

APPROVED

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

Tuesday, October 17, 2023

I. ROLL CALL/CALL TO ORDER

The meeting was called to order at the Edgewater by Marcia Svetkey at 10:40 a.m. The following persons were in attendance:

Board of Trustees:

Marcia Svetkey, Chairperson
Tom Conners, Vice Chairperson/Treasurer
Dennis Ducharme, Secretary
Jean McCrave Baxter, Trustee

VRI Americas (VRI) and Resort Staff:

Rich Muller, Executive Vice President/VRI
John Verity, Resort General Manager

Absent

Steve Castinetti, Trustee

II. APPROVAL OF AGENDA

MOTION: Tom Conners moved to approve the Agenda as presented. Motion was seconded by Jean McCrave Baxter and approved unanimously.

III. APPROVAL OF PREVIOUS MEETING MINUTES

A. August 8, 2023 – Board Meeting Minutes

MOTION: Dennis Ducharme moved to approve the August 8, 2023, Board Meeting Minutes as presented. Motion was seconded by Jean McCrave Baxter and approved unanimously; Tom Conners abstained as he had not attended the August meeting.

IV. MANAGEMENT REPORTS

A. 2022 Auditor's Review

Marcia Svetkey reported that she received and reviewed the 2021/2022 Auditor's Review.

MOTION: Tom Conners moved to accept the Auditor's Review as presented. Motion was seconded by Jean McCrave Baxter and approved unanimously.

The Board agreed that a Review will be conducted of the 2023 Financial Statements and directed management to obtain an engagement letter from the Auditor.

B. Resort Update

John Verity reported on the following:

- Occupancy has been very high with rental and Mini-vac tour reservations booked by Capital Vacations.
- The Resort has been well-staffed, and shifts were supplemented by J1 visa students.
- Owners arriving early for check-in have been persistent about trying to check into units before they are ready. The staff attempts to accommodate these requests but are often simply unable to do so, especially during the busy season. Many owners argue for exceptions to be made and can be very persistent with front desk staff. The Board reiterated its support of staff who receive the brunt of these demands and agreed to continue to communicate the reasons for the 4 p.m. check-in policy in the newsletters.
- The pool and spa resurfacing project took longer than expected. However, the finish has held up well and still looks excellent.
- The outdoor pool heater has failed but will not need to be replaced until next spring. John will provide proposals at the February 2023 Board Meeting.
- A compilation of the Special Assessment and Reserves Cash flow analysis will be prepared for the December 2023 Board Meeting.
- Individual resales activity has picked up. John sold seven intervals over the past three months.
- Rich Muller and Justin Smith/VRI Area Vice President, Resort Operations, have worked with the Capital sales team at Sea Mist Resort to ensure the sales presentation is supportive of Edgewater and consistent with Board messaging.
- SPI and Acumatica computer software have been well adopted by the staff. Most transition challenges and overbookings have been resolved. The new technology has far more functionality.
- John will resume providing monthly variance reports now that the transition to Acumatica is finished.

The Board discussed an owner request and agreed that there is no need for Wi-Fi on the beach.

Three wheelchair accessible shower enclosures need to be replaced with better support. One needs to be refurbished soon. The cost is expected to be \$8,000 each and the project will take approximately one week per enclosure.

MOTION: Tom Connors moved to approve up to \$8,500 to refurbish one wheelchair accessible shower as discussed. Motion was seconded by Jean McCrave Baxter and approved unanimously.

MOTION: The Board moved to enter into Executive Session at 12:20 p.m.

MOTION: The Board moved to return to the Regular Meeting at 1:45 p.m.

John reported on an accident involving an employee's personal vehicle that occurred while the employee was at SeaWinds II performing work. It was determined that the employee's unattended vehicle rolled into a parked car. There were no injuries. A discussion ensued about insurance coverage for employee use of personal vehicles for Association business. It was agreed that Rogers and Gray insurance brokers should attend the next meeting to review all insurance coverage with the Board.

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C. Review of Action Items

The Action Item list will be updated for the December 2023 Board Meeting.

V. FINANCIAL REPORT

A. Financials

Rich Muller reviewed the Financial Statements as of month-end August 31, 2023. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement and Cash Flow Analysis.

B. Variance Report

Covered under IV. Management Reports, B. Resort Update.

C. Collections

No discussion.

D. SeaWinds II

Rich Muller and John Verity will review the SeaWinds II agreement and determine what may be owed to Edgewater Beach Resort.

VI. OLD BUSINESS

No discussion.

VII. LEGAL COUNSEL

A. Deeds/Timeshare Licenses

John Verity reported that 62 intervals have been conveyed to Capital Vacation Club. John is awaiting an update on the additional 88 to be conveyed for the total commitment of 150 to be acquired by Capital Vacations for 2024.

VIII. NEW BUSINESS

A. Reserve Study

Marcia Svetkey reminded the Board that Edgewater's Reserve Study needs to be updated. A proposal from Better Reserve Consultants was reviewed and the Board acknowledged that John Verity had negotiated a favorable rate.

MOTION: Tom Conners moved to approve a proposal from Better Reserve Consultants, LLC to perform a Reserve Study at a cost of \$4,200. Motion was seconded by Jean McCrave Baxter and approved unanimously.

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B. Christmas Bonuses

MOTION: Tom Conners moved to approve year-end bonuses totaling \$13,900 as recommended by VRI. Motion was seconded by Jean McCrave Baxter and approved unanimously.

IX. NEXT MEETING DATES

The next meeting is scheduled as follows:

Tuesday, December 12, 2023, 2:30 p.m. – Board Meeting, via Zoom

X. ADJOURNMENT

MOTION: There being no further business, Tom Conners moved to adjourn the meeting at 2:50 p.m. Motion was seconded by Jean McCrave Baxter and approved unanimously.

DocuSigned by:
Dennis Ducharme
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Dennis Ducharme, Secretary

2/21/2024

Date

RSM/nb

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