

Holiday Shores
Board of Directors Meeting Minutes

Date: January 10th, 2018

Attendance

Board Members

Present: Bob Lowrance, Shaun Diltz, Dave Decker, Monte Thus and Michael Hawks

Absent: Jeanne Abert and Steve Yates Jr.

Quorum Present: Yes

Others Present

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

Holishor Members Present: 3

Non-members Present: Curt Westrich with Heneghan & Associates

Proceedings

Meeting called to order at 7:30 PM

Pledge of Allegiance Recited

Minutes of December 13th, 2017

Dave Decker -Motions to approve the minutes as amended. **Monte Thus** - Seconds

All in Favor

Action: Motion Carries

Transfers of Property

There were 6 transfers of property, 5 triggered initiation fees. 4 were houses, 2 were lots.

Dave Decker - Just a question on the report. All the closing dates were last year, but at the bottom it says two initiation fees were paid in 2018 **Bob Lowrance** - Who prepares this Angie? **Glenn Dalton** - Yes. **Bob**

Lowrance - So the report looks like it goes from September 30th through December 29th. So, is she just getting ahead of herself basically saying that we had 2 additional ones that are not on here that have been done since January 1st? **Monte Thus** - I would think that the December 28th closing and the December 29th closing should

be in 2018. **Glenn Dalton** - I don't know what the answer to that is. I will ask Angie. **Shaun Diltz** - It says that January 5th is when it was prepared. **Dave Decker** - But if there was one that had Initiation fee this year it

should be listed on the report. **Glenn Dalton** - I'll have to check it out. **Bob Lowrance** - Okay. **Monte Thus** - I wouldn't think we would get money the same day they close. **Dave Decker** - that's when they become a

member and we should get the money when they close because it's part of their closing. **Monte Thus** - But does it go to the closing company and then the closing company sends it to us? **Dave Decker** - Yeah but that's when

the checks cleared, it's not when it's deposited. **Glenn Dalton** - I'll go ahead and clarify that. **Dave Decker** -

Because it's really a matter of where your booking the income at. Are you booking at this year or are you

booking it last year?

Bills and Salaries

Dave Decker – Glenn, during the Finance Committee meeting, we had identified that we thought there were some checks missing from this report, did you check into that? **Glenn Dalton** – She was off today, so I have

not. **Dave Decker** – Based upon the conversation at the meeting, I don't believe this report is accurate. So, I would hate for us to approve it. **Bob Lowrance** – So let's set it aside until that's worked out.

Profit and Loss

Submitted for Review.

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Monte Thus – Based on what Dave Decker was saying, there's an item on the 2nd page that's probably going to be changed. Item 6a is probably going to be 2017 instead of 2018.

Manager Report

Read by Glenn Dalton

Public Safety Report

Read by Glenn Dalton

Correspondence

Letter from Mary Ann Poorman, 1955 Brigantine

Read by Bob Lowrance - I've noticed the trash trucks have been on our street at least 4 times today. 6 times when yard waste is picked up. The suggestion I would like to make is to have everyone put their trash on the same side of the street. That way the trash trucks only need to come down the street 2 to 3 times, thus cutting the damage down on our roads. I know on my street the mailboxes are all on one side so I would suggest the other side for trash. Again, just a suggestion.

Variance for George Carpenter, 39 Shore

Read by Bob Lowrance - I would like to request a variance allowing me to forego a culvert pipe. My driveway is at the top of a hill. A culvert would not help drainage. If the variance is approved, I would agree to incur all costs to install a culvert if it advised by the Holiday Shores HOA in the future. In addition, I would agree to install a culvert in a timely matter if a problem were to arise in the future. **Bob Lowrance** - The building committee recommendation "Due to elevations, the Building Committee does recommend the variance with homeowner agreeing to pay for the culvert in the future if and when ditching is done." **Monte Thus** - I guess my only concern down the road, if Mr. Carpenter sells his house, can we hold the new homeowner to this agreement. **Glenn Dalton** - I feel we can Monte. **Bob Lowrance** - I feel that we could. **Michael Hawks** - Can we even hold Mr. Carpenter to this agreement? **Glenn Dalton** - Yes. **Michael Hawks** - How? **Glenn Dalton** - When we come in with our plan, if there is a culvert that needs to be added and they have agreed with this variance to add that culvert, we have an agreement. **Michael Hawks** - So you have all his signatures on that agreement? **Glenn Dalton** - No. We have the variance that he submitted. **Bob Lowrance** - If it's on top of a hill and the building committee is recommending it, I personally would not have a problem with it. **Glenn Dalton** - The only change that could possibly happen, we've been using this provision now for 3 or 4 years, if in the future there is a requirement for ditching, the property owner will do it. **Michael Hawks** - Is this new construction? **Rob Frey** - Yes, it is. **Michael Hawks** - Is the driveway already to the road? **Rob Frey** - Yes, it is. **Michael Hawks** - So they're asking for the variance after the fact, correct? **Rob Frey** - Yes. He is asking after the fact. In reality, he did ask about 3 days before. With building the house he said it totally slipped his mind. Weather was coming in and he wanted to get this thing poured ASAP. He asked what his options were. I told him that this has been done in the past. He could ask for forgiveness later. I told him I don't recommend it, but if he was short on the timeline and on top of the hill, he may be able to push it through after. I told him that he may have to tear it out. I told him to put an expansion joint in so that he could tear it out if he had to. **Michael Hawks** - I drove by it. Has his deposit been returned already? **Rob Frey** - No. The house has not closed yet. **Michael Hawks** - Past precedent, have deposits been held for this? **Glenn Dalton** - No. They have not. **Dave Decker** - Not that I recall. What has happened before was someone installed a shed and they didn't come in for a permit, so it was based upon a permit issue but not for a variance. Not that I recall. **Michael Hawks** - Wasn't part of Westview because of a culvert issue? **Bob Lowrance** - A huge part. **Michael Hawks** - And part of their deposit was held? **Bob Lowrance** - Yes. **Dave Decker** - Because he asked for a variance and we gave it to him? **Michael Hawks** - No. Because he did not ask. That's why I asked if this had ever happened

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before and you said “No. We’ve never held a deposit for that.” **Bob Lowrance** - I don’t think we held the full deposit. **Dave Decker** - Well partial. **Michael Hawks** - Okay. I’m just asking. **Glenn Dalton** - I’d have to go to the Building Committee to find out, Mike. **Dave Decker** - My interpretation of what you asked, Mike, was if we had ever held a deposit for somebody asking for a variance after we granted it. **Michael Hawks** - I meant the same situation. **Jerry Theodore, 1346** - In the past, if somebody asked for a permit after they had already done it. For example, put a shed in and then ask for a permit, normally because we caught them and told them, we kept their permit money. We made them pay the fee for the shed and we kept it. There’s a little different situation here because you’ve already collected \$4,000 for a new home. I don’t know how you would pick a piece out of that. **Glenn Dalton** - We’ve had a bunch for sheds. I’m not aware of any for culverts. **Dave Decker** - Where we granted the variance. Because it sounds like we held it on one where they did it without our permission. **Glenn Dalton** - Correct. **Shaun Diltz** - Was that variance granted? **Michael Hawks** - I was not on the board then? **Glenn Dalton** - We can go back to the Building Committee and ask them. **Shaun Diltz** - That’s fine. We don’t know if the committee recommended this either. **Jerry Theodore, 1346** - It either had to be granted or they would’ve had to remove it. **Shaun Diltz** - That makes sense. **Michael Hawks** - They didn’t remove it. I think it was something granted. **Rob Frey** - Was this the new house on Westview with the plastic pipe? **Michael Hawks** - Yes. **Rob Frey** - That was a variance that was granted for the pipe after he did it. **Michael Hawks** - And part of his deposit was held for a lot of those issues after the fact. **Rob Frey** - There were a lot of issues on that one. **Michael Hawks** - Okay.

Michael Hawks - Motions to approve the variance request as suggested by the Building Committee with homeowner agreeing to pay for the culvert and the driveway in the future, if it is deemed necessary or if and when ditching is done. **Dave Decker** - Seconds.

Shaun Diltz - Are there any cross-street culverts near that driveway? **Rob Frey** - No. He’s on top of the hill.

Shaun Diltz - So he’s across from that open lot? **Rob Frey** - Yes. **Shaun Diltz** - Okay.

All In Favor.

Motion Carried.

Old Business

10-Year Road Plan

Glenn Dalton – Curt’s coming up. You have the new data and spreadsheets that have been submitted. He got the information from the consultants. Our cement is going up from 6% to 8%. Curt has provided new spreadsheets based on that. **Curt Westrich with Heneghan & Associates** - Unfortunately, I just got word from our subconsultant for doing the design for that mix. Originally they thought that this would come out at the 6% range. That is what we based our 10-year plan on. We did find out just last week that they are going to be in the 8% range. They did say that they were going to do one more test and let me know if it does go down, but we figured it would be best to be on the conservative side at this time. I apologize. I know that you've had these documents for a month or more and unfortunately they were kind of surprised with the results and they are thinking that it was the type of rock that is used for the base. That's why the higher percent is required. I gave Glen new copies and as you can see going from the 6% to the 8% there is a significant increase in those costs.

Shaun Diltz - In the testing, what came up that they weren't expecting? **Curt Westrich with Heneghan & Associates** - The only thing that I've been told is it was the type of rock. That is was a gravelly, camp graded rock. **Shaun Diltz** - That we have here already? **Curt Westrich with Heneghan & Associates** - Yes. It's the base rock that's underneath the oil and chip. **Bob Lowrance** - So the developers use the cheapest stuff they can get at the time probably. **Curt Westrich with Heneghan & Associates** - Probably so when we've done projects before though it was in the 6% range so it kind of threw us off that it was that high too. There were several samples that were shipped off to him too I don't know if something was done to the samples, but he was

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attributing it all to just the rock that was in that sample of the base. If you remember correctly when we were going to try to bid this out last year, we didn't know what percent we were going to need to use so we had talked about doing several options. We were going to bid from 3 to 6 or 7%, Since it got pushed off to this year, now we have results that say that we need 8%. **Shaun Diltz** - With the 2 year option for Option 3, with Tamarac, for example, you propose a chip and seal in 2019 and 2022 with a full depth reclamation in 2025 in Option 3. With that 3.2 over the course of 2 years are we saving the 2019 & 2022 reclamation or did we just cut the percentages down on the 10 years? **Curt Westrich with Heneghan & Associates** - You still have the maintenance to do on that. If everything's done in the first 2 years, you still have to oil and chip every 3-4 years so we still figured that into the price. We just didn't figure exactly when they would be done because we didn't break them down as to which roads would be done Year 1 vs. Year 2. **Shaun Diltz** - I was just curious if that was in the budget. **Curt Westrich with Heneghan & Associates** - Yes. **Shaun Diltz** - We have a number of roads that are hot mix asphalt. Do we just do the chip and seal over those every 3-4 years too? **Curt Westrich with Heneghan & Associates** - No. On those I'm proposing that there would be more of a crack and pothole repair after 7 years or so. That overlay may last 15 years and then you may have to do another overlay after that. **Shaun Diltz** - Is that chip and seal with crack seal?

Curt Westrich with Heneghan & Associates - It's the item listed as crack seal and distress repair. **Shaun Diltz** - Okay and that's for maintenance on the hot mix asphalt. **Shaun Diltz** - What is the chip and seal with crack seal? **Curt Westrich with Heneghan & Associates** - When the people drove through on the worse roads, they recommended that there would be some sealing being done in some particular areas. It was just some spot repairs in addition to the oil and chip.

2018 Road Plan

Curt Westrich with Heneghan & Associates - We had submitted a work order to Glenn on that last week. That covers developing the front end documents so the project can be bid out by contractors. It also includes assistance with the bidding and awarding of the work. It's my understanding that we would be doing all the work and that Holishor would only be reviewing and approving any bids that we get. We would be the one's working with the contractor to get the work done. It also includes establishing some survey work to come up with some culvert and ditch elevations. We've also included some time for the geotechnical engineer to come down during some of the actual construction work. We've added a little more than before. We've also included some time to attend Board meetings. I'm not sure how much you will need me, but I figured one time for the bids and once during construction and one just to close it out. It is a time and materials estimate. We think this is on the high end. The time actually spent would be what was invoiced. **Shaun Diltz** - We still need to approve the revised, revised budget and we'll talk about that but the number there for roads is over \$200K now. **Curt**, back to the Tamarack question on the 10 year plan, if we did vote and get it proposed to go similar to your plan as in actual 10 years and we wouldn't do the reclamation until 2025 for Tamarack, would you still recommend us doing the chip and seal twice before then once in 2019 and once in 2022? And that's just one example there's obviously more there. **Curt Westrich with Heneghan & Associates** - I would recommend you do something in that time. We may have been a little bit conservative on that. You may not need more than one since you'll be reclaiming that road later on. That's something you would have an option on if you wanted to do something different. **Glenn Dalton** - One of the things that we've always indicated is that roads are extremely dynamic and prior to planning each of those years we're going to evaluate what that plan is. **Curt** will be giving his recommendations on whether that work needs to be done or if it can be deferred. That's basically how we've done it in the past.

2018 Revised Budget

Shaun Diltz - At the last meeting we approved the 2018 revision with the caveat knowing that there was going to be some changes at the end of the year. Knowing that there was going to be some changes we didn't forecast

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something called bad debt. It essentially inflates our dues and assessments and late fees. Dave Decker did a quick equation and we figured up for that so we did a quick adjustment and there was a little bit that got added to the road. It also contains the 2019 budget estimates and we notated a few things at the finance committee meeting on Monday that we will bring to the board to get that looked at and approved.

Dave Decker - Motions to approve the revised budget as submitted tonight knowing that there will still be an adjustment based on either overage or shortage from 2017. Monte Thus - Seconds.

All In Favor.

Motion Carried.

Holiday Times

Read by Bob Lowrance - Currently the holiday times has gone into a new booklet. Members have positive comments as to the new size and print quality. The new booklet of 32 pages and offers 16 pages of color printing. The old booklet was 32 pages with 6 color pages and 6 Spot color pages. The cost of the Holiday Times has decrease some because most of the ads are designed in house. There's also decrease due to misprints with credits that have been issued. I am currently working on new layouts for the booklet this will take a little time as I am new to the program. Thanks, Brandy. **Glenn Dalton** - One thing that we do want to do as Dave indicated earlier, we are going to go out and get a new bid for the document. **Dave Decker** - When we talked about that a few months ago we were going to do a comparison of what we were doing today from other vendors, but we were also going to look at and listen to new opportunities from those vendors to try to see what proposals they have that might be even better than what we're currently doing.

New Business

Reserve Expenditures

Shaun Diltz - The finance committee went over this Monday. Deferred items: 2015 Tennis Courts, 2016 Riding Lawn Mower, 2017 security dock, 2010 diving dock have been deferred. Glenn said that they're fully funded and can be deferred again. Up for replacement in 2018 is our 2009 ¾ ton pick up truck. Finance committee agreed to recommend to the Board to let the funds go for the pick up truck. **Dave Decker** - According to our instruments, for us to purchase anything out of our Reserve funds, the Board is required to make a motion and approve that expenditure. Then it has to be published. There has to be a couple meetings after it's published before you can actually make the expenditure. So the standard methodology is that we do that either in December or the first part of the year so that we can have that conversation, get it published, go through those procedures. Any approval that would be done tonight would just to be to say that we're going to move forward. The actual expenditure would come when you're doing the actual purchase.

Dave Decker - Motions to approve for 2018, the expenditures for a replacement ¾ ton 4-wheel drive pick up truck. **Monte Thus** - Seconds.

All In Favor

Motion Carried.

2018 Sustainability Grant

Glenn Dalton – What we did with the sustainability Grant and what are recommending is to continue to look at the erosion and the loss of the riparian barrier in Joulters Creek which is the major creek that feeds Holiday Lake. We have Moro Township approval as well as the Sanitary District. **Dave Decker** - When you say the Sanitary District approval. Just approval for this particular repair. I know that you worked with them last year and were able to convince them to participate in it and they input \$1,500. **Glenn Dalton** - I have requested that for this year, Dave. I have requested the \$3,000 and they are going to get back with me. They didn't want to discuss it at the meeting Monday night. **Dave Decker** -Okay. I expected that you had done that. I just wanted to

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make sure that we got that on the record. **Shaun Diltz** - So are you building or repairing? **Glenn Dalton** - We're adding, Shaun. We have all the bends covered. What we're going to do is at the very far end of the North Property, we have a riffle that's being built to slow the water down. We coordinated that with the property owner to the North of us and he's in concurrence with us doing that. Basically, we're going to harden those banks coming down along the whole creek. The straight runs. We're going to reduce the amount of erosion and the loss of riparian barrier. **Shaun Diltz** - And you're doing that with Rip Rap and Silt. **Glenn Dalton** - Yes. R4 and R3. It depends on what we're looking at as far as the erosion that we're experiencing in that area. R4 is a little harder for us to work with, but we can. **Dave Decker** - With the silt basins that we have up there, part of the original plan, if I recall correctly, was somewhat of an expectation that the division between the creek and the silt basins was going to deteriorate and those would become a little bit more of the direct flow. It looks like with this proposal that we're repairing some of those areas where that would occur. **Glenn Dalton** - Yes. We would look at those areas and I think you might have been the only one here during the time when the 319 grant was done. We wanted to build a big basin and go into the riparian barrier along Joulter's creek and make that a part of the silt retention basin that we were building. The Corp of Engineers did not approve that and they indicated that we could not impact the barrier, however if it did wash away, that was okay. So we are looking at those specific areas and we will not impact that at all. **Dave Decker** - So we're not repairing or beefing up those areas of the creek? **Glenn Dalton** - No, Sir. It would be to our benefit if it was 1 big basin vs. 2 small pits. **Dave Decker** - There's a little bit of color difference on here and I'm trying to understand what they are. **Glenn Dalton** - Orange is for what was done in 2016. The white is what we are working on with this grant. We hope to be successful with this grant as well. However, we did receive it in 2016 and 2017. A lot of times they like to look at these cases and spread them out. We might not receive it, but I think we have a shot. **Dave Decker** - Motions to submit the grant proposal as presented. **Shaun Diltz** - Seconds.

All In Favor.

Motion Carried.

Open Session

Nothing Discussed

Monte Thus – Motions to adjourn to executive sessions.

Dave Decker –Seconds.

All in Favor.

Action: Motion Carries.

Meeting adjourned at 8:27 p.m.

Minutes Submitted by Misty Soliben