

Holiday Shores
Board of Directors Meeting Minutes

Date: April 12th, 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

Rob Frey, and Brandy Skelton from the Holishor Office.

Holishor Members Present: 4

Non-Members Present: Curtis Westrich with Hennegan & Associates

Proceedings

Meeting called to order at 7:30 PM

Pledge of Allegiance Recited

Minutes of March 22nd, 2017

Roger Rawson - Motions to approve as amended. **Jeanne Abert-Martin** - Seconds.

All in Favor.

Action: Motion carried.

Transfers of Property

3/2 there was 2 transfers of property, both houses.

3/17 there were 2 houses both with initiation fees.

4/7 there was 5, all with initiation fees for 1 lot and 4 houses.

Bills & Salaries

Monte Thus - Motions to approve as submitted. **Dave Decker** – Seconds.

Dave Decker – I just want to note that there were two purchases for radios, which was discussed earlier in the year.

All in Favor.

Action: Motion carried.

Profit Loss Budget

Information Only.

Manager's Report

Read by Rob Frey

Public Safety Report for January

Read by Rob Frey

Dave Decker – On the property citations listed, have those been mailed out? I have spoken with one of the individuals that were to receive one and they have yet to receive the citation. **Brandy Skelton** – No these have not yet been mailed out. There are some citations dated 3/24 on Glenn's desk; he has been in and out of the office with his surgery and his brothers passing. **Shaun Diltz** – The member has a certain number of days to appeal or have a hearing, how does that work? **Brandy Skelton** – When processing them, I give them the days from the date the citation was processed.

Roger Rawson – Rob, I have a question about the culvert that you had to work on at the North end. Was there any vehicle damage. **Rob Frey** – I have not heard of anyone hitting it directly or heard of any damage. We

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received a call from security about a sink hole on Biscay Dr. We saw a 2 foot hole and it looked bottomless, we barricaded it and the next day we found it was a wash out about 10foot wide and 5.5 feet deep. The wash out was due to piping on the inlet side. The culvert is actually a old tank car. Trying to work with that we established a road base with rip rap. On the inlet side we filled it with clay and cloth and ripped it. We can monitor that. The repair costs are around about \$1000.00.

Drainage and Roads

Curtis Westrich – On March 29th, I made a submittal to Glenn with a formal work order and proposal. Nothing really changed we just provided the formal work order that goes along with the proposal. Glenn indicated that it looked like something you would be interested in moving forward with. The next step would be to put together a work order contract. **Bob Lowrance** – At the last meeting we prioritized a lot of things with respect to the overages that we have and this is one of them. **Monte Thus** – This is priority three of what was identified, but this is acceptable.

Port Lane

Bob Lowrance- Does anyone have any questions for Curt regarding Port Lane? **Dave Decker** – The work order that is attached, will depend on which option that you choose is that correct? **Curt Westrich** – The attached is the proposal letter dated 4/6 and there is a phase 1 and phase 2 cost. **Dave Decker** – In the work order it does not specify phase 1 & 2. On the proposal letter page three, on the things not included, item R performance bonds. The way I read it is that you do not create that. **Curt Westrich** – That is correct, it can be included, and that cost would be included into the contract. They typically do not include that. **Dave Decker** – Local utility relocation cost and water main relocation design permitting. I do not know which side the water is on, I just want to make sure that everyone is aware of those potential additional costs associated with this effort. **Roger Rawson** – You did preliminary locates? **Curtis Westrich** – We did do survey of the utilities, they can sometime be off a little bit from where they are marked. **Roger Rawson** – So you are pretty confident that they are marked as it stands. **Curt Westrich** – Yes, but there are a lot of utilities in that area. There could be surprises and that is typically what we do and we do not know fully until we start. **Monte Thus** – You have it noted \$80,000 for phase 1, and phase 2 it is \$60,000; I am assuming that we are splitting the project into two parts. At one time you stated it would be cheaper to complete both projects together. Off the top of your head if we did both phases together what would the cost be, would it be cheaper? **Curt Westrich** – Our original estimate was \$131,000 and now \$140,000. When I originally estimated at \$131,000, those were preliminary numbers and we did not have a contractor involved at that time. We do have some contingences built into these numbers and there may be some savings involved. At this point we do not know how smoothly it will go. **Dave Decker** – This is the design build option? **Curt Westrich** – That is correct. **Dave Decker** – I am still an advocate for only doing Phase 1. **Shaun Diltz** – I am also in agreement. **Bob Lowrance** – I think that everyone is in an agreement on that. **Dave Decker** - Motions that we approve the \$80,000 for Phase 1 for Port Lane. **Roger Rawson** – Seconds **Dave Decker** – We have had the conversation in regards to our Rule, as part of doing this we are setting aside the requirement for sealed bid rule for this effort.

All in Favor

Action: Motion Carries

Bob Lowrance – The \$28,000 for Roadway and Drainage. **Justin Patterson** – Shaun do you believe that the data we get back can be used long term? **Shaun Diltz** –Yes, and it may be something that we approve to do every five or ten years or something similar to look at renewing that snapshot of the community.

Justin Patterson – Motions to approve the \$28,000 engineering study with the use of the Pay Vision technology. **Shaun Diltz** – I believe that this has already been approved with a bypass of the sealed bid rule, two meetings ago, you can do it again I guess.

Jeanie Abert-Martin – Seconds

All in Favor

Action: Motion Carries

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Correspondence (199 Woodland Dr.)

Bob Lowrance – They have submitted a variance for a privacy fence. The Building Committee does not recommend this because the back of fence would be on Holiday Dam Road. Are there any other alternatives to consider without having a privacy fence? **Brian Copeland (199)** – We have three children that is the reason for wanting the privacy fence; it will be about 25 feet from the road. **Roger Rawson** – It is in the Building rules that privacy fences are not allowed. **Shaun Diltz** – Yes you need a 33% gap. You do not want the gap you want full privacy? **Brian Copeland** – Correct. **Justin Patterson** – While we are looking at this, do you have written statements from your neighbors? **Brian Copeland** – Yes my neighbor at 198 to the back of me submitted one. **Monte Thus** – Do the neighbors realize that it will be full privacy? **Brian Copeland** – Yes. **Shaun Diltz** – Is there a reason that we do not allow privacy fencing? **Jerry Theodore 1346** – There are two different rules, on the lake 30% and off lake is 33%. The reason the privacy fence we elected to not be allowed was ascetics and view blocking. **Andrea Copeland 199** – The fence that we have picked out is full vinyl, it is sturdy and appealing to the eye. Our main reason for wanting this fence is that we have a 2 year old daughter who is deaf; we want to make sure she is safe. We have neighbors with two large aggressive dogs who currently come up to our property line. **Shaun Diltz**- I live on the other side of you with two young daughters and I'm also concerned with those dogs. **Andrea Copeland** – I am afraid with the 2inch gap that she could stick her hand in it and the dogs could latch on, without her being able to do anything about it. **Shaun Diltz** – Motions to approve the privacy fence as requested. **Dave Decker** – Seconds **Bob Lowrance** – you have special circumstances for wanting a privacy fence and I understand the need. Conversation Ensues...

All in Favor

Action: Motion Carries

Credit Card Payments

Justin Patterson – The last bid came in from Heartland Payment Systems and US Bank uses the same processor as FNB does. Heartland Systems have a good verbal review. They have no statement fees, no PCI fees and no equipment fees. They've offered the system free of charge that stores card numbers. **Dave Decker** – I want no liability with having anyone's credit card information. We do not have the processes in place to protect ourselves. I did do some research on this company and it is a larger company. The only thing with this bid is that it does not show full costs and that makes it hard to do a comparison on the per swipe fee compared to the others. **Justin Patterson** – I had the vender explain to me the technology in the terminal is both Ethernet and telephone and they are responsible for the PCI compliance on that device. **Dave Decker** – According to the PCI certification that I have read, there is a lot that falls onto the person even though we are not storing anything. **Shaun Diltz** – Do we have enough information to select one? **Justin Patterson** – I think that we are close. **Dave Decker** – The biggest question I have is how does this rate compared to the ones we have bid before? I would expect, based on what I have read that they would be very competitive and they are the low cost provider. I would like to see that in front of me. What Heartland is saying that they will be a pass through and add on this rate? When we start accepting CC what is our surcharge? I don't think that we have enough tonight to vote on it. **Shaun Diltz** – we need a couple options for surcharges and bring this back. **Justin Patterson** -I will go back to Lisa and get some more rates; I think that it would be beneficial to have her present in the meeting. Conversation Ensues...

IT Back Up and Server

Shaun Diltz – Rob and Glenn helped us out and initially we were going to place the server in the elevator room. Glenn stated nothing can be added to that room per the inspections of the elevator. We talked about the boiler room, and the room under the stairs in the office. It has been said that the room under the stairs has gotten water in it and it is not a temperature controlled room. **Dave Decker** – I asked about the water in the

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room under the stairs. The statement was made that we had a leak one time. **Rob Frey** – We have had water in there several times. It is between the foundation and the floor, the water comes up and puddles during heavy rain. The files and records that we do have in there is in protective totes. We have also had issues between the restaurants with water as well, so it is an all around the club house issue that we have been looking at. **Dave Decker** – Can we make a note to get a recommendation to get this fixed. This has never been brought to the Boards attention. **Shaun Diltz** –They suggested the boiler room, and with the other options the boiler room makes the most sense right now. **Monte Thus** – I have an issue with the server being on the lowest level of the building, you are just asking for trouble. If pipes up here were to burst then it could create problems. **Justin Patterson** – These machines are not quiet and they are large, there is no secure place up here that it could be kept. **Shaun Diltz** – We can come back with something else and look into other options. Conversation Ensues...

Shaun Diltz – We have a list of 5 workstations and a 6th for a temp that possibly does not even need to be on network. There are a handful of printers, which is not a big deal. **Dave Decker** – We want to make sure we have back up printers. **Shaun Diltz** – We have some high level data management requirements and will sit with Angie and Brandy and go over that with them. We could eliminate a lot of duplicate data that way. **Roger Rawson** – This server is a piece of equipment that will never turn off? **Justin Patterson** – It is designed to run 24/7. It includes a three year warranty. **Shaun Diltz** – We will also have the three portable hard drive backups. **Dave Decker** – I don't think we should set up the 6th as a standalone if we are going through all this work. **Bob Lowrance** – this is another item on the priority item and we will just need a little more information. **Dave Decker** – We do have another resource that works for HP and I think we should have him bid this server. **Justin Patterson** – We did reach out to HP and did not get a response. **Bob Lowrance** – We will hold this over and get some other information. **Justin Patterson** – He can reach out to me.

Building Survey Rule

Justin Patterson – I noticed on the website that dog pens were still on the requirement and they should be removed. **Shaun Diltz** – I will resend that to the office.

North Property Park

Bob Lowrance – Did you talk to Bob Plummer? **Justin Patterson** – I did not get a chance to talk to Bob but I have mentioned it to a few other people and they too think that he would be interested and I will be seeing him soon. **Jeanie Abert Martin** – We could not be eligible for grants? **Bob Lowrance** – We cannot get any from the state. **Justin Patterson** – Has anyone at the county said anything about being able to help? **Bob Lowrance** – I am supposed to be meeting with Kurt in the next couple of weeks, to see if there is anything the county can do. **Bob Lowrance** – If there is anyone interested in naming the park or making a donation then we would like to talk to that individual as well.

New Business

Board of Director Ballot name order – Brandy Skelton draws name order. 1st Michael Hawks, 2nd Dave Decker, 3rd Justin Patterson and 4th Steven Yates Jr.

Budget Ballot

Minimum Wage Ballot

Dave Decker – Motions to approve Ballot 1 & 2 as submitted. **Justin Patterson** – Seconds
All in Favor

Action: Motion Carries

Annual Meeting Minutes

Dave Decker – The approval of the Annual Meeting Minutes has to be done at the Annual Meeting.

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Fireworks Contract

Bob Lowrance – We have a contract for the fireworks at the same price as last year. Rob, are we going to get the same bang for our buck this year? **Rob Frey** – I don't know if the number of the shells or the size of the shells is the same. **Bob Lowrance** – I would be curious to know. **Dave Decker** – Historically we have paid half up front and half after. I am still an advocate for not paying all in advance. Is there anyone that would want to pay in advance for additional fireworks? **Shaun Diltz** – We are going to pay it anyway. Are we keeping that money to accrue interest? **Dave Decker** – To make sure they perform. **Bob Lowrance** – I agree with Dave in principle. We do have a contract with them. Someone that we have done business with I don't think that I would have a problem paying upfront. Everyone agrees that half up front is a good idea. **Dave Decker** – We are going to hold this over and get the previous year shell count and size. There was something that I noticed on the back side item 6, the buyer agrees to inspection and cleanup of fireworks debris in the fallout zone of the shoot site at first light. I do not remember that being that in the past. **Rob Frey** – In the past they have always done a night time clean up or early morning. I do know that they go back and check for un-exploded shells and we do go back and clean up paper and wires.

Open Floor

Shaun Diltz – The couple with the deaf child that was hear earlier. Have they come to the office to ask for signs to be put up? **Rob Frey** – Yes they have and I have it ordered. **Dave Decker** – Did we talk to Fort Russel for the sign that would go onto Holiday Dam Road? **Rob Frey** – I did not make contact yet with them.

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

Action: Motion Carries.

Meeting adjourned at 9:37 p.m. to Executive Session.

Meeting minutes submitted by Shaun Diltz.