

In attendance: Roger Dumke; Mike Gadsby; Dan Lindstrom, Owner's Representative; Stephanie Jones, representing Traci Vartanian, Waterbury General Manager who is excused; Tim Legois, Accountant; Dan Zimmerman, Board, President; Rose Marie Masticola, Board, Vice President; Bill Niemiec, Board, Treasurer; Dean Brandner, Board, Secretary. **Excused,** Chuck Frain, Board.

9 AM Call to Order

Dan Zimmerman confirmed Dean is secretary and taking minutes, and Bill is Treasurer. Dean and Bill confirmed in the affirmative. Dan asked that the meeting minutes be submitted within two weeks of the meeting.

The last meeting minutes were not available, Bill had a computer issue and has to rewrite them. Bill asked the board to review his minutes when he sends them and to please correct as needed.

Dan Lindstrom asked for a clarification on the status of the HVAC for the individual rooms. Dean replied his understanding was this was to be brought to vote at the January owners meeting for owners to vote on, as discussed in prior board meetings. Dan Zimmerman corrected stating at the June board meeting (which Dean not present and was excused) the board made a walkthrough of the grounds and a discussion of humidity issues and heating/cooling costs. The board approved the purchase of the new heat pumps and decided to start collecting in installments from the owners effective immediately. Bill mentioned he had reservations at that vote.

Buildings and Grounds, Rose:

Unit Replacement Item History 1) water heaters \$800, board looking at replacing all water heaters placed in service 2006 and older. A batch of water heaters from 2006 are already failing, and older units have exceeded their expected life. 2) dishwashers \$600, Stephanie reported the staff is looking at catch mats for under the dishwashers, reason being some have developed micro cracks in the plastic probably due to age of the washers. If a replacement mat cannot be found, replacement of all dishwashers may be necessary except for those owners who have already replaced theirs. If a dishwasher leaks, the Waterbury insurance has a \$1000 deductible that is paid by the owner should damage be done to the floor and to ceiling of units below. Bill will be checking into new insurance quotes for entire hotel and condos and will report back to the board (Bill is in the insurance industry). The Waterbury has been with Secura Insurance for over 10 years.

Rose continued with updates on Desert Air (indoor pool) HVAC replacement, Traci is looking at new software for entire hotel bookings, tree removal, pavement repair, possible firepit, and comment cards. Comment cards mention sinks, faucets, toilets, small TVs, and mattresses as the most common complaints.

Owners closets; when selling a unit, owners closet must be completely empty unless contents of closet between new owner & past owner & Waterbury management is agreed to.

HVAC (see paragraph three under 9AM call to order) will be installed April 8th through 29th, the Waterbury will be closed to guests and owners during that time.

RCA dates are set at four weeks; Rose and Stacy to look at adding additional dates up to eight weeks as prior years had more weeks to choose from.

Maintenance; Randy our maintenance person is retiring soon. Wally is doing more maintenance with Randy's final date approaching. The concern is Wally is spending less time on his Assistant Manager's duties while doing maintenance related items. Traci is asked to keep working on a replacement for Randy (Traci has been looking for quite some time). If a replacement is not found, staff duties must be shifted as needed to maintain necessary work that needs to be done with ALL positions.

Landscaping; fire pit and new tables with umbrellas with an estimated cost of \$25,000 (which includes some needed concrete replacement) is being proposed by Rose. The fire pit will be propane and placed next to the outdoor pool's south end. Dan asked Stephanie to relay to Traci to look further at the outdoor pit/eating area. Dean was asked to find out information on other resorts issues and successes with fire pits they operate. Traci will check into permitting, safety, insurance costs, and final costs for consideration including additional bids. Concern from the Waterbury staff include if guests got out of hand, and a reasonable time to close the pit area (possibly one hour before front desk closes). Rose believed a fire pit will help increase guest stays, with Dean feeling there will be no effect on stays based on a nearby resort's experience when they added a fire pit.

Dean asked Rose to provide a replacement schedule of all common areas and condo items so the board can plan expenses rather than the current spending habits.

Pool paint and HVAC; funds have already been allocated for both and the work should be done this winter or early next spring.

The Board reviewed handouts on booking dollars and nights stayed from 2016 to 2017. Most notable is nights stayed are down but revenue is up due to increases in the per night rates.

Tim brought to the board's attention of a surplus of \$80,000 that is subject to tax. This money should be spent or transferred to avoid the 15% tax that would incur. Dean questioned the difference between the bank accounts and the amount Tim disclosed. Requests from Bill and Dean to either: 1. Rebate the excess funds back to the owners, or 2. To spend the money on owners upcoming expenses such as dishwasher replacement or other, or 3. A combination of 1 and 2. Rose said she would get together with Traci to find the most appropriate places to spend the money. (Note to this paragraph, Dan Zimmerman sent an Email a few days after the meeting asking Rose to work with Traci to find a balance of spending some of the money on common area Waterbury improvements and some on owners rooms to save owners some money. Another note, it was determined a week after this meeting an entry was not recorded correctly so there really was no surplus and the reserve funds and checkbook are where they would be expected to be with no surplus and no tax hit.) There are allocated funds for phone system (which is failing) \$12,000, AC wall repair \$15,000, fire doors that must be replaced per fire marshal \$8,000, and Desert Air pool HVAC at \$25,000.

Executive/closed session to follow the meeting.

Meeting adjourned at 11:45.

Respectfully Submitted,

Dean Brandner, Board Secretary, Waterbury Inn