

**EDGEWATER BEACH RESORT OWNERS ASSOCIATION
BOARD OF TRUSTEES ZOOM/TELEPHONIC MEETING MINUTES**
Monday, October 19, 2020

I. ROLL CALL/CALL TO ORDER

A duly noticed Zoom/telephonic meeting of the Board of Trustees was called to order by Marcia Svetkey at 10:45 a.m. Two of five Board members were present, quorum was not met, and therefore no business could be conducted.

The following persons were in attendance:

Board of Trustees:

Stephen Castinetti
Marcia Svetkey

Absent:

Tom Conners
Dennis Ducharme Dorothy Fulginiti

VRI Americas (VRI) and Resort Staff:

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

New Trustee Stephen Castinetti was welcomed.

II. APPROVAL OF AGENDA

No action taken.

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

Approval of previous meeting minutes was tabled until the next meeting on December 16, 2020.

IV. MANAGEMENT REPORTS

A. Resort Update

John Verity reviewed the following:

Maintenance Department:

- The team did a great job over the past six months. Staff hours will be reduced in response to decreased occupancy and winterization of the property has begun.
- Phase 1 renovation punch list items that are above and beyond GSCF's responsibility have been outlined and assigned to the maintenance crew.

- The indoor pool is open with limited access, and the outdoor pool is open primarily for sunbathing with the water heater turned off. The outdoor pool will be closed on October 29, 2020.
- The spa continues to be closed due to COVID-19 pandemic per the Board of Health.
- Public restroom work includes painting, tiling, and installation of a new toilet and electric radiator.
- Signage related to COVID-19 and hand sanitizing stations are checked daily for proper placement and replenishment if needed.

Housekeeping Department:

- The staff has done an excellent job with the new procedures.
- New training and safety protocols remain in place with staff adhering to them strongly.
- Daily housekeeping assignments continue to include cleaning and sanitizing of public areas, monitoring the hand sanitizing stations and monitoring the indoor pool.
- Everyone is required to wear masks and gloves, including vendors and landscapers, while on property with social distancing being practiced at all times.

Front Desk Department:

- The office and front desk staff have done a great job over the past six months.
- The lobby remains open, but with limited access; no more than two people allowed at one time for check in.
- All service requests will continue to be taken via telephone.
- The staff and managers wear masks at all times, staff temperature checks are taken daily, and all COVID-19 precautions continue including hand washing, social distancing and minimizing any employee gatherings on the property.
- Hours and shifts are being reduced weekly to save money and to prepare for decreased occupancy levels.
- The staff has started to call delinquent owners to assist in collecting maintenance fees, setting up payment plans, etc.

Northstar Mechanical:

- In October chillers will be checked and a system wide cooling inspection will be conducted to check for temperature readings for the winter season and to make sure heat and hot water is available to each room.
- Units 118-218, 117 and 217 need alternative air conditioning as the current cold-water system will not supply sufficient cold air in July and August. Currently, there are in room stand up units to supplement the deficiency. There is a proposal in progress from North Star Mechanical to resolve the problem.
- All filters are being changed and noted in the logbook

B. Review of Action Items

Marcia Svetkey and Michael McManus reviewed the Action Items from the August 10, 2020 meeting.

C. Owner Communications

A deed back request from an owner was distributed. Management was instructed to follow the normal protocols and policies relating to deed backs and Assessment Billing and Collections.

V. FINANCIAL REPORT

A. Financials

Michael McManus reviewed the Financial Statements as of month end August 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 the resort continues to have low fund balances due to a lack of collections, limited rental income due to the COVID-19 pandemic, and expenditures relating to the fire loss in 2018 that continue to burden the Association's finances.

B. Year End Report

Michael McManus reviewed the 2019 Year End Report as presented by Sean Murphy, CPA, from DePaola, Begg & Associates, PC. The report was emailed to the Board last month and approved via email.

C. Collections

Michael McManus distributed and reviewed an Accounts Receivable Report showing that 74.2% of the total billable intervals for 2020 have been collected.

D. SeaWinds II

Michael McManus reported that SeaWinds II has met their financial obligation to Edgewater Beach Resort as of month-end September 2020.

VI. OLD BUSINESS

A. Special Assessment/Capital Expenditure Project Report

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

John Verity reported that GSCF, Jim Mirabella and Team have the punch list of items that need to be completed in units 101-218, 237-238, and 239-241 before they will be given access to start the Phase Two renovations.

GSCF will be starting on Monday, October 26, 2020 on the following Phase One renovation punch list:

- Four of the 20 new unit interior doors that have been installed still need attention.

- Tub surrounds and refinishing is 99% complete with just two units needing attention.
- Kitchen tiling and granite installation in the bathrooms and kitchens still need to be completed.
- Couch cushions need to be adjusted to remove wrinkles.
- Painting touch ups are needed in 18 units as noted by John Verity.
- Final coat of varnish on floors has been completed; however, 23 units require touch ups.
- The electrician has a few exterior lighting projects to complete before Phase Two begins.

B. Sales

Michael McManus reported that one Association week was sold by Thomas Coniaris in September 2020 and that the Association received a total of \$1,200 in sales commissions.

John Verity reported that MVP Services closed on 13 sales, three being Association owned weeks and the remaining were owner resales. John also stated that 65 owners have listed weeks with MVP.

C. Insurance Claim

Michael McManus and Marcia Svetkey distributed a letter dated September 18, 2020 from Morrison Mahoney LLP, Counsellors at Law, to EBR Attorney Richard F. Wholley, concerning claim #10272291.

D. BELFOR

Michael McManus and Marcia Svetkey reported on recent communications with EBR Attorney Jason Cohn on a Settlement and Release Agreement proposed by BELFOR on claims #101916038 and #101915920.

VII. LEGAL COUNSEL

A. NERM Update

Michael McManus reported that EBR Attorney Chris Malloy is waiting for the courts to reopen and the CDC/State's policies to be lifted, potentially in November of 2020, at which time he plans to proceed with collections/foreclosures and/or other court action after discussion with the Board.

VIII. NEW BUSINESS

A. Open Discussion/Winter Newsletter

Michael McManus stated that the winter newsletter is normally mailed in mid-January and reminded all Board Members to please submit any articles at the next Board meeting.

IX. NEXT MEETING DATE

Dottie Fulginiti sent in a request to change the date and time of the bimonthly meetings to Wednesdays at 3 pm due to a change in her work schedule. However, without a quorum, the decision to do so on an ongoing basis was tabled until the next meeting. The next meeting was, however, rescheduled to 2:15 pm on Wednesday, December 16, 2020, to accommodate her request and other Board members' availability for the December meeting.

Discussion was held with those present regarding any change to the date of all future meetings due to schedule conflicts of the present Board members. Tentative new dates to be presented to the Board for a vote are as follows:

Wednesday, December 16, 2020, 2:15 p.m. - Board Meeting via Zoom
Monday, February 8, 2021, 10:00 a.m.- Board Meeting via Zoom
Monday, April 12, 2021, 10:00 a.m.- Organizational Board Meeting via Zoom
Saturday May 1, 2021, 10:00 a.m. - Special Meeting in lieu of Annual Meeting, via Zoom,
pending Board approval

X. ADJOURNMENT

Informational meeting concluded at 1:09 p.m.

Marcia Svetkey

Marcia Svetkey, Chairperson

MJM/nb

ebr: 101920min