

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

Friday, June 1, 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:

Tom Connors  
Dorothy Fulginiti  
Marcia Svetkey  
John Winston  
Dennis Ducharme, arrived at 10:20 a.m.

Vacation Resorts International (VRI) and Resort Staff:

Michael McManus, Director of Resorts/VRI  
Clayton Walsh, Resort General Manager

**II. APPROVAL OF AGENDA**

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

**III. APPROVAL AND ACCEPTANCE OF PREVIOUS MEETING MINUTES**

A. Approval of Board Meeting Minutes (04/09/18)

**MOTION:** Tom Connors moved to approve the April 9, 2018 Regular Meeting Minutes as written. Motion was seconded by Dottie Fulginiti and approved unanimously.

B. Acceptance of Special Meeting Minutes (04/28/18)

**MOTION:** Dottie Fulginiti moved to accept the April 28, 2018 Special Meeting Minutes as written. Motion was seconded by Tom Connors and approved unanimously.

**IV. EXECUTIVE SESSION**

**MOTION:** Tom Connors moved to adjourn to Executive Session at 10:04 a.m. Motion was seconded by Dottie Fulginiti and approved unanimously.

**MOTION:** Tom Connors moved to return to Regular Meeting at 10:39 a.m. Motion was seconded by Dottie Fulginiti and approved unanimously.

## V. MANAGEMENT REPORTS

### A. Resort Update

Clayton Walsh reviewed the following:

- The March 31, 2018 Financial Report with month to date Variance Report
- Insulation around the windows and doors
  - The Board requested Clayton review the procedure to seal the windows with the Pella and Anderson sales rep and report back
- Insurance claim for the frozen pipe in units 715/716
- Insurance claim for the fire in units 704/705
- Thermostats for each unit are being offered by Rise Engineering/Mass Save
  - An electrician is coming to appraise the cost of installation
- Rise Engineering Edgewater Resort HVAC Study Report
- Rise Engineering Edgewater Chiller Bidding Proposal
  - A proposal from Arden Engineering Constructors, LLC for 15T Chiller
  - A proposal from Northstar Mechanical for 16T Chiller

**MOTION:** John Winston moved to approve withdrawing the motion from September 29, 2017 regarding the \$68,000 contract with Rise Engineering and to award the Chiller Project to Northstar Mechanical based on the following terms: the proposal is to include language guaranteeing that the work meets Rise Engineering specifications and that the 16T chiller will function at full capacity in July/August, at a cost not to exceed \$99,621. Motion was seconded by Tom Connors and approved unanimously.

The Board directed Clayton to ensure that Belfor installs the basement hatch left to right in order for quick access to the water shutoff valve under 715/716 in the future.

**MOTION:** Dennis Ducharme moved to approve authorizing an additional payment of \$600 to be paid to Digital Head Inc. for the resort's new website. Motion was seconded by Tom Connors and approved unanimously.

**MOTION:** Dottie Fulginiti moved to approve accepting a one year service contract from High Efficiency to maintain boilers, hot water tanks and other pool equipment, as discussed, with the cost to be included in the yearly operating budget. Motion was seconded by Tom Connors and approved unanimously.

### B. Review of Action Items

Marcia Svetkey and Michael McManus reviewed the action items, a couple of items were added and those items completed were removed from the list.

### C. Owner Communications

Marcia Svetkey stated that the Summer Newsletter will be going out in July and to send any articles that you would like to be included to her.

## VI. FINANCIAL REPORT

### A. Financials

Michael McManus reviewed the financial statements as of month end March 31, 2018. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement and Cash Flow Analysis.

### B. Year End Variance Report

Clayton Walsh distributed the December 2017 Variance Report and the December 31, 2017 Financial Statements.

The Board directed Clayton to add a column to the report to display the year-to-date variance as well as the month-to-date and to include an explanation on both items.

### C. Collections

Michael McManus distributed and reviewed an accounts receivable report dated March 31, 2018 showing that 75.4 % of the total billable intervals for 2018 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 March 2018.

## VII. OLD BUSINESS

### A. Reserve Report

Michael McManus reported that High Efficiency is working with Lars Jensen from ING Engineering to resolve the heat issue in the indoor pool building. Clayton Walsh reviewed a proposal from High Efficiency to install a Maxx Air 18" heavy duty exhaust fan with integrated shutter and thermostat control at a cost of \$2,550 to be installed in the roof above the bathroom.

**MOTION:** Dottie Fulginiti moved to approve the proposal as discussed from High Efficiency to install an exhaust fan in the indoor pool building at a cost not to exceed \$2,550. Motion was seconded by Dennis Ducharme and approved unanimously.

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

#### i. Design

Marcia Svetkey reported that she and Dottie Fulginiti were working with Mary Daust, at HRJD, to obtain a final approved design and color board. Marcia reported that some furniture has been purchased and is being used in rooms 715/716.

Clayton discussed other suppliers he met with and stated that he would distribute pictures of couches and chairs available in sunbrella fabric to the Design Committee for consideration.

ii. Construction

**MOTION:** Tom Conners moved to approve working with the Allied Group on the renovations of the unit kitchens and bathrooms. Motion was seconded by Dennis Ducharme and approved unanimously.

The Board directed Clayton Walsh to contact Allied Construction to schedule a walk-through of the property and start reviewing the overall scope of work, the number of units and the cost related to each item.

iii. Budget

Michael McManus distributed the excel spreadsheet which outlined the costs related to each project and the current funds on hand which have been collected from the owners. The Board requested that this report be updated monthly.

C. Sales

No sales to report at this time.

**VIII. LEGAL COUNSEL**

- A. NERM Update
- B. Amendment to Trust

The above agenda items were tabled until the next Board meeting.

**IX. NEW BUSINESS**

- A. Open Discussion

Dottie Fulginiti inquired about the Cape Cod and Dennis Chamber of Commerce listings. The Board directed Clayton Walsh to research where the dues were previously coded to and report back at the next Board meeting.

Michael stated that Edgewater Beach Resort was listed as a member of the Cape Cod Chamber of Commerce but was not listed under accommodations. The Board directed Michael to inquire if it was possible to be listed under multiple categories.

**X. NEXT MEETING DATE**

**MOTION:** Dennis Ducharme moved to approve holding a Special Meeting in lieu of the Annual Meeting each year on the first Saturday in May. Motion was seconded by Tom Conners and approved unanimously.

**MOTION:** John Winston moved to approve holding the Special Meeting on May 4, 2019 at the SeaView with lunch for the owners and to have Carlson AV provide necessary microphones for the sound system. Motion was seconded by Tom Conners and approved unanimously.

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 the Resort

Board Meeting, Monday, December 10, 2018, 10:00 a.m. at the VRI Office

Special Meeting, Saturday, May 4, 2019, 10:00 a.m. at the SeaView

**XI. ADJOURNMENT**

**MOTION:** There being no further business, Dennis Ducharme moved to adjourn the meeting at 1:54 p.m. Motion was seconded by Tom Conners and approved unanimously.



John Winston, Secretary

MJM/smt

ebr: 060118min