

Board Meeting Waterbury Inn January 13th, 2018

In attendance: Roger Dumke; Dan Lindstrom, Owner's Representative; Traci Vartanian, Waterbury General Manager; Tim Legois, Accountant; Dan Zimmerman, Board, President; Rose Marie Masticola, Board, Vice President; Bill Niemiec, Board, Treasurer; Dean Brandner, Board, Secretary; Chuck Frain, Board; Wally Vartanian, Asst Mgr Waterbury Inn.

9 AM Call to Order

Dan Zimmerman announced Traci has accepted and signed the board offer for a two year contract.

Minutes from November meeting were reviewed, three (3) changes submitted to Dean for change, with that change the motion to approve the minutes by Bill was seconded by Dean with the approval voted unanimously.

Manager's Report: Traci Vartanian, Staffing-maintenance, Drew Witteborg was hired. Wally had glowing remarks about Drew with Drew's experience including plumbing and general 'handyman' work. Drew is hired as an hourly worker at \$16/hr with no contract. Staffing-housekeeping, need all new J1 (foreign workers), none are returning for various reasons. Two local housekeepers are returning.

Buildings and Grounds, Rose:

Pool HVAC, Dessert Air was ordered with install to be in March.

Room Heat Pumps, Increase was 1% for 2018.

Firedoors, new ones installed, these needed replacing per fire marshal.

A recent fire inspection brought the following items for replacement; 1) new room smoke alarms with 10/yr sealed battery, 2) Exit Signs replacement with battery back up. The room smoke alarms will be brought up at a future board meeting as to who will pay for the alarms and the installation.

Dishwashers and Water heaters, due to the failure of three room dishwashers with each resulting in separate insurance claims, it was brought forward the idea of replacement of the dishwashers (which many are near 20 years old). There were also several failures of room water heaters (one with insurance claim), Traci asked the board consider replacing them as well. Traci's concern is insurance may not pay for another claim if there is another failure. There appear to be a batch of water heaters purchased in 2009 that are now all considered questionable regarding potential. There was extensive board discussion on both the dishwashers and water heaters. The costs can be as high as \$1000 (including installation and removal) for dishwashers and about \$900 for water heaters. Eventually a motion was brought forward and seconded to replace "dishwashers installed prior to 1999 and water heaters installed prior to 2009". The assessment of two payments by the owners to be paid on their 2nd and 3rd quarterly fees this year for the dishwasher, and the assessment of the water heaters to be paid by the owners on the 4th (2018) and 1st (2019) quarterly fees. The replacement was approved. In favor were Bill, Dan, Rose, and Chuck. Dean opposed.

TVs, there are various TVs used at the Waterbury, and this inconsistency is difficult for staff to help guests on operation of remotes. Management recommended the 43" LG model 43LV340C LED be used as a standard TV. This TV is readily available at a local store. Rose mentioned the board should consider replacing all TVs with the owners paying the cost. If a room needs a TV replaced in the future or if an owner wants a new TV, they must buy the above mentioned LG through Waterbury management. A motion by Rose to accept managements proposal for the TV chosen and policy of purchase /replacement, was 2nd by Dean and unanimously approved by the board.

Fire pit and Landscape, replacement of concrete by the pool this season due to cracks and safety hazard this spring. There will be no fire pit installed this season. Rose believes the pit will help bring in guests. Dean (who is on the board of another local hotel that put in a fire pit) stated a local hotel put in a pit, they do not believe there was any measurable increase in guest night stays due to the pit they installed. Dean also reported he was unaware of any issues or problems associated with having the pit. Traci is checking into permitting and submitting the plans to the village board. Our insurance permits a fire pit with no increase in premiums.

Parking lot, two (2) proposals to replace the pavement were presented by Traci (four bids were requested). The parking lot is not in good shape. A brief discussion ensued, but no action will be taken at this point. The bid was for three sections, back section including the East and West lots, and was broken out into two proposals/bids, with a third portion of the bids is near the road, which due to the highway work slated for 2019.

Roof, it was replaced 15 years ago, but Traci mentioned there were a couple of leaks in owners rooms. Due to this being just found out (regarding the leaking), there is no inspection as of this time. There have been other instances of humidity issues in the attic and with the giant temperature swings Door County has seen, the board asked Traci to check into the possibility of the bathroom fans not venting properly outside, and to see if it can be determined if ice damming is causing this.

Budget, Tim:

Old business, no \$80,000 surplus in the budget, it was due (1) posting dates and (2) misread of an account posting. It was quickly discovered days after the November meeting. The budget was discussed, updated, then 1st and 2nd by Dean and Rose and voted to approve unanimously by the board.

New Business:

Annual Social is in March.

Dan will send out letters to owners on elections, dishwashers and water heater information, as well as TV information. Up for elections this year are Dean, Chuck, and Bill. Bios must be in by Feb 17th if someone wants to run for a board position.

New Hotel, Sister Bay approved a new hotel to be built downtown.

Respectfully Submitted,

Dean Brandner, Board Secretary, Waterbury Inn