussed since we bought the property, was becoming a park. The problem that I have and I mentioned down stairs is the brush hog, I don't have that in my budget I would like to go out for bids to get one and get the North property cleaned up. We discussed getting it cleaned up and get the grass to grow. It was also discussed a pavilion overlooking the soccer field. In conjunction there was discussion of a road to go up there for a nice area within the community. **Bob Lowrance** – It is a very nice, underutilized area. Bird watchers would have a hay day up there. There are three small ponds up there. **Jeanie Abert Martin** – I think that we should get it cleaned up before we advertise, looking for donations. **Justin Patterson** – I think that it is possible that some may want to donate to the cleaning up of the property. **Bob Lowrance** – It will probably need more than just a bit of mowing. There is a lot of work that needs to be done. **Shaun Diltz** –. From a criteria perspective is there an amount we want to start at? Is this for past and present members that we would solicit before we put that in the Times? **Bob Lowrance** – I think that we should put a minimum amount on it, something decided by the Board. I think that it should be an amount that would cover basically what we want done up there. I think we need to figure what we would like to do with that park and a cost; from there we would solicit bids. Who can name it? To be honest with you I don't know that I would be opposed to someone outside of the community that would donate. Glenn, before the next meeting gives us an idea of what you would like to see at the North Property. Put a plan and a general cost together for the park. **Glenn Dalton** – I think that would be rather easy to do, I can do that for the next meeting. Garden Club, they do a fantastic job for the beautification of this community. What those ladies do for this community every week I think that they should be appreciated for their work. **Dave Decker** – While I think it is a good idea, our current staff is overwhelmed with the things they are supposed to be doing. I think we need to be working on the Road Plan for this year and getting that out, rather than what they might put up at the park. I would rather see Glenn working on the Road Plan and getting that to the Board. **Bob Lowrance** – I would agree with Dave, that The Road Plan priority. **Glenn Dalton** – The Road Plan will be the priority for the next meeting, if time allows I will have something together for this as well. **Bob Lowrance** – I agree. If we do not have it this time. **Gerry Theodore** – I think it is a good idea; you may want to get the name out of the way first. If someone pays some money to name that park, we don't want it referred to as the North Property Park.

**Open Floor**

No Discussion

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

**Action:** Motion Carries.

**Meeting adjourned at 8:40 p.m. to Executive Session.**

**Meeting minutes submitted by Shaun Diltz.**