

DRAFT

Waterbury Inn Owners Association Meeting

January 14th, 2017

Call to Order

- The meeting was called to order at 9:04am by Dan Zimmerman, Board President
- Board of Directors, Dan Zimmerman, Rose Mastricola, Chuck Frain, Bill Niemiec, and Dean Brandner were all present.
- Owners Representatives Mike Gadsby, Dan Lindstrom, and Roger Dumke were present.
- General Manager, Traci Vartanian was present. Assistant Manager Wally Vartanian was also present.

Approval of Minutes

- The minutes from the November, 2016 Board of Directors meeting were reviewed. A motion to approve was made to approve the minutes by Mr. Frain and was seconded by Mr. Niemiec.
- Motion passed unanimously

Communications

-Rose was contacted by an owner who had an incorrect listing information removed from his unit. As a result, here is the new process in which this issue will be handled.

For future instances in which sales information (for a given unit) is incorrect, someone (Traci, Rose, or Dan) should contact the owner to inform them of the problem and give the owner a deadline by which the owner or real estate agent corrects the information. If the owner or the real estate agent fail to correct the information by the deadline, then the owner should be contacted again to inform the owner that the information will be removed from the unit until the information is corrected.

New Business

-Door County Tourism Bureau contacted the Waterbury recently to inquire as to why we do not charge room tax for owners stays. We will begin charging this room tax and sales tax to make

sure we remain compliant with the state. We will clarify and update the procedure if we find differently.

Building and Ground Report

-New furniture will be in rooms prior to the March Annual Owner's meeting.

-We will not be closed for 3 months but instead will be closed for 5 select weeks. Those dates will be

January 20th-26th

February 13th-25th – New carpet installation & new furniture arriving (as long as there are no manufacturing delays).

March 13th-25th – Indoor Pool will be closed for annual maintenance and repairs

-Staff has begun and will continue their regular off season deep cleaning and duties. In addition, they will work off of the comprehensive list that was compiled relating to repairs and maintenance of the property.

-As a reminder, if owners want to bring in new décor or amenities for their units they must be approved by management. Please keep in mind your condo is in Door County, so choose pieces that would be appropriate for Door County.

Manager's Report

-Deep cleaning has been started for all units and is going well.

-J1 Visa process for seasonal workers has been started for the 2017 season. We have given job offers to 5 employees so far and are hoping to find 2 additional employees.

Finance Report

-The 2017 Budget was reviewed and prepared for discussion and vote at the Annual Owner's Meeting.

-The estimated total cost for new carpeting that is going to be installed prior to the Annual Owner's Meeting is going to be \$36,299.04. This amount is able to be paid from the rental budget and will not result in an assessment for owners.

Adjournment: 11:36am