

Board Meeting Waterbury Inn September 8th, 2018

In attendance: Dan Lindstrom, Tim Legois, Accountant; Dan Zimmerman 216, Board, President; Rose Marie Masticola 104, Board, Vice President; Bill Niemiec 119, Board, Treasure; Dean Brandner 102, Board, Secretary; Mike Gadsby 122; Wally Vartanian and Traci Vartanian, Asst. and General Mgr., Waterbury Inn; Kurt Albers, G02, Steve Stoffregen, 115; Roger Dumke, 108.

9:00 AM Call to Order

Meetings: Dan Zimmerman reported discussions from prior meetings and Email communications about electronic (phone, Skype, others) forms of conducting future meetings. Bill will be checking into some options and costs then report back at the next meeting, at that upcoming meeting the board will discuss further.

Communications:

1. Rose mentioned about a slippery hallway area between the pool and bathroom that can be unsafe when wet. Some discussion, but no action taken.
2. G04 late in payments **for maintenance fees, Dan reported Matt Pidgeon is in arrears for approximately \$3,000.** payments...approximately \$3,000 total. Previous meetings had discussions and actions on this issue. Dan sent a letter, phone calls have been made, and Email sent. Policy is if an owner is more than two quarters in arrears and no agreed on of schedule of payments with the owner and board, then the board should proceed with foreclosure proceedings. Dan is checking on all costs for foreclosure including but not limited to attorney fees, late fees, and any other fees that can be incurred to foreclose. A motion was brought forward by Bill to foreclose on G4, Dean seconded, the motion passed unanimously by the board. Chuck will file the lien against G04 in Sturgeon Bay.

Buildings and Grounds:

1. **Bathrooms:** Dan and Rose, The Waterbury has Condos where the toilet/shower and sink are separate rooms where some Condos have a combined room. Rose was asked in a previous meeting to get analysis of condition on each bathroom including; bathtubs, toilets, floors, sinks, mirrors, paint, wood trim, light fixtures. **Rose's findings were some parts were still in presentable hotel condition, but the areas needing replacing include the mirrors, sinks, faucets, toilets, tubs/showers, and floors. The vanity, lights, and counter top for now are in reasonably good condition. In 2014 the board requested, and received, bids for work in the bathroom area. The costs in 2014 were \$1700 to \$2000. These bids were not reviewed out at this board meeting to see what the bids contained. Wally obtain bids from contractors or at least an estimate of the potential increase in costs to see what the cost would be for replacement of the aforementioned items. The updated bids or estimates will be reviewed and voted on at the November meeting. The thought is, at the November meeting, to finalize what to replace and start invoicing the owners as a special assessment in four equal installments during 2019, with actual work on the bathroom areas to be started and completed from November 2019 through April 2020. Some of the Board members understand that it would be foolish to replace the flooring and later decide to replace the fan and shower/tub.**

2. Owner Stays: The board would like to remind owners that when you stay at the Waterbury you are expected to check out of your units on checkout day by 10:30 to 11:00, unless you make arrangements with staff for a later check out, just like guests. This check out policy for owners and guests is designed to give staff the necessary time to fully clean and prep the room for the next guests. If you do not comply with this policy, then guests originally assigned to your unit may need to be reassigned to a different room causing a loss of income for your unit.

3. Picnic/Firepit area: Traci reported permit is issued but good for starting in 2018, the new firepit and area will be started as soon as possible. This is a fully funded project by the resort fees and of no cost to the owners. The cost is estimated to be \$30,000 to \$35,000, with \$15,000 of it being concrete work. This amount includes needed repairs to the existing outside pool area.

Budget:

Statement Discussions and Corrections: Discussions and updates on the budget, nothing unusual or unexpected. There will be a couple of amounts moved on the August income statement and balance sheet to more adequately disclose costs where they should be listed following prior years postings.

Monthly Reports: The board asked that the monthly reports be submitted to the board and Waterbury management. A specific date was not set, but to capture most relevant expenses and revenues to the period (month) just completed, the reports will be submitted around the 11th through 15th of the following month just completed. This date will be decided on in a following meeting.

Agenda Completed 12:05.

This Draft Respectfully Submitted,

Dean Brandner, Board Secretary, Waterbury Inn