

Update on Front Entrance Retaining Wall

Construction will start in mid-September and will last about 4 weeks. There may be some changes in traffic patterns that will occur during this time. The contractors will have workers on-site who will provide cones and instructions.

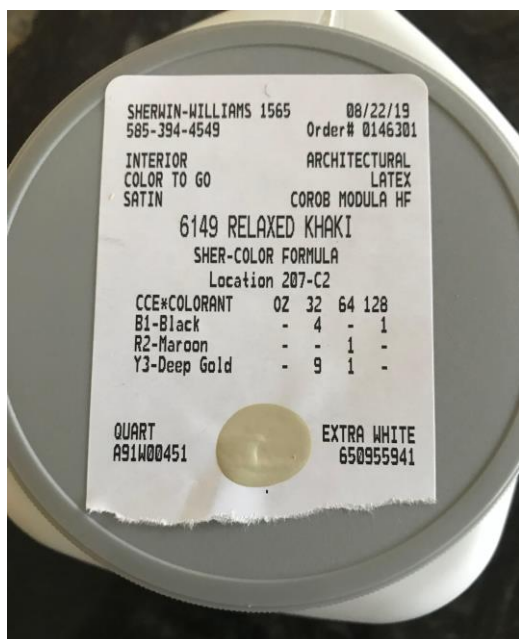
Annual Board Meeting

The Holiday Harbour Board hopes you will attend the **Annual Meeting** which will be on **Tuesday, October 1st at 7pm.**

Interested in Painting Your Privacy Wall

Are you interested in painting your wood privacy wall? If so, Sherwin Williams has the latex paint to use. It should be about \$10.

See photo below for the paint mix that matches the masonry walls we've painted.



Work Out with Your Neighbors

- **Aerobic Class:** Low-Impact aerobics suitable for all levels of fitness. The only pre-requisite is the ability to move and have fun! Bring water, a mat or towel, & arm weights if you have them. **Tues & Sat at 9:30am in the clubhouse.** Questions? Call Kathy Schott at 396-5838
- **Water Aerobics:** Join us on **Mon, Wed & Fri at 10am in the pool.** This is a great way to get low-impact exercise while socializing!

Have a Quick Question for Steve & Billy?

Feel free to email our wonderful Superintendents with your inquiries at: srose@kenrickfirst.com

Please do not interrupt them while they are working unless it is an emergency. Email is checked twice daily.

NOTE: Service requests need to be filled out and turned in on the slips provided.

HOLIDAY HARBOUR BOARD OF MANAGERS MEETING August 28, 2019

CALL TO ORDER/ROLL CALL: The meeting was called to order by Bill Mapes at 7:13pm. In attendance: Jerry Brown, Nancy Stelnyk, Amelia Keller, Claire Fisher, Carol Neel, Claudia Schaefer; Kenrick Representative: Michelle Alvaro; Via Phone: Christopher Sardone, Marv Wolk and Recording Secretary: Stacy Fox.

PRE-MEETING HOMEOWNER COMMENTS:

- Unit #28: Thanked the Board for their volunteer time. She also discussed the blue-green algae issues and, therefore, the need for environmentally-friendly practices at Holiday Harbour.
- Unit #14: Discussed the use of a fire pit.
- Unit #38: Discussed over-flowing gutter issues.
- Unit #113: Discussed the expense of Sunsetter awnings and possibly a less expensive option moving forward. He had questions/comments on the open forum guidelines on disruptive behavior.

POST-MEETING HOMEOWNER COMMENTS:

- Unit #111-B: Spoke regarding water issue
- Unit #28: Discusse
- d the maintenance of the Holiday Harbour website

APPROVAL OF MINUTES: A motion was made by **Nancy Stelnyk** to approve the minutes from the July 24, 2019 meeting with the amendment. The motion was seconded by **Claudia Schaefer** and approved by the Board.

FINANCIAL REPORT:

The Financial Report ending on July 31, 2019:	
Cash.....	\$621,048.18
Accounts Receivable.....	\$8,763.41
Accounts Payable.....	\$0.00
Prepaid Assessments.....	\$29,939.37
Maintenance Reserve.....	\$287,782.89
Utility Fund.....	\$4,048.17
Docking Fund.....	\$123,323.60
Roadway Easement Fund.....	\$92,233.85
Contingency/Emergency Fund.....	\$100,000.00
Parking Lot Fund.....	\$7,423.00

A motion was made by **Carol Neel**, seconded by **Amelia Keller**, and passed by the Board to accept the Financial Reports. Laundry income was reported in two tickets for \$197 and \$260.

MANAGEMENT REPORT: **Ms. Alvaro** reported that Kenrick updated the maintenance tracking sheet with the walk around information and the service request spreadsheet; met with on-site staff two times weekly; met with Board President; developed temporary signage for the tennis court (permanent sign to be ordered this winter); followed up with HO regarding youth in the clubhouse, pool area, and tennis courts with scooters and skateboards; followed-up with HO regarding youth riding scooter on the docks

at night; had the Cathodic Report placed on google docs; followed-up with HO's regarding service requests; reviewed service requests and maintenance tracking sheet with site staff; bid out gutter cleaning; completed contract for installation of ramp at simplex #33; completed contract for installation of ramp at simplex #33; Steve was informed doors will not be available until September for the 2 simplexes scheduled to have doors installed; followed-up on warranty for tennis court; followed up with HO at unit #14 regarding fire pit; developed contract for installation of ramp at #33; ordered doors for simplex #33; followed-up with complaint from HO regarding individuals walking on the docks; bid out pavement work per engineer's recommendations; mailed response to complaints about YCC; mailed follow up to firepit letter; mailed letter regarding scooter; mailed a letter regarding participation at Board Meetings; emailed and posted a notice about new carpets being installed in simplex #419; mailed a letter regarding continued use of fire table; mailed and emailed August Happenings Newsletter; approved invoices for July 2019 in accordance with HH Budget & service contracts; prepared & distributed financial statements for July 2019; prepared & distributed Board of Managers meeting packets; logged furnace inspections and dryer vent inspections; gathered and updated lease information; worked with Docking Committee to organize 2019 and 2020 docking information; notified site office of lawn/tree treatments scheduled by TruGreen.

Superintendent's Report: On-site staff completed the following tasks, in addition to the routine daily, weekly, and monthly tasks: watering; filling gator bags; working on painting door frames and kickboards; working on wing wall caps; completed pressure washing fronts; grass cutting; cleaned carpets in Clubhouse twice; repaired tennis court fence; checked gutters for overflow; cleaned gutters from Units #27-37 in the front, and also at the Clubhouse; unjammed washer coin slot; helped set up for BBQ; cleaned Clubhouse for parties; started trimming shrubs; spreading topsoil and seed at 100-block; put caution tape on canal side for Units #20-23; replaced downspout on canal side of Unit #33; put together map for property manager for roadway repair; picked up and discarded yellow signs from lawn treatment; replaced light at Clubhouse at the outside corner; installed stop on tennis court gate so that it will not open in, only out; installed new sump pump at simplex #23.

OLD BUSINESS:

Quotes for Swimming Pool Repair: After thoroughly researching the pool issues further, a motion was made by **Jerry Brown** to accept the bid from Leisure Craft Pools to resurface the pool with a quartz-based resurfacer and replace any damaged tiles. There would be a 7 year warranty, the cost would not exceed \$50,000, and it should last approximately 10-15 years. The motion was seconded by **Chris Sardone** and passed by the Board. The project would most likely begin this Fall.

Wing Wall Painting Update: **Claire Fisher** reported that 60% of the wing walls are painted. Volunteer work saved over \$4,000 in labor costs. A contractors discount on paint saved Holiday Harbour \$9,000.

Yacht Club Cover Swale Update: **Nancy Stelnyk** reported that the swale was cleaned out.

Yacht Club Cover Parking Issues: **Nancy Stelnyk** reported that a recent issue with parking has been sorted, which was due to a one-day party - no YCC residents are to park in the 400-Block.

Front Entrance Retaining Wall: **Claire Fisher** discussed color options for the retaining wall. A vote was made amongst the Board to choose the Champlain Grey color.

NEW BUSINESS:

Lighting for Dog Walk: **Nancy Stelnyk** discussed doing further research on adding lights, potentially solar, to the dog walk.

Reserve Advisors Study Update: **Bill Mapes** discussed the meeting with Reserve Advisors that was held regarding future projects and reserve funding recommendations to maintain Holiday Harbour and its future.

Nominating Committee: **Jerry Brown** made a motion to approve the 5 candidates running for the 2019-2020 Board. The motion was seconded by **Carol Neel** and passed by the Board.

3-Year Long-Range Planning Project: **Bill Mapes** made a motion to accept the next 3-year plan, an additional assessment, and the ability to approve individual projects. The motion was seconded by **Jerry Brown** and passed by the Board.

Construction Inspection Proposal: **Claire Fisher** made a motion to accept Thornton Engineering's bid at a not to exceed cost of \$2000 to have a designer on site to oversee the project. The motion was seconded by **Bill Mapes** and passed by the Board.

Review and Approve Variances:

- Unit #21, request to remove
- Unit #44, request to remove
- Unit #113, request to remove

A motion was made by **Nancy Stelnyk** to approve the above variances subject to adherence to Holiday Harbour specifications. The motion was seconded by **Carol Neel** and passed by the Board.

Vote By Email During the Month:

Variance Vote: A motion was made and passed to approve that Unit #33 could install a concrete entrance ramp at a cost to be shared with Holiday Harbour and the homeowner at \$1200 each.

Open Forum Guidelines and Rule: House Rules Part II Acceptable Behavior to honor Quiet Enjoyment.

Plantings for Units #128-130 - With Landscaping Committee approval, two homeowners have contracted to replace several plants. The Board decided to financially support this plan with \$250 for the work from the Landscaping budget. Holiday Harbour will also have a lilac bush removed at the east corner of Unit #129 and have a Red Maple planted at a cost of \$270.

Reserve Advisors: The Board approved having Reserve Advisors remove the 30+ year life of the dock steel piling and support framing from the final report. Reserve Advisors will note in the report that at a future study this subject will be revisited.

Adjournment: 8:19 PM

NEXT MEETING: September 25, 2019 @ 7pm

Board of Manager's Code of Ethics

Board Members Should:

1. Strive at all times to serve the best interests of the association as a whole regardless of their personal interests.
2. Use sound judgment to make the best possible business decisions for the association, taking into consideration all available information, circumstances and resources.
3. Act within the boundaries of their authority as defined by law and the governing documents of the association.
4. Provide opportunities for residents to comment on decisions facing the association.
5. Perform their duties without bias for or against any individual or group of owners or non-owner residents.
6. Disclose personal or professional relationships with any company or individual who has or is seeking to have a business relationship with the association.
7. Conduct open, fair and well-publicized elections.
8. Always speak with one voice, supporting all duly adopted board decisions-even if the board member was in the minority regarding actions that may not have obtained unanimous consent.
9. Share critical information and rationale with residents about budgets, reserve funding, special assessments and other issues that could impact their financial obligations to the association.
10. Understand the association's governing documents, become educated with respect to applicable state and local laws and manage the association accordingly.

Board Members Should NOT:

1. Reveal confidential information provided by contractors or share information with those bidding for association contracts unless specifically authorized by the board.
2. Make unauthorized promises to a contractor or bidder.
3. Advocate or support any action or activity that violates a law or regulatory requirement.
4. Use their positions or decision-making authority for personal gain or to seek advantage over another owner or non-owner resident.
5. Spend unauthorized association funds for their own personal use or benefit.
6. Accept and gifts-directly or indirectly-from owners, residents, contractors or suppliers.
7. Misrepresent known facts in any issue involving association business.
8. Divulge personal information about any association owner, resident or employee that was obtained in the performance of board duties.
9. Make personal attacks on colleagues, employee or residents.
10. Harass, threaten or attempt through any means to control or instill fear in any board member, owner, resident, employee or contractor.
11. Reveal to any owner, resident or other third party the discussions, decisions or comments made at any meeting of the board properly closed or held in executive session.