

Waterbury Inn Board of Directors Meeting Minutes

November 14, 2020

Call to Order: Bill Niemiec, President, called the meeting to order at 9:02 a.m.

Attendance:

Board members present: Bill Niemiec, Rose Marie Masticola, Chuck Frain, Mike Gadsby
Owners' reps present: Bud Fenner, Mary Binder, Sheri Mastalish.

Also present: Chuck and Kathy Naffier, Inge Bacon

Owners present: Pat Thies, William and Nancy Fowle, Nikole Locke, D'Ann and Peter Jackson, Dennis Kapustka, Tom Delahunt, Steve Stoffregen, Jesse Spearo, Jane Harberg,

Meeting Minutes: Dean has been unable to complete the May and September minutes. Bill will complete the May and September minutes before Monday. I am sending today's meeting minutes now. All three sets of minutes (drafts) will be posted on our website. We will amend/approve all three at the January meeting.

Introductions: Bill introduced our new GM, Chuck Naffier and his wife Kathy, and Inge Bacon, our accountant.

Today's meeting agenda: Approved

Finances:

- Bill emailed our financial documents to owners. Our financial documents will be prepared by Inge and Chuck, presented to the Board and Owners' Reps, and posted on the website under the owners' tab.
- As previously stated, our finances were a mess. Chuck, his wife Kathy, and Inge have made getting our finances in order a priority.
- Bill is completing the PPP application for forgiveness.
- We generally begin preliminary budget discussions at the November meeting; however, some additional steps need to be done prior to that discussion taking place. Bill will arrange a discussion/informal meeting with the Board, Chuck, and Inge prior to the January meeting, so that we will be able to prepare/propose a budget to be modified/approved at the January meeting.
- Rose and Chuck will look at/update the Replacement Schedule as part of the prep work for creating the 2021 budget.

Communications: See Old Business

- Tom Delahunt shared that his realtor/broker let him know that he has a potential buyer if anyone wants to sell a two-bedroom deluxe unit. If you want to sell, contact Tom who can provide you the information you need to have in order to proceed.

Operations/Manager's Report:

- The pandemic did negatively impact our overall revenue this season; however, we were able to realize a cost savings because expenses were down as well.
- At present, we are going to TRY and hold off on any major special assessments for owners. Our goal is to “make-do” for items within our condos until 2022. The issue is that we have three areas of concerns: 1. **Coffee Makers** need to be replaced. This should not be a major expense. 2. Smaller **TVs** need to eventually be replaced. The prices on these are coming down. If you choose to replace a smaller TV now, you may. I recommend you talk with Chuck before doing so. The largest TV that can be accommodated is a 43-inch flat screen. TV replacements are not going to be required to be replaced in 2021. **Mattresses, springs, frames** were discussed as needing replacement. Some owners feel we need to do this now. Others suggested that we wait until 2021. Many felt that we should only replace the sets that need to be replaced. Chuck is going to get an estimate on the cost to replace these items. No decision was made at this time.
- Chuck will be posting additional dates for RCI exchanges. He will add at least the 2023 dates.
- If you have a condo for sale listed on our website, it is your responsibility or that of your realtor to keep the listing current.
- We have one owner who generally is behind with quarterly fees. Chuck will be contacting this owner to let him know that beginning with January, we will no longer allow the continued delinquency of the account.
- We have two owners who pay quarterly fees by check. Chuck will be contacting them to let them know that for accounting purposes, we are going to require all financial transactions be done electronically.
- Chuck's priority has been getting our finances organized, but soon he will be looking at other aspects of moving the Waterbury forward. One of these will be our social media. Nikole Locke has offered to help/advise Chuck as needed.

Buildings and Grounds/Landscaping:

- Our building will be stained in the spring. We have enough money encumbered for this purpose.
- Over 20 tree stumps are being removed from the property. We have the money available for this project.
- Chuck, Kathy, and owner volunteers are moving forward with landscaping/exterior lighting plans for the spring. They have made great progress already.
- We can no longer put off regrading/repaving our parking lot. Chuck will get estimates. We need to have the work done this spring. We will have money in our Reserves; however, we will need to see if there will be enough to cover the cost. We may need to increase the amount we pay to reserves each quarter to

cover this expense. Dennis Kaputska has offered to help Chuck/advise as needed with this project.

- The outdoor pool has a leak. Chuck is working on determining what the problem is.
- Fencing around the property needs to be replaced/repared. Chuck will get bids. Dennis Kaputska has offered to help Chuck/advise as needed.
- Chuck has ordered professional carpet cleaning equipment and is going to determine if carpets can be cleaned by his team as part of deep cleaning which results in a cost savings to us.
- The firepit ignition problem has been fixed.
- Bathrooms have been re-caulked at no cost to us. Warranty work.
- Interior fire alarm pulls will be updated/replaced later this month.
- Chuck received past and present inspection reports.
- Owners are reminded to keep their owner's closet clean.
- Chuck reported that we had a few units that had a mouse problem. It was determined where and how the mice entered the units and that problem has now been taken care of, so we do not expect this to be an ongoing issue.

Staffing: We are meeting our needs for the off season. Chuck is looking ahead to staffing needs for the 2021 season and he is creating two plans. One if we get J-1 students and one if we do not.

Old Business:

- **Usage Policy for Peak Season:** A very good discussion took place related to our current usage policy and if it should be changed. Although comments were made to support both sides – keeping it as it is, or increasing the number of days for owner stays, we determined that for now, the usage policy would remain as amended at the last meeting (changed from 6 to 7 days). Owners requested clarification of usage fees during peak season. The peak season is defined as June 15 through August 15, Labor Day Weekend, Fridays, Saturdays, and Sundays in October, and Festivals. During the peak season, owners can use their units for up to seven nights with no additional user fees; however, owners who opt to use their units for more than seven nights during the peak season will pay the Waterbury 50% of the rental rate, and this charge would include daily maid service, and owners would not need to pay an additional cleaning fee. Owners will need to pay their regular cleaning fee for the seven exempt nights as well as for the owner stays in the off-season.
- **Cleaning Fees:** Cleaning fees after owner stays are being reduced by \$10.00. Effective January 1, 2021, cleaning fees for a one-bedroom unit will be \$35.00, and a two-bedroom unit will be \$45.00. Inge is looking into our needing to pay tax on this service fee. If we need to, the tax would be added.
- Two owners reported that recent sales were profitable. We are working toward being able to sell our units for more than they have been. Comparable sales

elsewhere show that we are lagging behind. Different owners have opinions about what can be done to increase the sale value. One owner believes that if we increased our usage opportunities, that would help attract buyers who are willing to pay more. Another owner, who contacted me after the meeting because she was not able to get our attention during the meeting, believes, as do others, that the value of a unit is based on a percentage of return on investment. The more money our units make, the more it is worth.

New Business:

- Chuck stated that we need to consider what our brand is: Do we want to attract families? Others? We need to consider how we want to market the Waterbury Inn.
- Off-season revenue: Please send ideas to Chuck!

Adjournment: The meeting was adjourned at 11:37 p.m. Our next meeting is scheduled for January 16, 2021. Our annual meeting and social if we have one are scheduled for April 17, 2021.

Respectfully Submitted
Rose Marie Masticola
Board Vice-president
Unit 104