

**EDGEWATER BEACH RESORT OWNERS ASSOCIATION
BOARD OF TRUSTEES MEETING MINUTES
Monday, February 12, 2018**

I. ROLL CALL/CALL TO ORDER

The meeting of the Board of Trustees was called to order by Marcia Svetkey at 10:02 a.m. in Hyannis, MA, at the VRI Office. The following persons were in attendance:

Board of Trustees:

Marcia Svetkey	Tom Connors, via telephone
Dorothy Fulginiti	John Winston, via telephonic at 10:50 a.m.
Dennis Ducharme	

Vacation Resorts International and Resort Staff:

Scott Dravis, Sr. Vice President of Resort Operations/VRI
Michael McManus, Director of Resorts/VRI
Clayton Walsh, Resort General Manager

II. APPROVAL OF AGENDA

MOTION: Dottie Fulginiti moved to approve the agenda as presented. Motion was seconded by Dennis Ducharme and approved unanimously.

III. APPROVAL OF PREVIOUS MEETING MINUTES (9/29/17 and 10/27/17)

MOTION: Dottie Fulginiti moved to approve the meeting minutes of September 29, 2017 as written. Motion was seconded by Tom Connors and approved unanimously.

MOTION: Dennis Ducharme moved to approve the meeting minutes of October 27, 2017 as written. Motion was seconded by Tom Connors and approved with Dottie Fulginiti abstaining as she was absent.

Marcia Svetkey asked Clayton Walsh to step out of the meeting.

Scott Dravis, Senior Vice President of Operations joined the meeting at 10:18 a.m.

MOTION: Marcia Svetkey moved to adjourn to Executive Session at 10:18 a.m. Motion was seconded by Dottie Fulginiti and approved unanimously.

MOTION: Dottie Fulginiti moved to return to Regular Meeting at 11:09 a.m. Motion was seconded by Tom Connors and approved unanimously.

Scott Dravis left the meeting at 11:09 a.m.

Clayton Walsh rejoined the meeting.

IV. MANAGEMENT REPORTS**A. Resort Update**

Clayton Walsh reviewed the following:

- Scott Delafontaine, All in One & Moore Building Systems, an insulation company, will be at the resort on February 13, 2018 to review progress, inspect the conditions of the buildings and produce a report with recommendations to improve heat/air conditioning loss.
- Four fireplaces, that are currently not operational, will be inspected on February 27, 2018.
- Due to the frozen water pipes in rooms 716 and 715, a new water shut off program will be written and will include a property map. The plan will be shared at the next Board meeting.
- The Website Committee will review the website this week and report back on Wednesday, February 14, 2018 with any necessary revisions.
- The dehumidification and separate heating systems are still showing signs of deficiencies. A meeting will be set up with the owner of High Efficiency and the Pool Committee to resolve the outstanding issues.

The Board recommended sealing the grout in the unit bathrooms and directed Clayton to purchase a more effective abrasive cleaner for the weekly cleanings.

Clayton Walsh distributed a variance report as of November 2017, showing operating overages and explaining each expense. The Board directed Clayton to distribute a variance report monthly with the financials and include the following expenses: payroll, operating and administrative and general.

B. Review of Action Items

Marcia Svetkey and Michael McManus reviewed the action items, a couple of items were added, dates were noted on specific projects to track progress and those items completed were removed from the list.

C. Owner Communications

Marcia Svetkey reported that the annual meeting notice and election ballots would be in the mail on February 16th. She also stated that an eblast would be released that day, too, alerting owners that the mailing was on its way and to look for it.

V. FINANCIAL REPORT**A. Financials**

Michael McManus reviewed the financial statements as of November 30, 2017. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement and Cash Flow Analysis.

B. Collections

Michael McManus distributed and reviewed an accounts receivable report dated November 30, 2017 showing 82.6 % of the total billable intervals for 2017 have been collected and 61% of 2018 fees have been paid as of January 31, 2018. Michael also distributed a report from Diane Hylas, VRI, which showed that the Owner Retention Specialist, Michelle Thompson, has brought in \$11,740 in revenue over the past four months.

C. SeaWinds II

Michael McManus stated that SeaWinds II has met their financial obligation to Edgewater Beach Resort as of month end November 2017.

VI. OLD BUSINESS

A. Reserves

The Board reviewed options regarding the purchase of new coffee makers in 2018 and the possibility of purchasing Keurig machines. No decision was made.

The Board reviewed a previous motion regarding the purchase of new pool equipment. Clayton Walsh stated that he will be purchasing new cartridges for the pool filters and will not be converting to the sand filters as previously reported, therefore the cost will remain the same.

B. Special Assessment/Capital Expenditure

- i. Design
- ii. Construction
- iii. Budget

Michael McManus distributed the Special Assessment report which incorporates the budget, billing, payments received to date and outlines the five projects. Several changes were made to the report and the Design Committee noted they will be using the report to track the projects.

C. Sales

Michael McManus reported that four Association units sold in December 2017 and that the Association received a total of \$3,388.95 in sales commissions from InnSeason Sales.

VII. LEGAL COUNSEL

A. NERM Update

Michael McManus reported that the yearly reconciliation meeting was scheduled for February 5, 2018 at 10:30 a.m. with Leon Narbonne and Attorney Gary Blank but Mr. Narbonne cancelled the meeting due to his travel schedule.

Michael stated that he requested Mr. Narbonne contact Marcia Svetkey and inform her of his plans. He was informed that the \$25,000 payment was due on February 5, 2018 whether the meeting happened or not and that he would be in breach of the Settlement Agreement if payment was not received within five business days. Michael stated that as of this date, no payment has been received.

MOTION: John Winston moved that a collection letter be sent to NERM and Attorney Gary Blank for breach of the Settlement Agreement along with a five day demand for payment or legal action will be taken. Motion was seconded by Dennis Ducharme and approved unanimously.

B. Amendment to Trust

Michael McManus reported that he would explore the issues surrounding the Amendment to the Trust with Attorney Doug Troyer in an effort to seek a solution.

VIII. NEW BUSINESS

A. Annual Meeting

Marcia Svetkey reminded the Board of the Special Meeting of the Owners being held at 10:00 a.m. on Saturday, April 28, 2018 at the Dennis Senior Center.

B. Open Discussion

Michael McManus stated that the election ballots were being mailed via USPS out Friday, February 16, 2018 to the homeowners and that it appeared that the incumbent candidates were running unopposed this year.

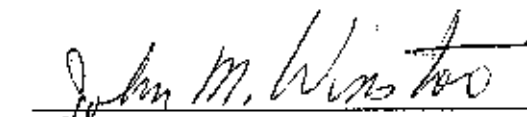
IX. NEXT MEETING DATE

The next scheduled meetings are as follows:

Organizational Meeting, Monday, April 9, 2018, 10:00 a.m. at the VRI Office
Special Meeting, Saturday, April 28, 2018, 10:00 a.m. at the Dennis Senior Center
Board Meeting, Monday, June 11, 2018, 10:00 a.m. at the VRI Office
Board Meeting, Monday, August 13, 2018, 10:00 a.m. at the VRI Office
Board Meeting, Monday, October 15, 2018, 10:00 a.m. at EBR
Board Meeting, Monday, December 10, 2018, 10:00 a.m. at the VRI Office

X. ADJOURNMENT

MOTION: There being no further business, John Winston moved to adjourn the meeting at 2:40 p.m. Motion was seconded by Marcia Svetkey and approved unanimously.



John Winston, Secretary

MJM/jmf

cbr: 021218min