

# Activities Committee January Agenda and Meeting Minutes

January 4, 2022

## Agenda

Call to order & sign-in

Committee updates – Treasurer

Discussion of upcoming events

Topic 1- Approval of new budget

- Review of budget for 2022 (largest increases to decreases), final vote
- Carol to be included in all spending communication
- Record money spent for events to ensure same quality event next year

Topic 2- Formation of Welcoming Sub-Committee

Topic 3: January -May events

- Review of Budget and Notes from 2021
- Plan for Spring Fling
- Outline for 50<sup>th</sup> Anniversary

Adjournment

## Meeting Minutes:

Attendees:

X	Chairman, Judy Schumer		Robert Adams	X	Lisa Cox
	Co-Chair, Stephanie Jarvis	X	Brittany Barrow		Ed Noble
X	Treasurer, Carol Traczyk	X	Paul Batista		Lisa Peterson
X	Secretary, Dorothy Long		Kit Calnan		
X	Board Liaison, Stephanie Ryan				

## Committee Updates:

2 members who have not attended or participated in events in many months have been removed from the membership list. Ensuring that we keep the membership list up to date allows us to better understand when we have a quorum.

Treasurer's update:

- We ended 2021 with \$33.61 remaining in the budget.
- Need to confirm that Stephanie provided the receipt for the Grinch to the office.
- Carol should be included in all communications regarding money spent on events.
- Preferred method of reimbursement is to email a copy of your receipt to Shannon and copy Carol.
- Do not spend your own money to buy extras for events. This distorts the amount of money needed to provide the same quality event the next year. If unexpected expenses come up after our meeting discuss it with Carol then an email vote can take place if necessary.

Topic 1- Approval of new budget

- Chairman Schumer reviewed the \$6500 budget increase for 2022 events.
- The committee voted to approve increases for the following events.
  - July 3rd Music - Robbie Limon (full band) \$2000
  - Labor Day \$1000
  - Fall Fest - \$1200

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- Trunk or Treat \$300
- Christmas events \$1000
- The Committee voted to approve a \$50 decrease in the Spring Fling budget

### Topic 2- Formation of Welcoming Sub-Committee

- Lisa Cox will take responsibility to order supplies for the tote bag that will be given to each new family
- A vote passed 5 to 2 to deliver the welcome bag to new resident's homes in person. Members Cox, Batista, Ryan and Long volunteered to take turns delivering the bags.

### Topic 3: January -May events

- Spring Fling –
  - Candy and Eggs – we had 900 eggs last year and will have 1200 this year to do an Egg Hunt with various age groups including Adult eggs
  - Craft Supplies – Judy to contact Stephanie J. to see what is needed.
  - Clown – balloon animals – who will coordinate?
  - Pie eating contest
  - Air brush tattoos – Eric Artis will do this for \$500
  - Corn Hole tournament – Judy will reach out to Lisa Peterson to see if she can coordinate this
  - Cake Walk
  - Easter Bunny scavenger parts for teens – Stephanie R will coordinate
  - Bounce house – can rent 3 for \$600 including insurance
- Outline for 50<sup>th</sup> Anniversary
  - We reviewed the previously determined outline of events for the 50<sup>th</sup> Anniversary celebration which will be May 20<sup>th</sup> -23<sup>rd</sup>.
  - Other committees may also be planning events so Judy will schedule a meeting to coordinate. All committees will be invited.
  - Stephanie R will offer lake tours on her antique boat

Next meeting: Tuesday February 1 at 7 PM

**Buildings, Grounds and Safety Advisory Committee  
Minutes of January 10, 2021**

Members in Attendance: Frances Coates, Jim Coates, Karen Gahr, Mary Lewia, Cathy Melcher, Darrell Melcher, Bob Middleton, Charles Nieman, Diane Noble, Jim Pitzvada, Lee Schumer and Dustin Terry

New Member: Gary Atkinson

Absent: Barbara Magill, Phil McAllister and Don Myers

With a quorum established, the meeting was called to order at 9:58 am

Items discussed in Open Forum:

- BG&S is the committee to review, recommend, etc. any and all changes to the Clubhouse. Darrell gave an update on Munchie Duck. Proposed reopening is April and will run to October. Melissa has asked that an eating bar be installed in the open Gathering Room along the window wall. It would be approximately 42" high and width would be long enough to accommodate 4 bar stools, Bob suggested the bar be movable so that there would be flexibility in its location. Darrell recommended changes to the PRP to better reflect the usage of the lower level space. A proposed layout was passed around for Committee members to review.
- Jim brought up the high number of stop sign infractions that he has witnessed. This will be a continuing topic of discussion.

The minutes of the December 13 meeting was approved as written.

There was no December Board of Directors meeting. Darrell, however, did provide an update on various projects.

- Beach II is behind schedule.
- Greenway was asked about reducing cost. Their answer was no.
- Front fencing needs paint and caps placed.
- The marina is being handled by the Lake Committee and the office.

The MPC working group meeting for the great room refresh is scheduled for Wednesday, January 19 at 10:30.

The committee discussed old business.

- The Great Room Working group will meet Friday, January 17 at 10 am to discuss painting and new flooring.
- The pavilion at the Dog Park has not been moved yet. It will be located outside the fenced area between the entrances.

- The tee boxes for the disc golf course were discussed. There will be only two tee boxes per hole. One is approximately 6' x 4'. The other a bit smaller. Cost for the additional boxes need to be established to determine how much more funding is required. Cathy suggested that the funding be placed in CIP so that when the money is accumulated, the boxes can be done at one time,
- Dustin spoke to Mike regarding the mowing plan for the boat storage. Moving around and temporary parking is too complicated. It was suggested that Maintenance mow or weed whack up to 1' for the boat/trailer/RV, etc. It was also recommended that the boat storage rental contract be modified to contain language whereby the renter acknowledges that Maintenance will be mowing around his/her property.

It was also recommended that all boats, trailer, RVs, etc. must have current tags and registration. The current policy will be reviewed.

Mike Goodwin has received requests for additional kayak storage. He has asked the committee to provide additional locations. It was suggested that a limit be placed on the number of kayaks a homeowner can store to see if this will free up racks and reduce the waiting list.

We have received a couple of responses to the "review the roads" newsletter article so far. The comments mentioned road conditions as well as other concerns with our roadways. One complaint was about the stop sign at Woods and West Masters. The homeowner has a paved parking spot that goes up to the Stop Sign. If the vehicle is parked too close to the sign, drivers don't see it. It was recommended that the homeowner be asked to park farther back from the Stop Sign. This is a safety issue not a regulation issue.

A suggestion was made that the gates to the undeveloped areas (on the inside of the property) be closed again to prevent ATV access, and to keep cars and emergency vehicles from using those routes thinking they are alternate exits. The majority of the committee feels that the vehicle access to the undeveloped areas has been a good thing for the membership.

The committee discussed the paving of the marina parking. A property owner observed the handicapped parking slots are in very close proximity to the boat ramp. It is a tight space between the boat ramp and the handicapped spaces, so a collision is very possible, but there no room left for expansion. Paving will only involve turning the gravel area to asphalt.

For the next scheduled tar and chip of the community roads, Bob recommended that the previous road paving schedule be followed if it is determined that none of the roadways are currently in major disrepair. Hopping around from road to road where it's needed is costly.

Frances has retired from writing newsletter articles. Cathy suggested we submit random photos and an article on what Buildings, Grounds and Safety Advisor Committee does.

The next meeting is Monday, February 14 at 10 am.

With the agenda completed, the meeting was adjourned at 11:47 am.

Respectfully submitted,  
Diane Noble

## Lake Holiday Communications Committee January 11, 2022 meeting minutes

### Meeting 6:30 PM

Present: John Stover, Pat Majewski, Norman Thompson, Mary Lewia, Cathy Melcher

#### Old Business

1. **New Committee Name-** The board voted at the November Board Meeting in favor to change the committee's name from Tech/communications Committee to Communications Committee.
  - Need to review and make changes to current PRP to reflect the new name.
2. **Virtual Meetings-** Discussed technical issues that occurred during the recent MPC meeting Determined that the chairperson cannot and should not have to manage the logistics of the use of virtual technology.
  - Suggest of a paid resource being responsible for setting up and starting virtual meetings.
  - Norm Thompson offered to respond to an upcoming RFP with his company's services to train board/committee chairs/and others interested in learning how to use Teams Meeting features.
  - It was suggested to use our website forms tool, to create a check-in form for all attendees, to complete when joining a virtual meeting. This clearly identifies all attendees at meeting.
3. **Clubhouse Physical Space with Building & Grounds Committee**
  - Updates needed -cabling, network capabilities, AV/HDMI
  - Need a permanent desk/cart for computer/camera/speaker for meeting broadcasts.
  - RFP needed for updating cabling and Network
  - B & G taskforce group will meet on Monday, January 17<sup>th</sup>, at 10:00 in great room to discuss updates. *\*Due to upcoming snow- meeting changed to Monday, Jan, th.*
4. **Surveys**
  - MPC is required to conduct a 5-year membership survey in 2022.
  - Discussion of whether a long comprehensive survey is as efficient as shorter more focused polls. These polls can capture the current temperature of the membership.
  - **Personally-Identifiable Information (PII)** Privacy/Intent- Determine parameters
    - o We need to determine who gets to see the information gathered and clearly define the intentions for the information we gather.
  - Analysis- who is analyzing the information. How is it being presented to the membership. There should be a uniform format, so info is easy to read and understand.

## NEW BUSINESS

### 1. PRP Updates

- A review and updating of PRPs 12 and 13 to begin.
- Need to determine deadline for draft

### 2. Infrastructure Review of Technology & RFPs

- Membership-facing tools; Microsoft 365 and Word Press
- Microsoft 365- purchased to allow collaboration among staff/ board/committees. Provides features: archives, email, files, chat, webinars, calls, Teams.
- WordPress- website provides access for members to view material and complete forms, like boat and vehicle registrations.

### 3. Lake Holiday Website Updates

- Website should be designed for members to acquire necessary information like the PRPs, committee information, including contact information, list of upcoming events, articles, and any other news about the community. Should be an updated "Go to source" for members.
- Content that is being considered: Capsure replacement, Member directory, User login, Forms, Commerce options, reservations, citations

### 4. Communications Committee needs VOLUNTEERS!

- **Meeting Support**- starting virtual meetings remotely, so chairpersons can focus on agenda. Training will be provided.
- **Editors**- As we move content, like PRPS, all online, we need people to help with all types of edits: grammar, content, photo, & video.
- **Writers**- Our community has a wealth of knowledge on a variety of topics. Volunteer to help clarify, confirm and entertain!
- **Technology**- Bandwidth, networking, Email, WordPress, Microsoft 365, Excel, databases of any kind. If you have knowledge and interest, we want/need you!

### 5. Actions:

- Create Meeting Check-in form for virtual meetings
- Cabling/Network meeting from 1045 great room

RFP for cabling

RFP for infrastructure

RFP for Meeting Support

- Board Tab for Communication Committee updates
- Begin draft recommendations for PRP Updates
- Schedule virtual Meeting for online forms for office staff (boat/vehicle registrations) pending new contractor/staff position

Next meeting is scheduled for Tuesday, February 8, 2022 at 6:30 PM. **PLEASE JOIN US!**

Meeting ended at 8:00 PM.

# **Finance Committee Meeting**

## **November Minutes**

**6:30 PM Tuesday, November 16, 2021**

**Chair:** Ed Noble

**Members Present:** Helen Carter, John Martel, Pat Majewski, Butch Nesbit, Richard Traczyk, Tom Wallace

**Members Absent:** Jim Coates, Darrell Melcher, Jarret Tomalesky,

A quorum was established and the meeting was called to order at approximately 6:30 PM. There were no members for the open forum.

**Approve meeting minutes:**

- The September minutes were approved.

**Agenda:** Approve the agenda shown below:

- Organization setup was approved as previously approved. Also the monthly meeting will remain the same, 3<sup>rd</sup> Tuesday of the month.
- Review of October financials. No questions on the current month, but footnotes for the cumulative column were requested to be shown on the next monthly report in addition to the monthly footnotes.
- Review of CIP. Possible addition of undesignated funds to seed the Clubhouse/Marina Parking project. See modified CIP attached to reflect changes. Additionally, we spoke about the upcoming reserve study RFP to be released in January

The meeting adjourned at 8:30 PM. The next Finance Committee meeting will be on Tuesday, January 19 at 6:30 PM.

**Lake Holiday CC  
Lake Committee Minutes  
November 11, 2021 7:00pm**

**2021 Meeting Schedule:** Jan 14, Feb 11, Mar 11, Apr 8, May 13, Jun 10, Jul 8, Aug 12, Sep 9, Oct 14, **Nov 11**, Dec 9 (as needed)

**Call in Number:** Zoom meeting – see instructions included in email for access

**Members:** Chris Anderson, PJ Barbour, Judi Borcharding, Michele Bradshaw, Mike Bradshaw, Brian Brown, Richard Church, Adam Croson, Carisa Dueweke, Chris Dueweke, Greg Eckles, Karen Eckles, Terry Hardgrave, Chad Harrington, Steve Herring, JT Hesse, Barbara Hilder, Mike Hilder, Adele Imber, George Imber, Cynthia Keefer, Eric Keefer, Karen Kimmel, Pat Majewski, Margaret McCulla, Jared Mounts, Jim Pagenkopf, Pat Pagenkopf, Rick Post, Wayne Poyer, Kathy Ressler, Sharon Rheinberger, Jack Sperry, John Stover, Linda Tite, Ward Vaughan

Jon Reedy (Board Liaison)

**Members Absent:** Judi Borcharding, Carisa Dueweke, Greg Eckles, Karen Eckles, Margaret McCulla, John Stover

**Planned Absent:** Judi Borcharding, Carisa Dueweke, Greg Eckles, Karen Eckles, Margaret McCulla, John Stover (6)

**15 Minute Open Forum:** Board members in attendance Darrell and Cathy Melcher informed the committee that a survey will be out early next year, they are asking each committee to submit any survey question ideas. Master planning is overseeing the survey with a private company conducting and publishing results.

**Confirm Quorum:** 36 members- 6 planned absences - 30 total members in planned attendance, 16 needed for quorum, 22 members and board liaison in actual attendance.  
**Quorum confirmed.**

**Approve Agenda:** Chris added 2 items, the need to vote/elect each year for committee chair(s), secretary, or other positions. Also need to verify 2022 working group leads.

- Motion from Jim Pagenkopf to approve agenda with these changes, all in favor.

**Previous Minutes:** Approve October Minutes

- Motion to approve by JT Hesse, all in favor.

**Old Business:**

**Registered Boats >= 10 HP:** 368 September [2021: August (366), July (339), June (300), May (219), Apr (166), 2020 (321), 2019 (326), 2018 (321)]

**Registered Boats (Non-Motorized):** 876 September [2021: August (876), July (777), June (631), May (436), Apr (322), 2020 (778), 2019 (703), 2018 (559)]



**Registered under 10 HP:** 32 September [2021: August (37), July (27), June (24), May (17), Apr (15), (2020 (32), 2019 (50)]

**Working Group Chairman/Secretary Reports:**

- **Water Quality Testing/Rainfall Monitoring: Judi**
  1. 2021 E-Coli/Secchi Sampling: Everyone should have received the final Recreational Water Quality spreadsheet, if you have any questions feel free to email me. (no other new updates)
  2. Water Quality: **Jim Pagenkopf** PH performed the last of three water quality monitoring events for 2021 on October 5. Attached are the (preliminary) results of the laboratory analysis for phosphorus species, chlorophyll, and Total Suspended Solids. Good news – phosphorus and chlorophyll-a levels remained quite low throughout the lake during the Fall. Unlike 2020, when a large “spike” in phosphorus was detected during the July monitoring event, Total Phosphorus and Chlorophyll-a have remained consistently low throughout the lake during 2021 and there have been no reports of algae blooms this year.
  
- **Aqua Customer Advisory Council: Steve**
  - no new updates
  
- **Rules, Regulations & Enforcement: Margaret** (no new updates)
  1. The online boating test link is (<https://lakeholidaycc.org/boat-safety-exam/>)
  
- **Newsletter/Communications: Karen**
  1. Call for a new lead for this working group or Secretary for minutes (see new business)
  
- **Fishery/Habitat: Jared**
  1. Jared spoke with a friend last weekend who is a scuba diver and was interested diving at Lake Holiday to observe for vegetation and spear fish for grass carp
  2. He reported that they came out 2 days ago (11/9), they dove from the shore at beach 2, no fish were seen and no SAB observed
  3. Board approval and GM notification were required with an updated release of liability to be signed by the divers prior, facilitated by Jon Reedy
  4. They are interested in trying again in the spring with warmer weather and when use of a boat may be available, they could also then check the status of the sunken fish habitat and potentially take photos
  5. Terry asked if they could also check the area around the dam to assess for sunken debris, likely in the spring as well
  
- **Water Fitness, Recreation and Water Sports: Ward/Karen**
  1. No new updates
  
- **Marina Reconfiguration Project: Jon**

1. A majority of the project is complete with additional landing, pathway and paving work (concrete when funds available/ stone /asphalt) to be scheduled/completed during early 2022.
  2. The dock break last month was prior to fully securing to the shoreline
  3. Pat Majewski stated that the GM requested she mention that he is working on a new assignment plan for boat slips to be discussed at the November board meeting. Possibly to include a new numbering scheme, assignment by handicap need and by boat length and then by lottery. She notes there is a report of 13 new usable slips and 3 slips that may not be usable to fit a boat
  4. The committee discussed this in detail. Chris Dueweke proposed to strike the word lottery and instead use seniority. Terry voiced he is not in favor of seniority. A motion was made by Chris Dueweke - Handicapped access slips should come first, then if you are in a slip you wish to keep and have not been bumped for handicapped access, you can stay in that slip, thirdly would be open allocation after that by present slip users and then the wait list if the March deadline is missed - Votes opposed - Terry, Steve, Richard, Rick Post. Vote abstained - Pat Majewski, all others in favor. Jon and Chris will present to the board at the November meeting
- Tributary/External Loading (Sediment/Erosion & Run-Off Control): **Jim**
    1. Best Management Practices Update: Thanks to all who attended the September 23 meeting and to all LC members for their comments and discussion (and patience) during last month's meeting. A brief summary of the approved actions and next steps is attached. We are looking for volunteers! The "BMP Subcommittee" will hold a meeting (likely virtual) to discuss specific details. More to come.
    2. Jim will work to develop 4 working groups to follow up on the agreed upon items
    3. Terry Hardgrave requested to plant water iris in the lake at his personal seawall. The committee will need to review the list of approved native plants. Also discussed the definition of native vs invasive SAV. They will research and bring it back up at the next meeting for further discussion.

### **New Business:**

- Board Liaison Update: **Jon Reedy**
  1. The newly elected Board Members are: Betka Hardgrave, Mary Lewia, Cathy Melcher, Bill Quirk and Stephanie Ryan. 2021-2022 Officers are Pat Majewski: President, Darrell Melcher: Vice President, Ed Noble: Treasurer and Elizabeth Hair: Secretary. Committee Liaison Assignments are as follows:

**Activities:** Stephanie Ryan

**Architectural:** Ed Noble

**Buildings & Grounds:** Darrell Melcher

**Compliance:** Elizabeth Hair

**Finance:** Ed Noble

**Lake:** Jon Reedy

**Master Planning:** Cathy Melcher  
**Nominating:** Betka Hardgrave  
**Safety:** Darrell Melcher  
**Tech:** Mary Lewia

2. Restaurant Survey is in the final stages of development between the Restaurant Sub Committee and the Technical Committee. The Survey will be distributed to the LHCC Community in the near future.
3. Beach 2 excavation work to establish better drainage/water collection is underway.
4. The new Board has requested that all Committee's resume in person meetings beginning January 2022. As necessary, proper medical protocols will be followed in the event of a surge in Covid/Flu cases in the New Year. Chris Dueweke spoke in support of keeping Zoom attendance as an option. Karen Kimmel noted telephone call-in attendance was allowed prior to COVID 19. Zoom attendance appears to work better than phone call in.
5. Committee Co-chairs have agreed to continue their current positions, no new volunteers. Karen Kimmel has asked to resign as secretary. Sharon has volunteered as Secretary, Karen agreed to substitute if needed.
6. Working group leads - Jared nominated Jack Sperry as fishery lead - they agree to work as co-leads. Other working group leads agree to continue their current positions.
7. December meeting - Traditionally there has been no December meeting, Chris to compile ideas for a December celebration, likely no official meeting.

**Adjourn: 8:30 PM**

**Master Planning Committee Minutes**  
**Nov. 3, 2021**

MPC Members in Attendance: M. and M. Bradshaw, C. Barker, B. Hardgrave, P. Majewski, D. Melcher, C. Melcher, R. Middleton, R. Traczyk and B. Harrington (new member).

Restaurant Sub-Committee members in Attendance: D. Charles, L. Cox, S. Ryan, R. Goetz, and B. Barrow (non-voting member)

Absent: C. Fiol, J. Cox, J. Reedy, J. Martel, D. Terry, S. Winfrey, R. Adams (Board Liaison for subcommittee).  
Withdrawn membership: E. Noble

Meeting called to order at 7:05 pm and a quorum was established. P. Majewski moved to approve the agenda, with action items to be covered first, followed by Old Business and concluding with nomination(s) of the new MPC chair and secretary; motion carried.

**Open Forum:** No topics were raised.

**Sept. 3 Meeting Minutes** – Following a clarification that no action was taken on any of the Sept. meeting Open Forum topics, M. Bradshaw moved to approve the Sept 3 minutes; motion carried. L. Cox and S. Ryan abstained because they were not present.

**July 22 Restaurant Subcommittee Minutes** – Two committee members expressed concerns that the minutes lacked enough detail to ascertain the decisions made, documentation of next steps, etc., S. Ryan provided additional details about the meeting held in July and the most recent meeting in Oct. P. Majewski moved to approve the subcommittee minutes; motion carried.

**Action Items:**

**Clubhouse Parking Plan:**

- In Sept., the board approved a tab to use Greenway to separate out a plan for expanded parking at the front of the clubhouse from Beach I improvements, and to revise the plan. The hope was that the revision would cost only an additional \$10k, and if the estimate was higher, MPC would revisit.
- Greenway submitted its estimate of \$18,400 the week of October 18. If there are any revisions/extras, the work could reach \$20k, plus county review of ~\$2,500. Although more than most expected, it is likely less costly than another firm would charge to start from scratch (based upon original estimates, the cost could be in the \$25k - \$30k range).
- Prior to the meeting, Treasurer, E. Noble, recommended moving \$50k from the Capital Improvement Plan budget. Once the site plan is approved, MPC can consider what line item to move the funding from. It is possible to move funding set aside for Beach II campsite improvements to the parking plan, since funding set aside from Beach I improvements were moved to Beach II to expedite improvements and erosion control.
- Committee members also discussed further exploring ways to restrict guests and non-members from parking at the clubhouse during summer weekends and events. Restrictions are not out of the question, however, less resource-intensive recommendations are welcomed by the committee.

**Motion:** S. Ryan moved that the GM go back to Greenway and negotiate a reduced rate of between \$12-14k, then move funding from the general fund to cover the expense of the revised site plan; motion carried.