

**CAMPER'S HOLIDAY ASSOCIATION
BOARD OF DIRECTORS & BUDGET MEETING
November 5, 2015**

The meeting was opened at 10:00 am by President Norman States. The Pledge of Allegiance was said.

ROLL CALL: Sallie Dunning, Sue Flanagan, Don Gelinas, Ron Gillespie, Len McClay, Billie Meylan, Hank Meylan, Norman States and Dan Yarsevich were present either in person or via conference call. Quorum established.

PROOF OF NOTICE OF MEETING: The Agenda was posted prior to the required time frame of 14 days and was mailed to everyone.

MINUTES: The minutes of the July Board of Directors Meeting have been approved as distributed.

PRESIDENT: Norman States

General Comments

As we gear up for a busy winter season, we find the park in excellent condition. Our maintenance staff kept busy making improvements throughout the park. The gatehouse personnel had a busy summer answering questions from prospective campers and making reservations. We currently have 2 sites open. All the others have been reserved for 3 or more months.

Gatehouse personnel

Michael Dragon is now a part-time employee in the gatehouse. We have added personnel in an attempt to alleviate long lines, facilitate package pickup, etc. At the March meeting, it was brought to your attention that the cost of contacting gatehouse personnel after hours was increasing. This summer, there was a large increase in the number of such contacts. As a reminder, please DO NOT contact our gatehouse personnel after hours except for major emergencies. All employees receive \$35.00 for each telephone call or knock on their door after hours. Because of the increase in after hour contacts, the cost has increased considerably.

Gatehouse Mail

Please Note! Gatehouse personnel will no longer hand out any mail once it has been placed in each unit owner's mailbox. You will need your mailbox key to access your mail. Mailbox keys and locks are now the responsibility of each unit owner. For replacement keys or lock repairs, contact Fancy Feathers or any reputable locksmith. Also, due to a safety hazard, the Board of Directors is requesting that all individuals pull through the gate area before stopping to pick up or drop off mail. Your cooperation will be appreciated.

Owner Responsibility

Gatehouse or maintenance personnel are not responsible for the care of individuals who may have health issues. If you must leave an individual with health issues alone in your home, please make arrangements with another individual to act as caregiver. Do not instruct the individual to contact the gatehouse if they have a problem.

Rental Units & Renters

Renting and/or leasing of any unit may not exceed a total of more than six months in any one year (365 day) period. In order to rent/lease the unit/site the owner must fill out an **Authorization for Occupancy of a Unit/Site Form** and receive written approval prior to the renter occupying the unit. Owner must also provide **Renter Information** to renter. Forms are available on the website or at the gatehouse.

CATV Cable Replacement

A section of our CATV distribution cable needs to be replaced. We will need volunteers to dig the ditch or hire a cable TV company to make the repairs.

Proposed Budget

The proposed budget for 2016 was developed by the leadership using the financial history and budget expenditures from previous years. New anticipated expenses were estimated from comparison in marketplace prices and the experience of other condominium communities represented by QPM.

Questions have been raised and circulated concerning increases in the budget. Many of the increases for 2016 we have no control over. Other increases are due to the deterioration of our infrastructure.

Budget Increase Examples

Accounting Ref.	Classification	Amount Increase	Cause	Notes
61300	Professional & Legal Fees	\$2,000	Foreclosures	
61625	Real Estate Taxes	500		
62140	Tree Maintenance	3,000	Age/Liability	
62200	Electricity	5,000	Rate Increase	
62400	Repair Maintenance	11,000	Previous Year	Infrastructure
62401	Supplies	1,000	Vender Increase	
62425	Well	4,000	Filters	
62435	Sewer	6,000	DEP/Piping	
62460	Assoc. Owned Units	5,000	Foreclosures	
62500	Tractor Rep/Maint.	1,000	Mechanical Issues	
62700	Campground Repairs	33,000	Wi-Fi	
62901	Pool Supplies	800	Vender Increase	
62902	Pool Chemicals	1,500	Vender Increase	
6300	Salaries	35,000	*See Note	
63700	Misc.	5,000	Previous Year	Infrastructure

*Infrastructure repairs/replacement – after hour interruptions of gatehouse personnel – increased campground activity – expanded gatehouse hours - age of park – lack of volunteers.

Reminder to all unit owners: the monthly financial statements are posted on the recreation hall bulletin board, our website, and are emailed to each unit owner who has provided an email address. Anyone desiring additional details or clarification should see Jim Keller at the office. Jim is in the park every Tuesday and Thursday from 9:00 a.m. to 12:00 noon and has access to all of our records at QPM. Overall budget increase – 14.76%. Less than \$4.00 per week.

Thanks to a competent gatehouse staff and excellent maintenance workers who work together as a team, all areas are operating smoothly.

MOTION: I move that we approve the 2016 budget with fully funded reserves which results in condominium fees of \$1,492.00 per unit for 2016, or \$373.00 per quarter. Motion made by Sue and seconded by Don. Roll call vote since some members were attending via conference call. Sallie – No, Sue – Yes, Don – Yes, Ron – No, Len – Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – No. Motion carried.

PROPERTY MANAGER: Jim Keller

1. Attorney Robert Tankel has foreclosure proceeding on 2 properties at this time.
2. Now that owners have started to return there will be an inspection conducted very shortly and violation letters will be sent out if any violations are found.
3. Progressive Waste Services has been contacted and can provide a 3 times a week pickup during the busy season (Jan, Feb, Mar, maybe Apr) if necessary. Cost of this additional pickup is \$71.00 per week.
4. A delinquency list was supplied to the Board of Directors. Attorney Tankel has been aggressively going after delinquent owners and supplying us with updated info thru his on line portal.
5. The September Financial reports are available on the Camper's Holiday Web Site or in office if you want a hard copy. They are also posted on the bulletin board in the Rec Hall.
6. If you have any changes in your personal information please fill out a new Owner Information Sheet and turn it in to the Gatehouse so that we can update our records.
7. I suggested to the Board that we change from a SunTrust Debit Card to a SunTrust Credit Card which has a cash back feature. I have this at another property and they get back over a thousand dollars a year.

SPECIAL PROJECTS: Len McClay

WiFi – This report will bring you up to date on the new WiFi system.

In the first week of Aug., most of the equipment was installed and ready to be started. After the system was connected to AT&T thru the Gig-e fiber optic cable we went live and immediately had some folks connected. The ones that were connected had a strong, fast signal. Even though our initial studies indicated that there should have been coverage throughout the condo area, there have been some weak spots. The transmitters have been adjusted and trees have been trimmed. Some folks needed nothing more than just to have their own WiFi settings on their devices corrected. Others have had great success using an external antenna. If you have a strong signal and have fairly new equipment, you should use 5.8 GHz if you have that setting. If your signal is a little less, use 2.4 GHz setting. This will have better signal penetration through branches and leaves. As of Nov. 4, we have 135 computers connected to our system.

The vast majority are using the system as intended. However, 2 of our connected customers are downloading at an alarming rate. These will be looked after shortly.

In the next while we will have a user agreement and a Password to get on the system. You will be given advance notice of the password, and PLEASE keep this password for our own use. The more connections from outsiders, the less we, the people paying for it will have.

Because of the weak areas we have, I would like to make a motion.

MOTION: I make a motion for the Board of Directors to study the feasibility of adding up to 3 more radio receivers and transmitters, to a maximum not to exceed \$3,500. Motion made by Len and seconded by Sue. Roll Call vote: Sallie – Yes, Sue – Yes, Don – Yes, Ron – Yes, Len – Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – Yes. Motion carried unanimously.

SECRETARY'S REPORT: Sue Flanagan

Annual Meeting & Election – is scheduled for Thursday, February 18, 2016 at 10 AM in the Rec Hall. You will be receiving the 1st and 2nd notices as required by FL Statutes.

Campground – We have paid the \$600 booth fee to be a vendor again at the January, 2016 at the RV SuperShow in Tampa. Currently we have approximately 62 three month or more reservations for the 2015/2016 season. We have taken in \$118,888 in camping revenue through September, 2015. Jim added that this amount of incoming revenue represents approx **\$129 per quarter** less in condo fees for each lot.

MOTION: I make a motion to ratify the Board of Directors decision to secure a vendor booth at a cost of \$600.00 for the Florida RV Trade Association in Jan, 2016. Motion made by Sue and seconded by Norm. Roll Call vote: Sallie – Yes, Sue – Yes, Don – Yes, Ron – Yes, Len – Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – Yes. Motion carried unanimously.

D-47 – We have been improving this property now owned by Camper's Holiday. We should be ready in the January time frame to sell the property as a lot. If we do not sell it, we could rent it.

MOTION: I move that we rent D-47 for a minimum of 3 months until we can sell the lot. Motion made by Sue and seconded by Sallie. Discussion ensued and an amended motion was made.

AMENDED MOTION: I move that we rent D-47 at or above the Campground rate, until we can sell the lot. Motion made by Dan and seconded by Len. Roll Call vote: Sallie – Yes, Sue – Yes, Don – Yes, Ron – Yes, Len – Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – Yes. Motion carried unanimously.

TREASURER'S REPORT: Billie Meylan – no report at this time.

STANDARDS REPORT: Ron Gillespie – no report at this time. Norm mentioned that about 20 permits have been approved over the summer. Most of which were for pavers.

UTILITIES: Don Gelinis

Water Filters – we converted to our water filters in January, 2014. The media inside was projected to last about a year before we would have to change it out. Two of the filters do the majority of filtration while the other two are considered the polishers and filter out the remaining contaminants. We have been fortunate that the filter media lasted for 1 year and 8 months prior to needing replacement. Dave Kingsbury, our plant operator, is working with WaterTech, Inc., to see if they can improve on this process. In the meantime, we expect to spend over \$4,000 each year on media changes. We did change the media on two filters in September.

MOTION: I move that we ratify the Board of Directors decision to replace the media in two of the four water filters at a cost of approximately \$4,800. Motion made by Sue and seconded by Don. Roll Call vote: Sallie – Yes, Sue – Yes, Don – Yes, Ron – Yes, Len –Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – Yes. Motion carried unanimously.

MAINTENANCE: Dan Yarsevich

Maintenance stayed busy on numerous projects in addition to their normal duties.

A-79 – Our staff did extensive fix ups/clean ups to this home and we sold this property at a substantial gain for the park because of their hard work.

Recycle Dumpster Area – concrete and asphalted this year by outside contractors, but the prep work getting things ready falls on the Maintenance crew.

Rec hall improvements – Stage area needed extensive rewiring below & above in ceiling, bringing that area up to code. 3 windows were removed behind the stage and drywalled. New steps placed on both ends of the stage. Vinyl siding & soffits east end facing pool. Awning over the door is going up sometime soon. Movie screen relocated to stage area. Storage locker boxes relocated off stage. New Bingo board is to be ordered soon and installed prior to Bingo season.

North end of the Office was redone. The cable room was enlarged by about 3 feet to accommodate the new WiFi equipment. Electrical was redone, flooring tiles laid and new cabinets stained and hung.

Paving project has recently been completed. Much needed infrastructure improvement.

Next update/improvement will be the Pool Bath. Basic drawings have been developed.

Maintenance employees: Sean has been with us for about 3.5 years, Dennis about 2 years and Teddy about 1.5 years. Sean and Dennis work with electrical and plumbing issues. Teddy is pretty much a carpenter. They work well as a team together and if one does not know the answer to something, the other does.

Since we have 3 employees and 2 golf carts, we did purchase a used golf cart in the amount of \$3,800.

MOTION: I move that we ratify the Board of Directors decision to purchase a used golf cart for Maintenance at a cost of \$3,800. Motion made by Dan and seconded by Sue. Roll Call vote: Sallie – Yes, Sue – Yes, Don – Yes, Ron – No, Len –Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – Yes. Motion carried.

ACTIVITIES: Sallie Dunning

Thanksgiving Dinner – will be held on Saturday, Nov. 21. Information will be posted as to time, cost and how to get tickets.

Bingo – new equipment will be ordered on Nov 6. We are looking for someone to call Bingo until about January when John and Linda Vleuten plan to arrive.

CAMPGROUND/TREES/RV STORAGE: Hank Meylan

We plan to plant 3 live oaks in the campground as recommended by A&R Tree Service (certified arborist.) They were in and trimmed trees in the campground and in common areas.

MOTION: I move that we ratify the decision by the Board of Directors to hire A&R Tree Service for our annual tree trimming/removal prior to return of owners and campers at an approximate cost of \$2,000. Motion made by Sue and seconded by Dan. Roll Call vote: Sallie – Yes, Sue – Yes, Don – Yes, Ron – Yes, Len –Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – Yes. Motion carried unanimously.

MOTION: I make a motion to ratify the Board of Directors decision to change from a regular credit/debit card to a cash back card. Motion made by Sue and seconded by Dan. Roll Call vote: Sallie – Yes, Sue – Yes, Don – Yes, Ron – Yes, Len –Yes, Billie – Yes, Hank – Yes, Norm – Yes, Dan – Yes. Motion carried unanimously.

ADJOURNMENT: Motion made by Sue and seconded by Don to adjourn meeting. Motion passed unanimously. Meeting adjourned at 11:43 am.

Sue Flanagan

Sue Flanagan
Secretary