

**EDGEWATER BEACH RESORT OWNERS ASSOCIATION  
BOARD OF TRUSTEES ZOOM MEETING MINUTES**

Wednesday, December 16, 2020

**I. ROLL CALL/CALL TO ORDER**

A duly noticed Zoom meeting of the Board of Trustees was called to order by Marcia Svetkey at 2:36 p.m. The following persons were in attendance:

Board of Trustees:

Stephen Castinetti	Marcia Svetkey
Dennis Ducharme	Dorothy Fulginiti

Absent:

Tom Conners

VRI Americas (VRI) and Resort Staff:

Michael McManus, Director of Resorts/VRI  
John Verity, General Manager

Other:

Joe Takas, MVP

Marcia Svetkey introduced Stephen Castinetti to the Board and welcomed him to his second Board meeting. Marcia stated it will be nice to meet him in person when things get back to a new normal and the Board will hopefully start holding meetings in person again.

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF PREVIOUS MEETING MINUTES (08/10/20 and 10/19/20)**

**MOTION:** Dottie Fulginiti moved to approve the August 10, 2020 Zoom Meeting Minutes as written. Motion was seconded by Marcia Svetkey and approved with Dennis Ducharme and Stephen Castinetti abstaining.

**MOTION:** Stephen Castinetti moved to accept the October 19, 2020 Zoom Meeting Minutes as written. Motion was seconded by Marcia Svetkey and approved with Dennis Ducharme and Dottie Fulginiti abstaining.

**IV. MANAGEMENT REPORTS**

A. Resort Update

John Verity reviewed the following:

Maintenance Department

- The in-room punch list to complete Phase 1 renovation of the east and center rooms is in progress and includes outlet covers, air conditioning, registers, door stops, and touch up painting.
- Winterized outdoor pool, removed and stored Mobi-Mats and put away six grills.
- Replacement of four single panels of double hung bedroom windows of which two are complete and two are pending.
- Indoor pool has a strict protocol in place including a sign in sheet, limited occupancy, signage and hand sanitizing stations with only four lounge chairs. The spa/jacuzzi is closed until the State of Massachusetts approves reopening.
- New in room thermostats have been programmed and are working properly. Orders have been placed to replace two that are malfunctioning.

Housekeeping Department:

- Rooms cleaned with COVID-19 protocols in place.
- Emptied the linen closets for repairs, cleaning, painting and added new locks.
- Daily assignments include staff allocated specifically to cleaning, wiping and sanitizing public areas and monitoring hand sanitizing stations.
- Staff and vendors (including landscapers) will continue to wear clean masks and gloves.
- Deep cleaning is completed in Phase 1 renovation rooms.
- Staff hours have been cut for the winter season.

Front Desk Department:

- Front desk is doing an excellent job with COVID-19 procedures, explanations of protocols to guests, check ins/check outs, and maintenance calls for in room service.
- Lobby is closed with access limited to only check in and reservations with no more than two persons allowed at one time.
- Service requests are taken via phone.
- Staff and managers will continue to wear masks at all times.
- The staff has collected \$23,750 in maintenance fees via phone calls as of December 15, 2020.
- The Front Desk Manager now has working Microsoft Office email thanks to assistance from VRI.

B. Review of Action Items

Marcia Svetkey and Michael McManus reviewed the action items of which some were revised, and the completed items were removed from the list.

C. Owner Communications

Marcia asked the Board to submit any articles to be included in the newsletter to be mailed in January 2020.

**V. FINANCIAL REPORT**

A. Financials

Michael McManus reviewed the financial statements as of month end October 31, 2020. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement and Cash Flow Analysis.

Michael reported that 75.4 % of the homeowners paid their 2020 maintenance fee bills and the resort has a projected year end operating deficit of \$617,511.

**B. 2019 Year End Report**

Michael McManus reviewed the previously distributed 2019 Year End Report as presented by Sean Murphy, CPA, from DePaola, Begg & Associates, PC.

**MOTION:** Dennis Ducharme moved to accept the 2019 Year End Report as presented. Motion was seconded by Stephen Castinetti and approved unanimously.

**C. Collections**

Michael McManus distributed and reviewed an accounts receivable report dated October 31, 2020 showing that 75.4 % of the total billable intervals for 2020 have been collected.

**D. SeaWinds II**

Michael McManus stated that SeaWinds II has met their financial obligation to Edgewater Beach Resort as of month end October 31, 2020.

**VI. OLD BUSINESS**

**A. Special Assessment/Capital Expenditure Project Report**

John Verity reported that Granite State Contract Furnishings began Phase 1 punch list of renovations on November 9, 2020 in units located in the east and center buildings as well as units 119-21, 219-21, 122, 123, 124 and 222. Several items have been completed including the following:

- Installation of interior doors and hardware.
- Granite installed in kitchens and bathrooms, tile backsplash completed in the kitchen, cabinet space corrected next to microwave and appliances installed.
- Drapes repaired to eliminate bulge.
- Living room rugs cut to fit.
- Bathroom tub walls cleaned and grouted properly where necessary.
- Circular hand towel rings installed in bathrooms with two sink vanities.
- Installation of new furniture including couches, beds, dining sets, bedroom furniture, lamps, end tables, coffee tables, dressers, and mirrors. Window treatments installed. Couch cushions wrinkle removal in progress.

**B. Sales**

John Verity reported that over 70 owners have listed their units for sale with MVP Services.

C. Insurance Claim/Armstrong

Marcia Svetkey distributed and discussed a letter dated September 18, 2020, from Morrison Mahoney LLP, Counsellors at Law, sent to EBR Attorney Richard F. Wholley, concerning claim #10272291. No action taken at this time.

D. BELFOR

Michael McManus distributed, and he and Marcia discussed the proposed settlement agreement and payment schedule which has been reviewed by legal counsels.

**MOTION:** Dottie Fulginiti moved to approve the terms of the Settlement and Release Agreement with BELFOR as proposed and discussed. Motion was seconded by Stephen Castinetti and approved unanimously.

**VII. LEGAL COUNSEL**

A. NERM Update

Michael McManus distributed an email from Attorneys Laura Brandow and Chris Malloy regarding a proposal to take NERM to court for non-payment of maintenance fees.

Michael McManus also stated that on June 22, 2020 the Edgewater Management Team sent correspondence to NERM Attorney Gary Blank and copied the Massachusetts Attorney General with documentation from 19 Edgewater Beach Resort owners requesting timeshare licenses be recorded pursuant to NERM's agreement with the Commonwealth of Massachusetts. Michael stated that on October 30, 2020 he was informed by Attorney Blank that the majority (14 licenses) were recorded. However, two licenses needed to be corrected and three could not be recorded due to clouded title issues.

John Verity reported that the two licenses were corrected and re-sent to Attorney Blank for recording in December 2020.

**VIII. NEW BUSINESS**

A. Employee Bonus Program

Michael McManus and John Verity distributed the 2020 Year End Employee Bonus proposal. John was asked to leave the meeting.

**MOTION:** Dennis Ducharme moved to approve the 2020 Year End Employee Bonus proposal as discussed. Motion was seconded by Stephen Castinetti and approved unanimously.

John Verity rejoined the meeting.

B. InnSeason Vacation Club

Dennis Ducharme was asked to leave the meeting at 4:30 p.m.

Michael McManus reported that the InnSeason Vacation Club (IVC) has requested to deed back 12% of their inventory due to delinquencies amongst club members and COVID-19 travel restrictions. Even if the request is denied, IVC will be unable to pay 12% of their yearly dues.

**MOTION:** Dottie Fulginiti moved to approve declining the InnSeason Vacation Club's (IVC) request to deed back and to approve to move 12% of IVC inventory into the rental program for 2021 and then to return the inventory to IVC in 2022. Motion was seconded by Stephen Castinetti and approved. Dennis Ducharme was not present for the vote.

John Verity was directed to determine the 12% of IVC weeks that will not have maintenance fees payments applied and place those weeks into the rental program for 2021.

C. Open Discussion

Dennis Ducharme returned to the meeting at 5:02 p.m.

Joe Takas joined the meeting at 5:05 p.m.

MVP Service owner/representative, Joe Takas, discussed the ways Edgewater Beach Resort could potentially repurpose in the future to make the resort stronger financially.

**MOTION:** Dennis Ducharme moved to explore opportunities to make the Edgewater Beach Resort more financially stable. Motion was seconded by Dottie Fulginiti and approved unanimously.

Due to the continuing health and safety issues resulting from the pandemic, Marcia requested the Board approve holding the 2021 Annual Owners Meeting as scheduled on May 1, 2021 but via Zoom, not in person.

**MOTION:** Dottie Fulginiti moved to hold the meeting as scheduled via Zoom. Motion was seconded by Dennis Ducharme and approved unanimously.

Due to the continuing health and safety issues resulting from the pandemic and Dottie Fulginiti's request to the Board resulting from a change in her work schedule, Marcia also requested the Board temporarily change its regular meeting dates and times from in person meetings at 10:00 a.m. on the second Monday of every other month (except in October) to 2:30 p.m. via Zoom on the second Wednesday of every other month. This schedule will be revisited when the Board resumes meeting in person.

**MOTION:** Dennis Ducharme moved to temporarily hold regularly scheduled Board meetings via Zoom at 2:30 p.m. on the second Wednesday of every other month. Motion was seconded by Dottie Fulginiti and approved unanimously.

**IX. NEXT MEETING DATE**

Future meeting dates and times are as follows:

Wednesday, February 10, 2021, 2:30 p.m.- Board Meeting via ZOOM

Wednesday, April 14, 2021, 2:30 p.m.- Board Meeting via ZOOM

Saturday, May 1, 2021, 10:00 a.m. - Annual Owners Meeting via ZOOM

**X. ADJOURNMENT**

**MOTION:** There being no further business, Dennis Ducharme moved to adjourn the meeting at 5:52 p.m. Motion was seconded by Dottie Fulginiti and approved unanimously.

*Dennis Ducharme*

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Dennis Ducharme, Secretary

MJM/nb

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