

**APPROVED**

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

Tuesday, June 6, 2023

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

The meeting was called to order by Marcia Svetkey at 2:30 p.m. The following persons were in attendance via Zoom:

Board of Trustees:

Marcia Svetkey, Chairperson  
Tom Conners, Vice Chairperson/Treasurer  
Steve Castinetti, Trustee  
Jean McCrave Baxter, Trustee

Absent:

Dennis Ducharme, Secretary

VRI Americas (VRI) and Resort Staff:

Michael McManus, Regional Director/VRI  
John Verity, Resort General Manager

**II. APPROVAL OF AGENDA**

**MOTION:** Steve Castinetti moved to approve the agenda as presented. Motion was seconded by Jean McCrave Baxter and approved unanimously.

**III. APPROVAL OF PREVIOUS MEETING MINUTES**

A. April 11, 2023 – Board Meeting Minutes

**MOTION:** Steve Castinetti moved to approve the April 11, 2023 Board Meeting Minutes as presented. Motion was seconded by Jean McCrave Baxter and approved unanimously.

**IV. MANAGEMENT REPORTS**

Tom Conners joined the meeting.

A. Resort Update

John Verity reported on the following topics:

Operations:

Annira Rodriguez is being trained by Yennis Douglas to oversee the Housekeeping Department. Yennis is adapting nicely to her new role as Assistant General Manager.

**APPROVED**

The February 4, 2023, insurance claim as a result of frozen pipes has been submitted for reimbursement. The Public Adjuster, Greg Boyd, is working to expedite the claim and to ensure that damages are being allocated appropriately with the insurance company.

Exterior painting of the buildings has continued as planned. The Special Assessment funds are being allocated to the project.

A new roof was installed on the oceanfront building/south building by General Contractor Bira De Sousa in May 2023.

Sales and Rentals:

Owner resales have been slow over the past two months. John Verity attributes this to inflation and the Capital Sales program. 150 owners have intervals listed for sale.

Rentals have been strong overall. The Vineyard Wind Project has brought many contractors and engineers to the resort. Rental income for the first quarter has yielded over \$29,000 in revenue.

Staff:

Five full-time staff members have been hired for the 2023 summer season. Two are in the Maintenance Department and three in the Housekeeping Department.

SPI, Acumatica and Capital Vacations Sales:

- The employees are learning the new property management system, SPI, quicker than originally anticipated.
- Acumatica is the new accounting system used by VRI. John Verity and Yennis Douglas have been trained on using the new system.
- Capital Vacations sales associates and marketing team members have been reaching out to guests before they arrive to set the appropriate guest expectations about the resort and the services available to guests. Capital is also setting up meetings with owners, exchangers, and renters to explain the Capital Vacation Club and the benefits affiliated with the Club to help grow the ownership base. Over the past six weeks a number of owners have attended the sales presentations at Sea Mist or Holly Tree.

**B. Review of Action Items**

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

**C. Owner Communications**

Michael McManus proposed a new comment card program called Intuition. The Board discussed the program, cost, benefits, and liked the additional interaction with guests and owners.

**MOTION:** Tom Connors moved to approve John Verity sign a one-year term at \$80/month to implement the Intuition program as soon as possible. Motion was seconded by Steve Castinetti and approved unanimously.

## V. FINANCIAL REPORT

### A. Financials

Michael McManus reviewed the Financial Statements as of month-end February 28, 2023. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement and Cash Flow Analysis.

Michael reported that 62.6% of the homeowners paid their 2023 maintenance fees. Michael reviewed the April 25, 2023, Cash Flow Report which projected an Operating cash balance at \$89,894 by the end of December 2023.

Michael reported that the departmental income statement shows operating expenses over budget for the first two months due to expenses in Electricity, Repairs and Maintenance, Laundry Services, and Contract Labor fees totaling \$18,000 over budget. Michael also spoke about the rising insurance premiums; 2023 fees are \$276,000 versus the 2022 fees which were \$103,401. Efforts by the broker to reduce premiums were not successful.

Michael distributed and discussed the April 30, 2023, and the March 31, 2023, Daily Account Summary Reports from SPI for Edgewater. The Board appreciated the new look of the daily report month end summary and discussed how it could be useful to see the rental numbers each month from John Verity.

### B. Variance Report

Marcia Svetkey requested that John Verity work on a monthly variance report when the financials are produced and distribute the report to the Board Members via email for review and any comment.

### C. Collections

Michael McManus distributed and reviewed an Accounts Receivable report dated February 28, 2023, showing that 62.6 % of the total billable intervals for 2023 have been collected, which is 4.4% lower than 2022 collection figures at month end February.

### D. SeaWinds II

Michael McManus reported that SeaWinds II has met their financial obligations as of May 31, 2023. However, Marcia noted that issues still need to be resolved surrounding the status of the contract and the amount being paid by SeaWinds II.

## VI. LEGAL COUNSEL

### A. Deeds/Timeshare Licenses

Michael McManus reported that resort attorney, Laura Brandow, is working with the Capital Vacations Team to transfer title of 65 intervals to the Capital Vacations Vacation Club.

**APPROVED**

**VII. NEW BUSINESS**

A. Open Discussion

Marcia Svetkey noted that work will begin next month on the Summer Newsletter and requested that any recommendations for articles be submitted within the next 30 days. It was agreed to release the newsletter after the August Budget meeting to provide the most up-to-date information.

**VIII. NEXT MEETING DATES**

The Board discussed the options for the 2024 Annual Meeting. Topics included schedule, cost, and location along with the disappointing small turnout at the 2023 Annual Meeting


**MOTION:** Steve Castinetti moved to hold the 2024 Annual Owners Meeting via Zoom on Saturday, May 4, 2024, at 10:00 a.m. Motion was seconded by Tom Connors and approved unanimously.

Future Meetings are scheduled as follows:

- Tuesday, August 8, 2023, 10:30 a.m. – Board Meeting, VRI Hyannis Office
- Tuesday, October 17, 2023, 10:30 a.m. – Board Meeting, Edgewater Beach Resort
- Tuesday, December 12, 2023, at 2:30 p.m. – Board Meeting, via Zoom
- Tuesday, February 13, 2024, at 2:30 p.m. – Board Meeting, via Zoom
- Tuesday, April 9, 2024, at 2:30 p.m. – Board Meeting, via Zoom
- Saturday, May 4, 2024, at 10:30 a.m. – Annual Owners Meeting, via Zoom

**IX. ADJOURNMENT**

**MOTION:** There being no further business, Tom Connors moved to adjourn the meeting at 4:33 p.m. Motion was seconded by Steve Castinetti and approved unanimously.

DocuSigned by:  
  
 \_\_\_\_\_  
 B0530A7B33644A2...  
 Dennis Ducharme, Secretary

9/28/2023  
 \_\_\_\_\_  
 Date

MJM/nb

ebr: 060623min