

**CAMPER'S HOLIDAY ASSOCIATION
BUSINESS MEETING
NOVEMBER 17, 2011**

The meeting was opened at 10:00 am by President Norman States.

The Pledge of Allegiance was said & President States called for a moment of silent prayer to remember our troops.

ROLL CALL: Clyde Banks, Howard Ewert, Sue Flanagan, Tom Livecchi, Hank Meylan, and Norman States were present. Quorum established. Renie Shaw was also in attendance once the motion passed to appoint her as our Treasurer.

PROOF OF NOTICE OF MEETING: Established as agenda was mailed more than 14 days prior to meeting.

MINUTES: The minutes of the July Business meeting have been approved as distributed.

PRESIDENT'S REPORT: Norman States

- 1) Just to make you aware of a situation discovered over the summer. There have been several occasions in the men's pool bathroom where that human waste was smeared on the walls. This is very distasteful and our employees did not enjoy cleaning it up.
- 2) Condition of the park. There were many volunteers who assisted with the multitude of projects completed the past few months. Our thanks to Tom & Sherry Livecchi, Darlene Moore, Jim McDonald, Ron & Renie Shaw, and Al Tibbetts.
- 3) Norm's News & Notes – hopefully you have found this helpful as a source of information on what is happening at CH.
- 4) Rich Patton, who works in the Gatehouse and has filled in for Maintenance, has had several extensive surgeries. We are looking for someone to backfill for Bill on his days off.
- 5) Marjean Chapman has been employed part time to help in the Gatehouse.
- 6) Changes in Board Member responsibilities have been made. There were rumors that it was done because someone was not doing their job. That is not true. It was done to meet the needs of the business.
- 7) The outside contractor who we hired to mow common property has worked out well. It has saved us money on employee salaries and mower maintenance. This person is licensed and insured.
- 8) Our emphasis is on attempting to bring additional campers to our campground. Thanks to Jim Keller for initiating a letter sent to campers who have been here in previous years. We had a positive response to the letter. We have seen an increase in the number of groups that came this summer and are returning next year. Please keep in mind that they are our customers and welcome them. We are looking forward to a great year.

TREASURER

Renie Shaw has agreed to accept the Treasurer's responsibility. She will finish out the term until February, 2013.

MOTION: I make a motion to ratify the Board of Directors' approval appointing Renie Shaw as Treasurer. Motion made by Howard and seconded by Tom. Motion passed unanimously.

PROPERTY MANAGER'S REPORT: Jim Keller

My Tuesday and Thursday daily routine:

I arrive at Campers Holiday at approximately 8:30-8:45 am every Tuesday and Thursday. I stop at the gatehouse and pick up any invoices or any mail. I proceed to the campground and check out the cleanliness of the bathrooms, and check for any problems with the washers and dryers. I proceed to sewer plant area and check for any problems, then to C laundry area and bathrooms for problems. I check Lake Sparkman levels and record it. I also stop at the recreation hall and check for any problems. I check the storage area and bathrooms along with the laundry areas in Section B, and pool baths. I proceed to office and first check answering machine and return any calls. At 10:00 AM, I meet with the Board Members and discuss issues and problems. At noon I take lunch for 10 minutes and process invoices and make calls to vendors and complete office paper work from until 1:30-2:00 I continue to process paper work. On my way out of Campers Holiday, I stop at gatehouse and check for any additional invoices and proceed to QPM to submit invoices for payment.

Some of the things I've done to save Camper Holidays money:

- Insurance: 2011 approximately \$5,000.00 savings over the 2010 insurance rates. I am obtaining a proposal from a new insurance agency, which will hopefully save us more money.
- Audit: Obtained a full audit at a price of \$5,600.00 verses \$11,000.00 with former auditor.
- Pursued liens and started foreclosure on delinquent lot owners.
- Instituted a water conservation program saving money in water and sewer costs.
- Suggested to the board we use excess heat from Television room to heat the office during the winter months.
- Suggested we hire Commercial Laundries as our laundry service provider. Thus decreasing water usage and eliminating our involvement in the laundry monies. Negotiated with Commercial Laundry to paint our laundry areas for free.
- Suggested we hire Waste Management to handle our trash, eliminating our maintenance salaries and mileage and truck expenses.

Things I've done to promote our park.

- I put our RV Park on Craig's List.
- Distributed brochures to RV dealers and Camp- A-Wyle campground in Brooksville. (Manager stated they only have 7 transient sites and glad to refer overflow to Campers Holiday)
- Worked with Board of Directors on other advertising avenues with the ultimate goal of filling our RV Park.
- Initiated a letter to all the campers that have stayed at Campers Holiday in the past five years to come back to CH and enjoy our updated campground and our friendlier attitude.
- Redesigned the Camper Holiday brochure emphasizing Free WI-FI and Cable, TV.

Other things I do:

- Take pictures of ongoing projects and e-mail to Sue Flanagan for posting to our website.
- Provide delinquency reports to the Board of Directors.
- Provide monthly financial statements to the Board of Directors.
- Do inspections and issue violation letters to persons violating Campers Holidays rules.
- Provide population percentage to Board of Directors.
- Had Recreation Hall floors waxed.
- Provide Board of Directors rainfall statistics.
- Develop a budget, do the copying, and mail budget information to all lot owners.
- Do all paperwork required for annual meeting and election of officers.
- Over see any ongoing projects occurring on the property.
- Advise board of any money saving possibilities such as, more efficient lighting, waterless urinals, and energy efficient hand dryers versus money wasting paper towels, water conservation issues, or better insulation in our wintertime-heated areas, etc.
- Advise Board of Directors of the current laws regarding condominiums.
- Anything else the Board of Directors asks me to do.

VICE PRESIDENT'S REPORT: Tom Livecchi

Lot Transfers 2-18-11 to 11-17-11

6 Lots Added: A-41, A-42, B-33, C-08, C-31, D-75
4 Lots Sold: A-57, C-60, C-72, D-40
1 Lot Deleted: B-26

There are currently 28 lots for sale.

TREASURER'S REPORT: Renie Shaw

General Comments

Our money making newspaper, magazines, junk mail dumpster (BLUE) located in front of the Rec Hall is bringing in approximately \$75.00 each month. Please refrain from putting plastic bags, garbage and cardboard in this dumpster.

Other items being recycled and adding funds are various scrap metals for \$194.11 along with aluminum cans which brought in \$129.05, equaling a total of \$323.16.

Financial Report

Current Assets – SunTrust & BB&T	\$ 77,266.17
Reserves – Bank of America & BB&T	\$ 53,892.64
Total	\$131,158.81

The Financial Balance Sheet and Income/Expense Statement will be posted on the Rec Hall bulletin board and Camper's Holiday website each month.

There are 20 condo lots overdue on their fees at this time for a total of \$9,132.00.

Just a reminder, you can arrange an automatic payment of your condo fees with BB&T. Our office has forms available; see our manager, Jim Keller, or me during business hours.

SECRETARY'S REPORT: Sue Flanagan

In Bob Butler's absence, I have put together a December calendar. Here are a few of the upcoming activities:

- Joyce Bonin to begin exercise classes Mon, Wed, and Fri at 10 AM, beginning Dec 5.
- Holiday Dinner on Dec 10 at 5:30 PM
- Hard Rock Casino Bus Trip on Dec 14 - \$15 to be paid to Clyde Banks by Dec 10
- Golf Scramble on Dec 16

STANDARDS: Clyde Banks

5 Units inspected for sale: A-41, A-42, B-33, C-08, D-75

4 Building permits: A-3 replace shed; A-5 truck load of dirt; C-07 new roof; D-72 lattice on car port

Two refrigerators in the Rec Hall kitchen were not working properly. They were serviced with coolant in both and a part was replaced in one. Cost was \$340.00

SPECIAL PROJECTS: Howard Ewert

No report at this time as just recently took over formal responsibility for Special Projects.

CAMPGROUND, PERMITS – Trees, RV Storage, Rentals: Hank Meylan

The campground looks wonderful. I have had people call me to say it looks great.

From 2-18-11 to 11-17-11, there were 12 permits for owners' tree removal: A-05 (3 trees); A-44 (3 trees); A-44 (1 tree); A-71 (5 trees); A-80 (1 tree); C-14 (1 tree); C-73 (1 tree); D-36 (1 tree); D-41 (1 tree); D-63 (1 tree); D-73 (1 tree); D-82 (1 tree).

From 8-23-11 to 10-17-11, there were 13 trees removed from common property, the majority of which were in the campground. These trees were diseased and needed to be removed.

I am investigating the gypsy moth issue. I have spoken with several pest control companies.

UTILITIES – WELLS – WWTF: Hank Meylan for Ron Shaw

Starting with the Sewer Plant, both clarifiers were emptied and pressure washed. All three ponds are nice and low, exposing both crossover pipes. The crossover pipe between pond 2 & 3 could be extended on both sides to clear the bank, plus a valve was installed. All the main sewer lines had the roots cut out and were flushed clean. Then they were lined with a fiber glass-like material. There was about $\frac{3}{4}$ of a mile of 8" and 6" pipe to be lined from manhole to manhole. We now have videos of all the main lines. After the line and root cutting, the lift station was emptied and pressure washed. A final smoke test was done and these discrepancies are still being repaired.

Now for the wells – we passed 4th quarter test. All our effort is working. We still have to do our monthly flushing and keep a check on the campground chlorine levels. We are going to try a new type pump for the chlorine; it should give us a more constant flow of chlorine.

Sue reported that the Southwest Florida Water Management District extended the water shortage restrictions through Feb. 29, 2012. What we have in place continues:

Tuesday: Section B, D, and F37-70 are permitted to water

Wednesday: Section A, C, and F1-35 are permitted to water

Lawn & Plant Watering: For new plant establishment, you may water BY HAND as long as it is before 8:00 am or after 6:00 pm. Watering will only be allowed for 60 days from the date of installation.

Car Washing & Pressure Washing: There are no restrictions on car washing or pressure washing; however residents should be as efficient as possible, such as, using a shutoff nozzle on their hose so water is not wasted.

COMMITTEE REPORTS

BEAUTIFICATION: Sallie Dunning

No report at this time. The landscaping up by the Gatehouse looks wonderful. Norm added that it was in honor of Jane Diget and paid for by her children.

CAMPGROUND: Hank Meylan/Renie Shaw/Sue Flanagan

The Campground Committee did research this past spring on campgrounds in the area. We have the lowest monthly fees. We have many amenities, including free Cable TV and Wi-Fi. We have increased our advertising, dropped off brochures at RV dealers, Welcome Centers, and other various businesses. We have registered to be a vendor at the Family Motor Coach Association's RV Rally in Feb, 2012. We are attempting to fill our vacancies and will help by allowing discount clubs during peak season.

MOTION: I make a motion to ratify the Board of Directors decision to change the monthly rate from \$430.00 to \$475.00 for the 1st through 4th months, from \$315.00 to \$400.00 for the 5th month, and from \$287.00 to \$375.00 for the 6th month plus electric, effective 5-1-11. Motion made by Sue and seconded by Renie. Motion passed unanimously.

MOTION: I make a motion to ratify the Board of Directors decision to change the weekly campground rate from \$170.00 + electric (via a reading) to \$198.00, including electric. Motion made by Sue and seconded by Renie. Motion passed unanimously.

MOTION: I make a motion to ratify the Board of Directors decision to allow discount club rates, i.e., Passport America, Camp Club USA, and Coachman Association during November – April. Motion made by Hank and seconded by Howard. Motion carried: 6-Yeas and 1-Nay (Howard)

MOTION: I make a motion to ratify the Board of Directors decision to purchase dirt, grass seed, and fertilizer for CG in the approximate amount of \$910.00. Motion made by Renie and seconded by Sue. Motion passed unanimously.

MOTION: I make a motion to ratify the Board of Directors decision to secure a vendor booth at a cost of \$372.00 for the Family Motor Coach Association RV Rally in February 1-5, 2012. Motion made by Sue and seconded by Tom. Motion passed unanimously.

POOL: No report. A volunteer is needed for the Pool Committee.

TROOPS: Gail Cleves & Donna Mikronis

Thanks for the generous contributions of goodies. We sent 25 boxes in October and 29 this month. Next packing will be in January. We need more goodie donations.

BUDGET

The proposed 2012 Budget was distributed to all owners via mail on approximately October 20. The Board would like to add a new reserve category for the Campground. This will set up funds for longer term needs, i.e., roof on F bath, new picnic tables, etc. This will not be used for immediate needs, which will come out of our operating funds, i.e., replacement of an electric meter.

A discussion ensued about Reserves and why the owners did not receive a vote on whether to fully fund or less than fully fund. The Board of Directors chose not to offer this option. Camper's Holiday has spent over \$500,000 in the past 2 years, the majority of which was required by the Florida Department of Environmental Protection. \$180,000 came from special assessments. The balance came from Reserves. We need to replenish our Reserves. The difference between fully funding and less than fully funding equaled \$5.00 per lot, per month. See attached cost spreadsheet on page 8. This was distributed at the meeting to all attendees.

MOTION: I move that we approve a new reserve category for the Campground in the 2012 budget. Motion made by Sue and seconded by Hank. Motion carried: 5-Yeas and 2-Nays (Clyde & Howard)

MOTION: I move that we approve the 2012 budget with fully funded reserves which results in condominium fees of \$992.00 per unit for 2012, or \$248.00 per quarter. Motion made by Sue and seconded by Tom. Motion carried: 5-Yeas and 2-Nays (Clyde & Howard)

LIENS/FORECLOSURES

Over the past several months, the Board has determined to put liens on properties in arrears and begin foreclosure proceedings on a property. As stated in the Treasurer's Report, we have over \$9,000 in outstanding condo fees. Keep in mind that overdue condo fees affect all owners.

MOTION: I make a motion to ratify the Board of Directors decision to begin foreclosure proceedings on D-34. Motion made by Sue and seconded by Renie. Motion passed unanimously. NOTE: This account has been paid. We apologize to the owner. The Meeting Agenda went out prior to the attorney notification that it had been paid. The motion is just a formality because we had begun proceedings and needed to ratify the decision made by the Board.

MOTION: I make a motion to ratify the Board of Directors decision to begin the lien process on C-48. Motion made by Sue and seconded by Renie. Motion passed unanimously.

MOTION: I make a motion to begin foreclosure proceedings on D-47. Motion made by Sue and seconded by Renie. Motion passed unanimously.

REC HALL TABLES

It has been recommended to purchase 20 lightweight hard plastic white tables (like those at the Pavilion) for the Rec Hall.

MOTION: I make a motion to purchase 20 hard plastic white tables @ ~\$49.82 each, for the Rec Hall. Motion made by Clyde and seconded by Renie. Motion passed unanimously.

KEYS TO RV STORAGE AREA

It was discovered that a renter used the RV Storage Area key to come into and go from the park via the RV Storage Area, leaving the gate open all night.

RESOLVED, that keys to the RV Storage Area will be given to all Board Members, Maintenance Staff and the Gatehouse, not to individual owners.

MOTION: I make a motion for a resolution that keys to the RV Storage Area will not be given to individual owners, but to all Board Members, Maintenance Staff and the Gatehouse. Motion made by Sue and seconded by Hank. Motion carried: 6-Yeas and 1-Nay (Howard)

ADJOURNMENT: Motion to adjourn by Sue and seconded by Renie. Meeting adjourned at 12:54 pm.

Sue Flanagan

Sue Flanagan
Secretary

**Camper's Holiday
Waste Water Treatment System & Campground
2011**

Date	Vendor	Event	Cost
January	Dept of Environmental Protection – Sewer Division	Consent Order Fine and Expenses	\$ 4,000
January	FL Rural Water	Put Manholes and Water Valves on GPS	0
February	FL Rural Water	Water Saving Presentation	0
February	AM Conservation Group	Water saving devices: faucet aerators; low flow showerheads, etc.	900
March & April	Arthur Price Co	Cleaned lift station twice	590
April	McDonald Group International	Engineer	3,691
April	Dept of Environmental Protection – Water Division	Consent Order Expenses	500
April	Fast of Florida	Camera sewer mains	4,838
May	Hernando Door	Rec Hall Doors replaced	1,200
July/August	Williams Testing	Relined over 4,654 feet of 6” & 8” main sewer lines	137,633
August	D & D Grading	Sealed 21 manholes	17,175
August	Whitely’s	Dirt to backfill around pads in campground	810
August	Boss Paving	Paving	60,750
September	CH	Smoke test	0
September	CH	Seed & fertilizer for campground	100
Ongoing	AAA Whites	77 loads of water plus sludge removal	29,391
Ongoing	Pasco Pipe Supply	Misc water & sewer pipe supplies	3,133
	Total		\$264,711