

**APPROVED**

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

Tuesday, August 10, 2021

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

A duly noticed Zoom meeting of the Board of Trustees was called to order by Marcia Svetkey at 2:34 p.m. The following persons were in attendance:

Board of Trustees:

Tom Conners                      Steve Castinetti  
Dottie Fulginiti                Marcia Svetkey

VRI Americas (VRI) and Resort Staff:

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

Absent:

Dennis Ducharme

Marcia Svetkey extended sincere condolences to Dennis Ducharme and his family on the recent unexpected passing of his father.

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL OF PREVIOUS MEETING MINUTES (6/9/21)**

**MOTION:** Marcia Svetkey moved to approve the June 9, 2021 Zoom Meeting Minutes as written. Motion was seconded by Steve Castinetti with final approval pending receipt of Dennis Ducharme's vote.

**IV. MANAGEMENT REPORTS**

A. Resort Update

John Verity reported on the following:

Maintenance Department:

- The team now fills bags of ice each day for guests/owners as the public access ice machine remains closed due to COVID-19. Each Saturday a fresh bag of ice is placed in each freezer. Guests/owners also can come to the desk to get additional bags of ice.
- Installed snow fencing as a perimeter for the beach walkways to help catch sand and to restrict access to the dunes and grasslands.

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- Mobi-Mats were reinstalled properly by the Landscaper as Memorial Day wind and rain wreaked havoc on this area.
- Studio exterior as well as East, West, Center and Ocean Front buildings need exterior paint, siding and trim repairs plus some window and slider replacements. Current finances and the onset of the summer season currently do not allow for this work to be completed.

Housekeeping Department:

- The Department is currently busier than anticipated with increased occupancy and shorter stay reservations which require a room turn over on days other than Saturday
- Current departmental staff consist of four housekeepers, two and a half houseman and two supervisors. In years past staff included three supervisors, three housemen, and eight to 10 housekeepers.
- Contract labor supplies Edgewater with up to six housekeepers each Saturday to supplement the team.
- Hiring campaign is in full swing. One new houseman and one housekeeper have been hired for part time work.

Front Desk Department:

- Taylor Ford continues to assist in growing the rental occupancy and revenue.
- Taylor is handling the Edgewater Beach Resort Facebook and Instagram pages with frequent posts and updates.
- The front desk is closed at 11:00 p.m. every night of the week due to the night auditor vacancy. The night auditor quit with no notice.
- The Front Desk is operating with Taylor, Sean, Paulette and Ederlyn.
- Requests for rental availability are at an all-time high with very little inventory available for rent during the summer months due to owner usage.

Property Inspections:

- The Maintenance Department is currently understaffed with all hands on deck on Wednesdays and Saturdays to help get the job completed.
- Town of Dennis Water Department performed the annual inspection. The main back flow valve on the fire sprinkler system needed to be repaired. Ralph Perry Fire Sprinkler Company performed the necessary repair.
- The Town of Dennis Water Department re-inspected the sprinkler system and a certificate was issued for the 2021-22 season.

Rules & Registration Paperwork:

John Verity reviewed letters received from renters concerning safety issues and noise in the courtyard during their recent stay.

Marcia Svetkey reviewed the history on policies, procedures for check in and in unit guidebooks which have been used for years before the COVID-19 pandemic forced management to remove such items.

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The Board discussed correspondence which was sent in by owners regarding rules and regulations that guests are required to follow while on property. Each Board member addressed individual concerns that they had. Most comments were centered around the need to use basic common sense and how some owners/guests did not use or apply common sense during their visit and that the rules apply to all owners/guests.

**MOTION:** Tom Conners moved to reaffirm the parking rules, whereas each guest gets one parking permit per reservation. Motion was seconded by Steve Castinetti and approved unanimously.

**MOTION:** Steve Castinetti moved to reaffirm that quiet time begins nightly at 11:00 p.m. Motion was seconded by Dottie Fulginiti and approved unanimously.

**MOTION:** Tom Conners moved to reaffirm that for safety concerns there is no scooter, bike, and/or skateboard riding in the courtyard, on the sidewalks, or in the parking lot. Motion was seconded by Steve Castinetti and approved unanimously.

Marcia Svetkey discussed the guest guidebook which was distributed to owners before COVID-19 and how the updated book was in production but was delayed due to COVID-19. The Board discussed possibly setting up a QR code to allow owners access to the Rules and Regulations, as well as posting them on the Resort's website for owners and renters to view. The idea of emailing the book to owners who are on the constant contact list was also discussed.

Marcia asked that Jody Frankel at VRI email a copy of the updated guest guidebook to the Board for review and comment at the next Board meeting.

ii. Insurance Evaluation of Property

Michael McManus reviewed the need to have an insurance appraisal every three years. The Board discussed the importance of the appraisal and directed General Manager, John Verity, to confirm the setup of an appointment in 2022 with insurance appraisal companies since the last appraisal was done in 2019.

B. Review of Action Items

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

C. Owner Communications

Marcia Svetkey reported on a letter that EBR Attorney Laura Brandow is working on with John Verity responding to owners, Mr./Mrs. Botelho, request.

## V. FINANCIAL REPORT

### A. Financials

Michael McManus reviewed the Financial Statements as of month end May 31, 2021. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement and Cash Flow Analysis.

Michael McManus reviewed the June 30, 2021, Cash Flow Analysis report for the operating account and the reserves.

Michael reported that 68.6% of the homeowners paid their 2021 maintenance fee bills and about 12% have paid their 2022 maintenance fees so far.

### B. Variance Report

John Verity reviewed the May Variance Report which showed the revenue to date is down (\$67,577) year to date compared to budget. However, rentals are strong, over budget by \$5,758, and bad debt recovery is over budget by an additional \$6,249. John reported that payroll is under budget by \$92,785, and operating expenses are under budget on various line items totaling a \$29,416 in savings. Management is working to cut spending when and where possible, and that is evident overall by the net operating income reporting at under budget by \$114,763.

### C. Collections

Michael McManus reported that VRI Owner Relations Specialist, Michelle Thompson, has been in contact with delinquent account holders and is making progress compared to last year's collections. The collection report showed that \$33,343 has been collected over the past six months.

### D. SeaWinds II

Michael McManus reported that SeaWinds II has met their financial commitments to Edgewater as of July 31, 2021.

## VI. OLD BUSINESS

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

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

John Verity reported that the renovation project will restart in November 2021.

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**B. Sales**

John Verity stated that the MVP Sales Team has received many sales inquiries over the past two months. In June, two private units and one Association owned unit (Unit 702/25) were sold.

- C. John Verity described how he continues to promptly respond to SBA's repeated requests for more information to support our application for additional money under their EIDL program.

**VII. LEGAL COUNSEL**

**A. NERM Update**

Michael McManus reported that legal continued to work on the case against NERM for non-payment of maintenance fees and that we are hopeful that the COVID 19 limitations in the courts affecting this issue will be lifted shortly.

**B. Insurance Claim**

Marcia Svetkey updated the Board on the claim against the broker and stated the case remains open, suit has been filed and moved to Federal court. No further action by the Board is necessary at this point.

**C. BELFOR**

Michael McManus reported that the June payment of \$75,000 was processed and FedExed to BELFOR Property Restoration, Attention: Attorney Christina Stamper; copies of the payment information were distributed to the Board. The final payment is due on December 14, 2021.

**D. MCAD Complaint**

Marcia Svetkey updated the Board on the complaint and pending settlement.

**VIII. NEW BUSINESS**

**A. Open Discussion**

The Board discussed the work that was necessary for the Resort's attorney, Laura Brandow, to participate in over the past year.

**B. Future Meetings**

The Board discussed the need to further adjust the schedule of the Board's upcoming meetings to accommodate Board members' availability.

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**MOTION:** Tom Conners moved to schedule upcoming Board meetings via Zoom be held on the 2<sup>nd</sup> Tuesday of every other month at 2:30 pm. The motion was seconded by Dottie Fulginiti and approved unanimously.


**IX. NEXT MEETING DATE**

The next meeting is as follows:

Tuesday, October 12, 2021, 2:30 p.m. – Board Meeting via Zoom

**X. ADJOURNMENT**

**MOTION:** There being no further business, Tom Conners moved to adjourn the meeting at 5:14 p.m. Motion was seconded by Dottie Fulginiti and approved unanimously.

DocuSigned by:  
  
Dennis Ducharme, Secretary

MJM/nb

ebr: 081021min