

Waterbury Inn Owners Association, Inc
Board of Directors Meeting Minutes
Saturday, September 18, 2021

Board Members

Board President:	Bill Niemiec	-112 & 119
Board Vice President:	Rose Mastricola	-104
Board Treasurer:	Chuck Frain	-203
Board Secretary:	Mike Gadsby	-122
Board Position:	Dennis Kapustka	-213
Owners Rep:	Mary Binder	-107
Owners Rep:	Sherry Mastalish	-210
Waterbury Inn General Manager: Chuck Naffier/Kathy Naffier		

In attendance: Nancy & Bill Fowle -114, Tom Delahunt -109, Mary & Greg Budde -111, Bob Olsen -105, Diane & Ton Ebenreiter-101, Dwight Wernquist – 005, Steve Stoffregen- 115, Dan Lindstrom - 217 Inga Bacon, CPA

Call to Order and attendance:

9:04 call to order

Approval of Agenda: A motion to approve the agenda was made by Rose and seconded by Chuck Frain, unanimously passed.

Approval of the minutes: A motion to approve the minutes of the June 12, 2021 Meeting was made by Dennis Kapustka and seconded by Chuck Frain, unanimously passed.

Financial Report/Status: (Chuck Naffier)

- a. Overall at the end of August 2021 compared to August 2020 revenue was up 58%, unit proceeds were up 107% and there was a 232% rise in pool maintenance.
- b. Staffing costs were up in order to maintain staff & added quality people.
- c. Credit card fees were up but were not categorized properly and has been corrected and put in the correct bucket.

Communications/Owners' Concerns: (Rose Mastricola)

- a. Rose indicated that she has a better understanding of the rotation system that she has reviewed through Lodgical and will post further clarification of the program for the owners in the near future.
- b. Income vs Revenue: 1 night = 1 rotation; 7 nights = 7 rotations
- c. Owners not charged rotation if the capacity is low.
- d. RCI stays charged with rotation counts
- e. Charitable & complimentary nights do not count against rotation
- f. January 1st will be the reset date each year for rotation.
- g. Suggested that board members attending for a meeting may have their stay classified in a maintenance block.

- h. Reservations for 2022 can be made but room prices are not defined at this time.
- i. Specific room requests put the unit out of rotation.
- j. Chuck Naffier pointed out that only 4 units are involved in RCI.
- k. Inconsistencies for some owners with zero proceeds not to be seen in the future.
- l. Bill Niemiec noted that research and final facts for owners about the capacity percentages will be researched for the November meeting.

Operation/Innkeeper's Report: (Chuck Naffier)

- a. Overall guest approval is very, very good
- b. The fire pit is open year round and firm close dates for the outdoor pool will be set between 9/24 & 10/7.
- c. Air conditioning and heat changes are made and adjusted for relative weather conditions
- d. J1 & college students are done for the season. Chuck will be shopping around for other agencies besides Alliance Abroad for our staff for next year to obtain the best sources for our needs.
- e. Two maintenance people are handling pool maintenance, cleaning carpets & repairs as well as other projects
- f. Outside landscaping is currently being supervised and handled by Chuck and Kathy Naffier. Further edging and plantings by an outside company will be acquired later.
- g. Two new towel valets have been added to the outdoor pool area with beach towels
- h. I-pads for staff members have been acquired raising the quality control & accountability levels.
- i. Consideration could be looked into in the future for a change in the blinds to alleviate darkness and operational difficulties.
- j. On 9/7 a 13 hour power outage was sustained. 17 rooms were cleaned that day with 22 guests checked in, debris was cleaned up, umbrellas were damaged and lost, damaged pool signage is being replaced and there was substantial tree and wind damage.

Short and Long Term planned Projects (Chuck Naffier)

Long Term:

- a. Replacement of gutter and drain spouts
- b. Insulation building- wise & in crawl spaces
- c. Indoor pool decking & resurfacing – 10 months to a year wait with exposed cement & code issues involved.
- d. Sidewalk repairs and the parking lot survey was completed.
- e. Indoor carpets have reached their end of life & are worn out. (the warranties on these commercial carpets will be checked.)
- f. Winter deep cleans will be begin after the first of the year.
- g. Removal of show cases & replacement of decor is planned.

Short Term:

- a. Outdoor pool closures and heater replacement issue
- b. Indoor infiltration system. Auto feed chemical towers for indoor & outdoor pools & set to code.
- c. Timers on whirlpool – automatic stopper (On/Off Switch)
- d. 2 indoor window replacements
- e. Replacing circuit units
- f. New hallway ceiling painting
- g. Duct cleanings
- h. 3rd dryer purchased & installation/outlet being checked

- I. Indoor & outdoor pool furniture replacement
- j. Purchasing 6 additional Adirondeck chairs

Staffing Needs and Benefits (Chuck Naffier)

a. Management and Board suggested to consider various programs and objections to develop a long-term and consistent staff such as an IRA plan for employees, updating the HSA program and creating an employee handbook/manual.

Kitchen Inventory Update (Chuck Naffier)

- a. Guests experience matters
- b. Replacement overall of glassware and flatware; later cookware
- c. Costs approximately \$70 per unit; updates will be given to board & owners
- d. No source to match current materials available.

Building and Grounds: (Chuck Naffier/Dennis Kapustka)

- a. Walkways need to be sealcoated and cracks filled or replaced with concrete
- b. Timeline is being reviewed for parking lot project.

Old Business:

- a. It was noted by Chuck Naffier that the paper work and necessary information for all owners to be in compliance with ACH transfers is being completed.
- b. Waterbury remains in compliance with all CDC/Covid 19 recommendations for masking and hand sanitation as directed.
- c. Chuck Naffier produced pictures of the completed exterior painting and new signage for the meeting.
- d. A review of the 2022 quarterly reserve will be determined in November after finishing out the September & October bookings before analyzing projections for next year.
- e. Chuck and Kathy are putting improvements to rentals now for everything they can justify to be completed this year. Bill Niemiec suggested that a list be put together to review all that can be done this calendar year. This will be reviewed with Chuck and the Board soon.

New Business:

- a. A brief discussion ensued about any suggested changes to be considered on the issue of limiting or qualifying the ownership of multiple units by one owner. It was determined that our Declarations state that each unit owner has one vote per unit owned and that can't be changed.
- b. It was pointed out that an Owner's Representative position is available to any interested owner and anyone interested should submit their name to the Board.

Meeting adjourned at 11:25 am

Respectfully Submitted
Mike Gadsby
Board Secretary
Unit 122

