**To:** Camper’s Holiday Unit Owners

**From:** Bill Vette, President, Camper’s Holiday Association Inc.

**Subject:** COMMITTEE PLANNING

**Date: June 30, 2019**

Some of you may be aware there is no provision in condominium documents to govern the establishment of board committees. Our rules and regs book page 13 states in part; each President has the option of choosing specific areas of responsibility according to existing condominium priorities. Last year Jimmy Byrd was appointed as the chairman of the **canal committee** and his recommendations for committee members were accepted. His committee filed several reports on their progress before disbanding for the season. He will be bringing the committee back together this fall as the 2020 season begins to finish finding solutions to our flooding problems and make recommendations to the board on actions that may help with our current situation.

Because Everyone at Camper’s Holiday has shared responsibility to make sure common areas are maintained and cared for, it only makes sense that we find volunteers to help with these common areas which could save us all some money.

After returning home to Michigan this spring, I began making plans for involving volunteers for a **hospitality and welcome, Information, landscape plant, and safety committees.** These ideas came from other directors and unit owners I spoke with last season. None will receive pay, and all will be volunteers. These committees will be advisory in nature only. The actual power to take action will still rests with our board of directors. For example, only our board of directors will approve items recommended to be part of the hospitality and welcome plan. The hospitality and welcome committee can only make recommendations and can't obligate Camper’s Holiday in any way. The same rule would apply to the other committees as well.

I have already begun asking unit owners to become volunteers to serve on these committees. Typically, these committee volunteers will be asked to spend several hours a month working on committee matters and meet on a regular basis to go over previous, present and anticipated future activities. From past experience, in my association in Michigan, members who become involved in committees over time, move on and begin to serve as board of directors.

**HOSPITALITY and WELCOME**

Members of the hospitality and welcome committee will provide information to unit owners and campers as requested. This may include giving out general information, such as the history of Camper’s Holiday, loaning out rules and regulations books as well as informing of local events information. The hospitality committee would work with the activity Director to prepare and maintain a calendar of events. This calendar may be used when booking the rec hall or camper’s pavilion facility space as well as for keeping campers, and unit owners abreast of Camper’s Holiday goings-on. The hospitality and welcome committee would promote fellowship throughout Camper’s Holiday by connecting members with each other and recruiting members to participate in organizational events. They will reach out to anyone interested in living in our park or camping in our campground answering questions and gathering information. The general work of the hospitality and welcoming committee is to help generate a sense of community by creating a hospitable atmosphere in our park and campground. Responsibilities would also include such things as: Summer potlucks, thank you for all who have stayed in our campground, special birthdays, holiday celebrations, coordinate welcome receptions for camping groups, greet and welcome visitors and newcomers, and welcome all new homeowners with a timely, informative, and personalized welcome to Camper’s Holiday.

**LANDSCAPE AND PLANT**

Having a landscaping and plant committee made up of unit owners helping maintain the common outdoor space could save us money and give committee members ownership over the common areas that are used by all. They would oversee the “look and feel” and sustainability of Camper’s Holiday landscape.

Having a landscaping and plant committee will also make communication easier for the unit owners and the landscaping company we hired. (pedal pushers)

Unit owners will know who to contact if there’s an issue with a common area, such as the grass or weeds are too long, or needs mowing, or the plants at the entrance to Camper’s Holiday need watering or are dying, which will help them feel heard. Then, the committee can relay the information to the landscaping company (currently pedal pushers) to make sure the issues are addressed. If the company has questions, they know who to reach out to, as well. Other things this committee could do is submit request for proposals (RFPs) to experienced commercial landscapers, review and compare bids when received, express our desires to the landscaper, be the point person for all landscaping concerns, and give the board updates and feedback on the quality of landscaping services.

**INFORMATION COMMITTEE**

**Members of the information committee** would keep Camper’s Holiday informed, generally through the production of Camper’s Holiday newsletter known as “I THOUGHT YOU SHOULD KNOW”. The information committees will also be responsible for updating and maintaining the new owners document packets and with communicating with the directors and unit owners of Camper's Holiday by email and written communication on all things happening in and around the park and campground. To include but not limited to the revision of the Handbook of Rules and Regulations, collaborating with the Camper’s Holiday Facebook administrator on information that need to communicated publicly, sending monthly emails with current financials, i.e., Balance Sheet & Income Statement with Budget, emailing meeting minutes, and be **a sounding board** for staff who do the work and make the decisions, by offering feedback and suggestions. This committee would not be involved with the web site or its postings nor would it be involved in official emails or taking board minutes. Nor would it be involved in the administration of Camper’s Holiday Facebook.

**SAFTEY COMMITTEE**

**The safety committee will** develop a relationship with the local law enforcement agency, maybe introduce a neighborhood watch program. The committee would help share with directors the responsibilities for implementing and monitoring Camper’s Holiday safety program, something that is sorely needed. Typical committee duties would include:

Developing safe work practices recommendations for employees, developing written safety program recommendations for unit owners and employees, facilitating safety training, accident investigations where appropriate. (slip and fall, dog bits, campground accidents) and presenting recommendations on these safety related issues to the board for discussion and or action.

The committee also can help promote other activities such as the location of tornado and hurricane shelters, and evacuation routes. Developing a culture of safety in our workplace. This will support our employees, and can have a positive impact on Camper’s Holiday bottom line.

I will be making calls this week to unit owners an assigning the chair for these positions. If you, or if you know someone who would like to volunteer for one of these committees, who would be an asset in these areas, please forward me their name.

Bill Vette

President, Camper’s Holiday Association Inc.