

DRAFT

Waterbury Inn Board of Directors' Meeting Minutes June 6, 2015

- President Dan Zimmerman called the meeting to order at 9 a.m.
- Board of Directors, Dan Zimmerman, Rose Marie Masticola, Chuck Frain, and Roger Dumke were present. Bill Niemiec participated by speaker phone.
- Owners' Reps, Mike Gadsby and Dan Lindstrom were present.
- General Manager, Traci Busch, was present.
- Dean Brandener, the new owner of Unit 102, was present.
- All present introduced themselves to each other.
- The March 14, 2015, Waterbury Inn Owners Association Annual Meeting Minutes were unanimously approved. Dan wanted to reiterate that there was a quorum present at the March meeting. Of the 46 units, 24 were represented. Dan also stated that all owners would have an opportunity to approve the March meeting minutes at the next Owners' Meeting in March 2016.
- The meeting agenda/discussion points were approved.
- No communications were submitted for discussion.
- Tim Legois, our Waterbury accountant, reported that the Waterbury is doing well. Last year we did better than the year before, and this year we are doing better than last year. Our checking account balance is higher. Our revenue is higher. We have fewer losses. Reservations are up. Advertising is working. The Board thanked Traci and her staff for efforts resulting in increased sales. Traci reported that booking.com, expedia and yield managed rates have helped increase revenue. Our rates change, so rates are not listed on our website.
- Dan asked Traci to check to see if we can track from where our guests are coming.
- We are in the process of replacing (paperwork has been submitted to the State) our 20-year old water filtration system. The estimated cost for this project is between 45 and 50 thousand dollars. We currently have the money for this in our reserve fund. At this time, we will not be doing special assessment to replenish this money. We are waiting until the September meeting to determine if we will need to do a special assessment. We are currently replenishing the reserve fund after using it to complete the window replacement. The window replacement project is completed.
- Our new owner, Dean Brandener, shared that he works in the water filtration industry. He offered to look at our system to help determine if we had options other than a complete replacement. ~~He will report back to the Board in September.~~ (It was a consensus after Dean's findings that although there was another potential component to investigate for replacement (optical

sensor), it would do nothing to increase the longevity of our current water filtration system.)

- Traci reported that we are currently well staffed for housekeeping. We have five new housekeeping staff hired for the season plus three more who are returning staff. Employee housing on site is working out well. Employees are charged rent, and the rent covers the cost of owning the units.
- Our sofa beds are beginning to break. Our replacement schedule lists that the sofa beds and chairs should be replaced in 2016. A committee was established to review our furniture replacement needs. Rose will chair the committee. Traci and Mike will serving on the committee as well. The replacement schedule is listed on our website.
- Traci also reported that the realignment of duties and responsibilities of our salaried staff – Wally, Steph, and Randy – is working out well. Randy’s job description is still being fine-tuned.
- Management and staff are working on getting the grounds ready for the season. Lots of planting taking place. The fence on the parking lot side of the building has been removed because it was rotten.
- The Board wants to remind all owners that if you are trying to sell (or planning to sell) your unit, you are responsible for working with your realtors to make them understand all that is entailed with the Waterbury Inn. Traci’s duties and responsibilities do not include answering realtor questions or explaining how the Waterbury Inn functions. If you cannot adequately explain to your realtors what they or the potential buyers need to know, then please contact Dan Zimmerman.
- In fairness to all owners, we now have a usage policy in place for owners who want to use their units during peak season. We discussed the possibility of having some flexibility in terms of how this policy is used/enforced. Dan made a MOTION that we allow management to use discretion when making an exception to the policy. Chuck seconded the motion. The motion unanimously passed.
- The criteria for a possible exception was that an owner could call the Waterbury 48 hours in advance of wanting to stay at the Waterbury from a Sunday through Thursday timeframe. Depending on the status of vacancies, and if an owner’s unit was available, an exception could be made. Please remember that management, based on reservations and potential reservations, will have the right to determine if the exception is made. If an exception were made, a Sunday through Thursday stay would not be counted as one of the six nights.
- The Waterbury Inn’s new email address is: waterburyinn.dcwis@gmail.com
- Please remember that if you are allowing your unit to be used as a charitable contribution/fundraiser, that you need to contact the front desk staff so that the proper paperwork can be completed.
- Waterbury owners and staff can now purchase Waterbury clothing at cost. Please purchase these items at the front desk when paying guests are not around. Sorry this offer does not extend to others beyond owners and staff.

- The Board talked about a succession plan in the event that current board members would decide to step down as officers.
- Rose and Traci reported that the March social for owners and staff was a big hit for those who attended. Rose will try and organize another social.
- The Board and Owners' Reps want to remind all owners that if you have questions, concerns, and/or comments, please contact a Board member or Owners' Rep.
- Upcoming BOD meetings: September 12, November 14, and January 16, 2016. These meetings are held in the ping pong room and starts at 9:00 am. The Owners' meeting is scheduled for March 12, 2016. This meeting is held at the Ephraim Village Hall and starts at 9:00 am.
- The meeting was adjourned at 10:45.

Respectfully Submitted,
Rose Marie Masticola
BOD Vice-President/Secretary

** VOTING has begun for "Door County Best of". We ask that you vote, your children vote and have your family/friends vote. You can only vote online at www.doorcountymagazine.com and each vote must come from a different url address. One vote per person and you must complete the entire form. There are two categories that we can be nominated for. Please put the Waterbury Inn in the blank under Best Lodging for Couples and Best Lodging for Families. Vote must be done by August 1 2015. This is a GREAT advertising boost, so let this be the Year we finally beat the Landmark.