

Board Meeting Waterbury Inn January 18th

In attendance: Dan Zimmerman 216, Board President; Rose Marie Mastricola 104, Board Vice President; Bill Niemiec 119, Board Treasurer; Chuck Frain 203, Board Member; Dean Brandner 102 & 105, Board Secretary; Traci Vartanian, General Mgr., Wally Vartanian, Asst. Mgr.; Jason and Dianna Jackson G01; Bud Fenner 104 and 120; Phil and Nancy Fowle 114; Michelle, Bookkeeper.

9:05 AM Call to Order

Approval of Nov 14th 2019 Board Minutes:

Review of the minutes with a correction. Bill made a motion to approve and Rose seconded, motion passed unanimously.

Communications - Rose

Will be covered under State of The Waterbury Building and Grounds.

Report on general manager recruitment

Dan ran through the posting, advertising, and cost for the new general manager position. The GM position is not currently filled. There were resumes received, applicants contacted and interviewed, and in the end there was no accepted offers for the position. Ongoing will be recruiting and interviewing until a new GM is found and hired.

Prepare 2020 budget and discuss Inge Bacon's notes

1. Insurance and water/sewer went up \$25/quarter per unit and will be reflected in the Maintenance Fees.
2. There is a probable increase in accounting firm of Inge Bacon in additional consultation. Inge does not do the reconciling now and Michelle wants the board to consider having them do it.
3. Review of some of the changes and corrections of the books compared to the previous accountant. These additional consultations with Inge are also resulting in additional time and fees required.
4. The Waterbury had an \$86,000 profit in 2019,
5. The Reserve fund will be at \$20,000 after the bills for the roof replacement are paid.
6. There was a motion by Bill to approve the budget and a second by Rose, and the budget was approved unanimously.
7. ADR was slightly down due to senior and AAA discounts because more were utilized from last year.
8. A new free night after 10 days stay was implemented and seems to be well accepted and working. The free night promotion does not apply to RCI exchanges or owner stays.
9. Booking.com has been 'turned off' due to excessive costs involved. This seemed to have no effect in bookings as occupancy was up 1% over 2018.
10. Inge sent an Email and was reviewed by the board. Inge will set up an account so the Waterbury treasurer can review the books offsite.

State of the Waterbury (past, present, and future)

1. Rose reported annual inspections will be finished once all the unit bathroom work is completed in April.
2. The replacement schedule has been updated and on the owner's website.
3. The Owner's Meeting will be held at Sister Bay fire station again this year on March 14th.
4. The north units' bathrooms are finished, the south units are now started.
5. Roof replacement is ongoing.

State of the Waterbury (continued)

6. There was a discussion of increasing expenses for items that fall under various categories. After discussing how much the expenses when up, Rose made a motion to the board to increase a) the quarterly Reserve Fees \$60 per unit, b) increase by \$40 per unit to cover additional expenses in accounting, water, sewer, and insurance, and lastly c) to increase quarterly fees from \$1400 to \$1,500 per unit, Check seconded the motion, the motion passed with Dean casting a no vote.

Nominations and Elections for Vacant Board Positions

1. Rose moved to present to the owners at the annual Owners Meeting the By-Law change that was presented at the 2019 Owners Meeting, but failed due to a lack of a quorum; Chuck seconded the motion; the motion passed."
2. Rose moved to require that nominations for Board and Owners' Representative positions be submitted with a biography by February 1st of each year and nominations closed at the end of business on February 1st of each year; Bill seconded the motion; the motion passed."
3. Rose moved to prohibit proxy votes for voting for Board and Owners' Representative positions and to allow proxy votes only for other business; Bill seconded the motion; the motion passed.

All nominations for board members and owners reps must be received by Feb 1st and sent to Dan Zimmerman. A motion to change the bylaw to change the Owner's Meeting to the 1st week of April was seconded and unanimously passed. This change of the bylaw will be brought to the Owners to vote on at the March 14th meeting. A motion was also made to have nominations for board and owner's representatives to be turned in by Feb 1st with a Bio and closed after that date, it was seconded and passed unanimously. A motion was also made where Proxies are not permitted for board and Owner's Representative votes, it was seconded and unanimously passed.

New Business

Dean believes the new room heaters are costing 10% more than the old units removed. Wally and Dean will be checking into some things about the billing and confirming exact numbers and touch base at a later date.

Agenda Completed 11:50 AM

Respectfully Submitted by Dean Brandner, Board Secretary, Waterbury Inn