

HOLIDAY PARK, PARK & RECREATION DISTRICT

Board of Trustees Regular Meeting Minutes

Main Recreation Hall
November 8, 2018 @ 7:00 PM

I. Call to Order

The meeting was called to order by Chairperson Richard Gortz at 7:00 PM.

Chairperson Gortz announced that 2nd Vice Chairperson Brent Corey would be taking meeting notes in Secretary Dorlis McKinney's absence.

II. Invocation and Pledge of Allegiance By: Brent Corey

III. Roll Call

Taken by: Brent Corey

Present: Chairperson Dick Gortz, 1st Vice Karin Anderson, 2nd Vice Brent Corey, Treasurer Don LaMaster, Trustees Bob Bachman, Ken Judd, Betty Hart, Bill Mitchell, Sgt-at-Arms Jim Oliver, and Park Manager Wayne Schofield

Excused: Secretary Dorlis McKinney

IV. Approval of Previous Meeting Minutes

Motion: **Move to approve Oct. 11, 2018 Regular Meeting Minutes, as written.**

Motion by: Brent Corey Seconded by: Bob Bachman Approved by: All

Motion: **Move to approve Nov. 5, 2018 Special Meeting Minutes, as written.**

Motion by: Bill Mitchell Seconded by: Don LaMaster Approved by: All

V. Manager's Report

Manager Schofield commented that this is his last trustee meeting. It is good to see everyone tonight. The Holiday Park maintenance and office staff did an excellent job this summer.

Some of the staff's project accomplishments are listed below.

- Sealed memorial path pavers.
- Continued walkway for tennis courts.
- Added new concrete bumper rails at bocce courts.
- Added 4 new pickle ball courts.
- Landscaped phase II pool.
- Planted 20 trees.
- Landscaped Joy Court.
- Remodeled Computer room and constructed a new Food Pantry.
- Reconfigured and remodeled Manager's office.
- Installed electric service to pickleball courts and horseshoe pits.
- Installed an awning for the shuffleboard courts.
- Raised phase 1 kitchen ceiling; installed fans and new lighting.
- Installed new phase II kitchen door.
- Remodeled phase II ceramic building inside and outside.
- Installed LED lighting throughout our park.

- Repaired, replaced, and relocated air conditioners for phase I and phase II.

A very detailed project report with budgeting and costs was provided to the trustees and explained by Wayne during our meeting. A copy of this report is available at the office. It was requested that the report be put on our website and posted on our trustee's bulletin board.

VI. Treasurer's Report

Report given by Treasurer, Don LaMaster.

October Income:	\$ 1,941.45
October Expense:	\$ 92,136.83
Restricted Funds:	\$472,389.18
Restricted Interest:	\$ 6,778.12
Unrestricted Funds:	<u>\$135,296.50</u>
Total Funds:	\$614,463.80

VII. Chairperson's Report

No report given.

VIII. Trustee Committee Reports

Personnel: Gortz:

No additional comments.

Security: Mitchell:

Working on guard shack improvements; meeting scheduled with security personnel.

Compounds: Judd:

There is a wait list for utility trailer parking spots and other spots are filling up. A reduced parking fee has been negotiated for a parking location outside the park.

Lawns & Grounds: Hart:

Let her know about lawn problems. The crews have been working on the swales.

Rules and Regulations: Anderson:

Reminded residents to watch their speed in the park. She also read a detailed, prepared explanation of the hiring procedure the trustees use for hiring. She explained that Chairperson Gortz, also having the trustee position of personnel, leads the process of manager selection; however, the board of trustees' review and vote to approve or disapprove manager hiring.

Maintenance: LaMaster:

Zach Shorty has been hired as our new groundskeeper.

HOA Liaison: McKinney:

Not present.

Architectural: Bachman:

No comment.

Operations: Corey:
No comment.

IX. Resident Comments

Chairperson Gortz explained that residents can comment on any agenda item at this time.

John Sermersheim asked if basketball goals would be provided on the pickleball courts. Manager Schofield said plans are to purchase portable goals that can be placed in the parking lot, but not on the pickleball courts.

X. Old Business

None.

XI. New Business

1. Recognition to Residents.

Manager Schofield recognized residents Marilyn Duquette and Mariann Underdown for their many hours of volunteer help in the office with mailings and other office tasks during his nine years as manager. He presented each of them with Orchid planters.

He and Chairperson Gortz thanked all of the many volunteers that make Holiday Park so outstanding.

2. Pickleball Fence Bids.

Motion: Move to approve USA Fence Co.'s quote to install the Pickleball Fence for a cost \$2,243.00.

Discussion:

No gate will be installed on the new fence. A pass-through opening will be installed at no additional cost.

Motion by: Don LaMaster Seconded by: Karin Anderson Approved by: All

3. Authorizing Park Manager Contract.

Motion: Move to approve hiring Tess Schofield as Park Manager on a 1-year contract for an annual salary of \$70,000 starting on Monday, Nov. 12, 2018.

Discussion:

Chairperson Gortz discussed the contract and stated that present manager, Wayne Schofield, would crossover with Tess for one week. The one-year contract can be cancelled with a vote of 6 trustees.

Motion by: Bill Mitchell Seconded by: Don LaMaster Approved by: All

XII. Supplemental Items

None.

XIII. Trustee Comments

Gortz:

The HOA Ham Dinner is in one week. There will be a recognition for Wayne and Tess.

Anderson:

She will be writing a newsletter article requesting feedback for recommended deed restriction changes. Passing changes is a long process that requires resident majority approval. If any changes are recommended, they probably wouldn't happen until 2020.

Corey:

Thanks for your attendance and support.

LaMaster:

Thanks for the Halloween party attendance and support.

Judd:

Thanks to Wayne for the past nine years at Holiday Park. Ken also said the propane tanks are not attractive and need screening or landscaping to conceal them.

Bob Bachman commented that the deed restrictions on fences is a problem.

Manager Schofield said trustees could add to park rules and regulations for fencing and landscaping which could possibly be added to deed restrictions in the future. This needs to be discussed at a workshop. He also said that Lemon Grass plantings are very attractive and could conceal the tanks.

Bachman:

Please use the ACC permits when doing work outside your home.

Hart:

Good to see everyone here tonight.

Mitchell:

At the Men's Club Meeting today, he told attendees that everyone is welcome and encouraged to attend the trustee workshops and meetings. Some members thought the workshops were closed meetings.

XIV. Resident Comments

Bob Moore: Christmas decorations are being installed. He and staff are working on repairing outlets; many are missing covers and have been hit by motorists or mowers. Need help to setup trees and lights on Nov. 19th at 9:00 AM. Bring a hammer. Donuts and coffee will be available for workers.

Brent Corey: The Christmas Tree Lighting and Carol Singing will be on Saturday following Thanksgiving at 6:00 PM at the main gazebo. Refreshments will be provided.

Evon Warner: The Meet and Greet with Tess was good. The explanation about trustees was good.

Jim Oliver: Where will the propane tanks be located for the Ph I and Ph II laundry buildings?

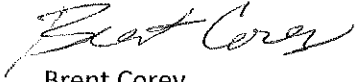
Manager Schofield responded that the tanks will be large horizontal tanks located outside the laundry facilities. The park is allowed to add fencing on common grounds. Lemon grass can also be used to conceal the tanks.

XV. Adjournment

Motion to adjourn the meeting by Bob Bachman, 2nd by Don LaMaster.

Meeting adjourned at 8:18 PM.

Respectively Submitted,

A handwritten signature in cursive script that reads "Brent Corey".

Brent Corey
Trustee 2nd Vice Chair