

Holiday Shores  
Board of Directors Meeting Minutes

**Date:** November 8th, 2017

**Attendance**

Board Members

**Present:** Bob Lowrance, Jeanne Abert-Martin, Shaun Diltz, Michael Hawks, Dave Decker and Monte Thus.

**Absent:** Steve Yates, Jr.

**Quorum Present:** Yes

Others Present

Glenn Dalton and Rob Frey from the Holishor Office.

**Holishor Members Present:** 12

Non-members Present: Curt Westrich with Heneghan & Associates

**Proceedings**

Meeting called to order at 7:30 PM

Pledge of Allegiance Recited

**Minutes of October 27th, 2017**

**Dave Decker** - Motions to approve the minutes as amended. **Michael Hawks** - Seconds

**All in Favor**

**Action:** Motion Carries

**Transfers of Property**

There was 1 transfer of property and it triggered initiation fees.

**Bills and Salaries**

**Dave Decker** - Motions to approve the Bills and Salaries as amended. **Jeanne Abert-Martin** - Seconds

**All in Favor**

**Action:** Motion Carries

**Profit and Loss**

Submitted for Review.

**Manager Report**

Read by Glenn Dalton

**Public Safety Report**

Read by Glenn Dalton

**Treasury Report**

**Shaun Diltz** - Since the start of the CDs in May we have accrued \$3,789.96 in interest. **Dave Decker** - In regard to the refund account, the funds have not been moving. Glenn has made note of that and the office staff will be taking a look at it.

**Dave Decker** - Motions to approve the August, September and October 2017 reports as submitted.

**Monte Thus** - Seconds.

All in Favor.

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Motion Carries.

**Old Business**

**10-Year Road Plan**

**Curt Westrich with Hennegan & Associates** - ARA submitted the Pavision report. In front of you are the pavement condition indexes based on the road conditions. They also checked on the roughness/quality coefficient of it. Hennegan & Associates walked all the roadways to look at the drainage system and went through and did analysis. We have no final design or anything yet, but we have just roughed out what improvements are needed. Those are the two main pieces, the roads and the drainage. I believe that all of you have maps that we've provided. After the last meeting I provided a map to you that shows the entire community and all the roads that are asphalt. There's also Portland cement concrete roads. There are also some maps that we provided that includes the pavement condition index for the roads which was provided by ARA. There is also a sheet entitled 'Holishor Road Repair Descriptions'. This is a summary of the different types of road repair treatments that we felt would be needed during this 10-year time period. There is the summary in the lower left hand corner of that report of the drainage improvements that we have found that will be needed. A lot of times the edge of the shoulder of the roads are built up higher than the actual pavement themselves, so the water is not able to run off the edge of the road. Part of that repair is just shaving off the edge of the shoulder area to get it to drain off. Another item that we saw was a lot of ditching work that would need to be done. This could be deepening the ditch or adding one where there isn't one at this point. We also saw that there will be driveway or crossroad culverts that will be needed, and as part of that there would be seeding that would needed to be done. We also added a construction contingency onto cost estimates that we have provided. Some of those contingencies included if there would be some utility relocations that would need to be done. We have not included all of them because we have not done JULIE's, but we have tried to provide some extra contingency for that. We have also added some estimates for erosion control that might need to be done as well as mailbox removals, tree removals, sign removal, and any traffic control that we need to be done during construction. The last item would be engineering design & construction. That would include engineering plans, specifications, and the cement stabilization design if that's the method that you choose for improving the base. There would be some minimal surveying work done. We would not topo all the roads, but we would get critical elevations to establish drainage. We also estimated doing construction estimates for the project with bidding assistance and then part time observation during the construction. Are there any specific questions that you have? **Dave Decker** - Curt, I just wanted to tell you, I know at the last meeting I gave you a hard time, this is the type of information that we need. I really appreciate getting this. This high level set, so we know where we're going. **Curt Westrich with Hennegan & Associates** - Yes. I apologize that I didn't have that overview last time. I think this kind of gives everybody a good idea of what we're doing. Hopefully this clears up what all's involved. **Dave Decker** - One question I did have is that in my dealing with projects and estimates, if there's a contingency that we know is going to hit, we usually don't put that in the contingency side. Based upon your descriptions here, any driveway changes that we're going to have to make, any trees or mailboxes or other things that we know we will have to do, you actually have those in the contingencies. Just from the Board's perspective, when I see contingency I think there's something that we might have to do if things go the wrong way, in this estimate, there's a significant amount listed as contingency that will definitely have to be done. As we're reviewing this, just remember that there is a solid amount of money that will definitely have to be paid that is listed as contingency. **Curt Westrich with Hennegan & Associates** - That is a very good point and we did not go through in detail and find out every driveway that will have to be replaced or tree or mailbox that will have to be removed. We knew that when we did the plan for Sextant and Tampico last year, we had not taken those things into consideration as we finalized drawings for it. We came up with a cost of somewhere between 20-30% range. We know that it is not typical. Usually the contingency is over and above what you already know. In this case, we probably could have labeled it differently. **Dave Decker** - Yes. It was close to 30% that

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had to be added for just those type of things. **Glenn Dalton** - We do have corrections that are going to be made to those sheets, Dave. Do you want Curt to move those costs from contingency to the other side? **Dave Decker** - My impression from what he just said is that we don't know what those costs are yet. **Curt Westrich with Hennegan & Associates** - That is correct. We do not have that right now. We tried to have a higher contingency than normal. A big part of that cost of the oil and chipping is that we had been using the costs that you have had over the last couple years, and this year we started getting some costs from other vendors. In some cases, the costs were 2-4 times the amount. So a big portion of the costs were for the oil and chipping. Between that and the things that were not included in the original estimate, there was at least a 30% cost increase. **Shaun Diltz** - You had a big packet of pretty much all the drainage issues. Do you have a copy of that? **Glenn Dalton** - I emailed a copy. I didn't know if you received that or not. I can get you a paper copy or email it again. **Dave Decker** - Is that different from what we have here? **Glenn Dalton** - Yes, it's almost 100 pages. **Shaun Diltz** - It's like a line item. I just wanted to have it to produce more of a visual, by year, by road. **Curt Westrich with Hennegan & Associates** - I did email that out last Friday. I copied you, Glenn and Rob. If you didn't get that, I can resend it to you. **Shaun Diltz** - It might have been too big. I'll be fine with a paper copy. **Curt Westrich with Hennegan & Associates** - I would like to just talk a little about the methodology that we used to try to come up with these recommendations. The first thing we looked at were the past maintenance records from Rob and Glenn of what had been done over the last 5-10 years. We took that into account in order to determine the construction and maintenance that would need to be performed during this plan. We also used the reports that were provided by ARA. We decided that we would approach the worst roads first. There's other ways that you can do that. You could approach the roads with the worst drainage problems first. You could also change this plan as situations change. We also scheduled any required drainage improvements to occur before each particular road was to be repaired so that the repaired roads are not affected by the drainage problems. The schedule is subject to change. **Dave Decker** - Just for clarification, based upon your planning, your recommendation is to do the worst roads first, correct. **Curt Westrich with Hennegan & Associates** - Yes. And to take care of the drainage problems before any money is put into those roads. That's the basic methodology that we used to compile the numbers. Would you like to hear any further specifics? **Dave Decker** - The only cross reference that I have is that we consistently hear that the drainage problems are causing the problems in our roads, but we're talking about whether we should do the worst roads or the roads with the worst drainage. I'd be curious to see the cross reference. Which are the worst roads vs. worst drainage and are we basically talking about the same roads. That is an additional data element that I would like to see. **Glenn Dalton** - That's why during the meeting that we had last Thursday we brought up the drainage and they are further down the list. From our perspective, we wanted the board to consider moving them up. We have 2 roads that have terrible drainage. Even though the PCI report shows the roads in better condition, if the drainage issues continue to occur, they will be much worse very quickly. Those roads are Westview and Clover. **Dave Decker** - That's the point I'm trying to make. We have the PCI report and our gauge, maybe we need a chart or map that shows the drainage so that we can compare them and use them to decide if certain drainage should be done first. **Glenn Dalton** - We have all that done from our perspective, but we will give it to him so that we can have it from an engineer's perspective and tie it together. **Dave Decker** - Can you send that to us too? **Glenn Dalton** - Yes. **Bob Lowrance** - Will you be taking the drainage information into account in order to give us a corrected schedule? **Curt Westrich with Hennegan & Associates** - Based on that and the other criteria, we can make recommendations on the schedule. I don't know how far you want to go on that. We could revise all our schedules we have right now just to show the updated schedule or we could just provide you what the changes that we would recommend. **Bob Lowrance** - We would like to see what you recommend. We would like to get the most bang for our buck. If we need to do the drainage first and then go to the worst roads or mix and match them in between. We want stretch our dollar as far as we can. **Curt Westrich with Hennegan & Associates** - We can adjust our schedule based on that criteria. **Dave Decker** - The only question that I would have is that it sounds like those roads are in better condition today than some of our worst roads. The plan is that we are going

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to completely rebuild those roads as we get to them. That is what I understand. If they deteriorate, but we were going to completely rebuild them anyway, we might not want to make them the last ones we redo, but I'm not sure if they should be at the beginning either. I'm just guessing that they will be completely reclaimed because we're reclaiming a large amount of the roadways. **Bob Lowrance** - I agree. **Glenn Dalton** - We are reclaiming 15.7 Miles of road. **Dave Decker** - And the roads that have the bad drainage, are they ones that we're doing the reclamation on? **Glenn Dalton** - Yes. **Dave Decker** - To me, even if they do deteriorate, we were going to reclaim them anyway. **Curt Westrich with Hennegan & Associates** - Another sheet that I provided last Friday is the Holishor Drainage Summary. If you flip it over, there are 4 different options that were not available for that meeting, but came up in the meeting. Option 1 is based on what you have right now. Option 2 is basically what you have without taking inflation into account. That would be if you wanted to complete the entire project within 1 or 2 years. This would save on inflation taking you from \$8.6 million to \$7.2 million. Option 3 is removing all of the roads that have the lower traffic count. This would take the amount down to just under \$6 million. **Shaun Diltz** - Can I get the raw PCI file on that? **Curt Westrich with Hennegan & Associates** - Yes. It was part of the email that I sent out, so I will try to put it on a flash drive and get it to you that way. Option 4 is the same as option 1, but instead of 2 coats of oil and chip, we would use 3" of hot mix asphalt on top of the reclaimed surface. That option is just over \$15 million. You could also change the 2 layers of oil and chip to the asphalt down the road. **Shaun Diltz** - For option 3 was there any chip and seal on the green, blue and yellow roads? **Curt Westrich with Hennegan & Associates** - Yes. There was double chip and seal on all of those roads. The only one with the hot mix asphalt was option 4. **Bob Lowrance** - What's our road budget for maintenance right now? **Glenn Dalton** - We annually provide \$60-80,000. We have been using carryover for the last few years, which has been significantly more than that. **Bob Lowrance** - Would we have to be doing maintenance in the interim, Curt? **Curt Westrich with Hennegan & Associates** - We have the maintenance built into this. **Bob Lowrance** - So basically, if we have \$80,000 per year set aside for maintenance, it could come out of this budget because it would be covered under the Road Plan. **Curt Westrich with Hennegan & Associates** - I did forget to mention too that we do show some improvements in 2018. Those are the ones that we talked about earlier this year and those were Sextant and Tampico. If you look at your spreadsheets there are costs in there for doing those roads and drainage improvements. We were really expecting the road plan to start in 2019, thinking that you were going to have to start assessing money to do that or come up with the means for financing it and that you would not be able to do that in 2018. **Dave Decker** - Glenn, on the cover email that you had sent with some of this documentation, you talked about the 2 areas that we have that are concrete cul-de-sacs, you're recommending that we put asphalt over the top of them? **Glenn Dalton** - Yes. They are regular cul-de-sacs, but they have planters in the center of them. What we're talking about is filling in those planters, preparing the surface and putting in asphalt on top of them. In the whole cul-de-sac. **Dave Decker** - Are those cul-de-sacs considered bad? **Glenn Dalton** - Yes. The one at the end of Fountain Bleu is in pretty bad shape and is going to need major work in the next few years. The Waikiki Court is not as bad, but it is deteriorating. **Shaun Diltz** - Is there a reason why we wouldn't just leave the planters there? **Glenn Dalton** - They are an impediment to anything that turns around on them. They were not set up right when they were put in. Any type of big truck cannot turn around without running through the planter. We did fish stocking yesterday and we could not get the truck turned around. We had to back him into the next road and then back him up all the way down the road. From our perspective, we should bring them all to the same standard, which is asphalt and remove the planters. They're indicated on one of the charts that we've given you in red. Does that answer your question, Dave? **Dave Decker** - Yes. **Glenn Dalton** - I know you guys probably want to mull over this, but what is the direction you want Curt and the Staff going forward? **Shaun Diltz** - Right now I would think just tying in the drainage to what we have now with a similar visual to what we have with this PCI rating would be fantastic so we can overlay it on the roads. **Bob Lowrance** - That's just kind of more for scheduling though isn't it? **Shaun Diltz** - Correct. **Bob Lowrance** - We basically need to decide as a Board, which of these options we are going to propose. **Shaun Diltz** - I would like to get some feedback from the

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community and see if there are any risks if we did settle on Option 3. Because that obviously has a smaller total.

**Dave Decker** - This color coding is obviously a great visual for everybody but Bob. Can we do that same thing with the different types of repairs? **Shaun Diltz** - I was asking for that data for the people I work with to build that. If it was already done though, that would be great. **Dave Decker** - That way if you have the drainage and the type of road repair and we talk about option 3 and we say X roads are not going to be included, you have the visual to see. **Shaun Diltz** - Ideally, I would like to have all the options so that you can see how it is going to be laid out and it can be interacted with. **Dave Decker** - The things I've heard is the drainage mapping, the type of repair mapped with the 2 different versions of that same map. **Shaun Diltz** - And possibly year. Would you want to see that or leave that off on the side? **Dave Decker** - Any data that can be provided in this method would be an advantage. It would make it easier to see and communicate. **Shaun Diltz** - So we could see what we'd be looking at in 2020 and 2026 and such. **Bob Lowrance** - The other thing that we could look at is when we look at Option 3, that includes the 3% and noting Option 2 does include the 3% because it is completed in years 1 and 2. Basically if we could include the 88% option for Option 3, if completed in 1-2 years also. **Shaun Diltz** - I would like to see the difference in distance between the options. **Curt Westrich with Hennegan & Associates** - If we provide you everything, would you be able to do that or is that something else that you would like us to provide? We can provide that for you. I know last week, we were talking about trying to determine what maps you were wanting us to provide. **Dave Decker** - If you think that it would be easy for you to do, you win. **Curt Westrich with Hennegan & Associates** - Mileage would be easy to do. **Shaun Diltz** - You can get us the mileage. I'll communicate with you on all the rest of them to see what is available and what isn't when I get that data. **Glenn Dalton** - Since we only have 1 meeting this month, when do you want Curt to come back? **Bob Lowrance** - As a Board need to look at the options and talk about it. Although, from what I'm hearing, Option 3 is probably the most interesting. **Dave Decker** - We've given him a couple things that we need. What else do we need him here to talk about? **Bob Lowrance** - I don't really know that we need him here, I think we just need that information. **Glenn Dalton** - When do you want that by, Bob? **Bob Lowrance** - As soon as possible. We would like to have it within a couple weeks so that we have time to digest it before the next meeting so if we can get it within the next 2 weeks, that would be great. **Curt Westrich with Hennegan & Associates** - That sounds good. **Bob Lowrance** - Do we need Curt here at the next meeting? **Monte Thus** - If we were to take out a loan to cover it, there isn't any interest amounts in your numbers, correct? **Curt Westrich with Hennegan & Associates** - Correct. The only thing we have in there is inflation for construction if you do it over a 10-year period. Another thing you could look at is Bonds. If you want to talk more specifically about funding options, we could have a separate meeting to discuss that. **Bob Lowrance** - I think we already have some people looking at funding. If we did bonds, we would probably have to do like Dunlap Lake did it and go through Madison County. You have some Bonding companies that you go through is what you have said before. **Curt Westrich with Hennegan & Associates** - Bernardi Securities out of O'Fallon. I think with something like this you would actually have to form a Special Service Area. Once you do that, you could get your bond, but the costs would come out through the tax bill through Madison County and you'd have to go through them to do all this. **Bob Lowrance** - I think it would be very difficult for us to set up a special service area with our bylaws. I think the whole membership would have to vote on that in order to do something like that. We would like to get the information out to the membership instead of having to get them to vote on the bond and then waiting until the next year to approach them with something different. I think we will put that on hold for now. **Dave Decker** - I think we've agreed that he doesn't need to be back at the next meeting. **Bob Lowrance** - Correct. So have a Merry Christmas. **Curt Westrich with Hennegan & Associates** - Thank you.

**North Property Park and Committee**

**Bob Lowrance** - We've talked about the park previously and I got a letter asking about it. A couple of people said that they would like to form a committee as opposed to the Real Estate Committee taking it on by

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themselves. Is there anything special that we need to do to set up a committee? **Glenn Dalton** - I believe that you've already talked to 2 members and all you need them to do is to come up with a chair and the other members. **Dave Decker** - We will have to vote to form the committee. **Bob Lowrance** - And Julie Garber and Linda Thus are the individuals that have contacted us. Julie is the one who wrote the letter. **Glenn Dalton** - I think Jeanne Abert-Martin would like to be involve as well. **Jeanne Abert-Martin** - Absolutely. **Dave Decker** - The first thing that the committee will need to do is create a charter of what the committee is going to do and the approach you are going to take. **Bob Lowrance** - You might want to stay in touch with Justin, because he has been in contact with Robert Plummer about a donation and naming rights.

**Jeanne Abert-Martin** - Motions to allow a committee to be formed to discuss developing the North Property.

**Dave Decker** - Seconds.

All in Favor.

Motion Carries.

### **Texting and Communication**

**Glenn Dalton** - We came up with a capability that would be very similar to School Reach at a minimal cost. You have the quote in your package. We ran it across the Communications Committee and they asked some questions and we have answered them. **Laura Scaturro, 1716** - We are in support of the texting service. We did not examine the different types of texting services, but we are in support of it. It's another form of getting the communication out to the residents. They will have to sign up for it, but we can communicate that through Facebook and the website. People who have children realize the value in it. It is a non-evasive way to communicate. **Bob Lowrance** - I know that we have requested email addresses a number of times. Even when we had the annual meeting, we asked for this information. **Glenn Dalton** - Yes. And we've gotten a very limited response. People just don't want to share it. **Bob Lowrance** - I think the text messaging is the way to go. **Glenn Dalton** - People are very unlikely to give their email address out. If you look at the information that we provided, the response that you get from a text versus an email, the texting is a superior way to go. This would be a much faster way to communicate with our community. **Dave Decker** - The quote that we have in front of us says that the first 5,000 messages are free per month. What does that mean? **Glenn Dalton** - We do not estimate that we will be doing more than 5,000 messages per month. **Dave Decker** - Does that mean 5,000 people receiving it? **Glenn Dalton** - Yes. **Dave Decker** - So if you send out 3 messages and there's 1,500 people receiving them, you've just about hit your limit? **Glenn Dalton** - Yes. **Dave Decker** - I picture us going over that pretty close to every month. If you figure 2 members per household getting this and you send out 2 messages, you have already hit your limit. That's if everybody signs up. You won't get everyone to sign up, but you will have a lot. **Laura Scaturro, 1716** - I think you'll be lucky to get 300. **Bob Lowrance** - We've had very limited success with getting people to sign up for these things. **Glenn Dalton** - It does have overage fees listed. **Shaun Diltz** - At \$0.015 each, 30,000 messages over the first 5,000 would be \$450. **Glenn Dalton** - The 5,000 message per month is \$1,500/year, then any additional messages would be added as Shaun just states. We would like to try this out and then revisit it at a later date if we have a lot of usage. **Dave Decker** - Are there any more companies or are we just going to go with this guy. **Glenn Dalton** - We were just looking at this local person that provides this service and then get bids if the usage picked up. **Bob Lowrance** - We probably still need to get 3 bids. **Shaun Diltz** - I would rather go with this than email. **Monte Thus** - Is this just a 1 year contract that is renewed each year? I mean we aren't getting locked in for 3 years or 5 years. **Glenn Dalton** - This is only 1 year. The setup fee is \$300, then \$130/month.

### **New Business**

**Marquee St. James and Dam Road**

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The Holiday Shores Garden Club is in the process of funding and replacing this marquee. We are working with them to replace the mounting structure to support the new signage which is not an element of the project. The sign is worn out and has met its life expectancy. The Garden Club is a vital element of our community and continues to step up in enhancing our community. Attached is the Communication Committees support for this project. **Glenn Dalton** - I think this is a very good idea. They have chosen the sign to replace. The one that is the most viewed and the one that is in the greatest need of repair. The communications committee is looking at trying to come up with a bulk price and doing all 3 at one time. Garden Club do you want to come up and present your sign. **Kathy Austin, 281** - The Garden Club selected that sign some time ago. The current sign is vinyl on wood. It is chipping. We are proposing taking the wood structure completely out of the equation and replacing it with Vinyl on Metal. It will have a longer life. The quality would be the same as the heron sign on Holiday Shore Point Drive. It is the same supplier. We did go out for bids and selected the same supplier.

**Conversation Ensues. Kathy Austin, 281** - The price will go up the first of the year. **Bob Lowrance** - I don't see us finding the funding to do the other 2 right now. **Dave Decker** - What is the cost to the Association going to be for installation? **Glenn Dalton** - It's between \$400-600 to rebuild the structure. We are tearing the sign down. We are waiting for the bid from the contractor in order to nail down the price. The new sign itself will be stored until we can have it installed. **Kathy Austin, 281** - He is local, but he has not given us a formal bid yet. **Dave Decker** - The bid says that it has a 2-4 year life expectancy. **Kathy Austin, 281** - The heron sign has been out there 4 or 5 years already. **Shaun Diltz** - When the sign begins to show wear, would we have to replace the whole sign or just the vinyl? **Kathy Austin, 281** - I think we can replace just the vinyl.

**Dave Decker** - Motions to approve the Garden Club's proposal to replace the one sign.

**Shaun Diltz** - Seconds.

All in Favor.

Motion Carries.

### Open Session

**Nothing Discussed**

**Shaun Diltz** - Motions to adjourn to executive session.

**Michael Hawks** - Seconds.

All in Favor.

Motion Carries.

**Meeting adjourned at 8:50 p.m.**