

**Waterbury Inn Owners Association, Inc.
Board of Directors Meeting Minutes
Saturday, June 12, 2021**

Board Members

Board President:	Bill Niemiec	-112 & 119
Board Vice President:	Rose Masticola	-104
Board Treasurer:	Chuck Frain	-203
Board Secretary:	Mike Gadsby	-122 (Excused absence)
Board Position:	Dennis Kapustka	-213
Owners Rep:	Mary Binder	-111
Owners Rep:	Bud Fenner	-120
Owners Rep:	Sherry Mastalish	-210
Waterbury Inn General Manager:	Chuck Naffier	

In attendance: Ron & Karen Grosse -118, Nancy & Bill Fowle -115, Tom Delahunt -111, Mary Budde -112, Bob Olsen -105, D'Ann, Inga Bacon, CPA.

Call to Order and attendance: 9:05 call to order.

Approval of the minutes: Approval of the Annual Owners Meeting Minutes will be approved at the April 9, 2022, meeting.

Financial Report/Status: (Chuck Naffier)

- a. We are ahead of 2016 numbers, raised prices on rooms, and we have met hourly requirements to maintain staff.
- b. Budgeted for a 20% rise in revenue and have exceeded those numbers by 50%.
- c. Weekends are sold out until the end of August and we are filling in midweek.
- d. We may need to raise quarterlies next year to cover the cost of needed projects.
- e. Painting costs will be paid out of reserve funds.
- f. After repairs and maintenance on the outdoor pool, we should be able to cut pool maintenance costs in the future by \$15,000.
- g. It should be noted that great responses have been left by our customers.

Communications/Owners' Concerns: (Chuck Naffier)

- a. Replacement schedule being handled by Rose Masticola and Chuck Naffier. Replacement schedules will be ongoing and updated as needed.
- b. Next big challenge will be building infrastructure. Will be reviewing building reserve funds after next 4 months.
- c. Rotation is set by "Logical". In the past, the rotations were not reset at Waterbury but they will now be reset at the first of the year like most hotels; it was noted that the number of nights booked does not affect the rotation – just the number of stays/visits affect the rotation, adjustment of the rotations is provided in the software program as occupancies are recorded, owner referrals as a means of increasing business was mentioned by Rose Masticola and does not affect that unit's rotation unless a specified overall occupancy is reached at Waterbury.
- d. Tom Delahunt asked if we could get projection for future income and projects.
- e. Chuck Naffier is working on new logo and signage.

Operation/Innkeeper's Report: (Chuck Naffier)

- a. Major and ongoing projects like better insulation, better temperature controls, and landscaping are adding to the life of the building and enhancing the grounds which will help lower repair bills.
- b. Long term operation plans and special assessments for fixtures and appliances is planned for future evaluation.
- c. The logo is being upgraded, plastic signage is being replaced, fire doors are being replaced or repaired, window replacements are being evaluated and costs are being reviewed.
- d. Staff hiring and maintaining a consistent year round staff are goals.
- e. Office equipment has been upgraded and a nightly back-up system is now in place.

Building and Grounds: (Chuck Naffier)

- a. Priority decisions made on budget and needs, under budgeted for pool repairs but we have some extra funds available, outdoor pool was not up to code but seeking state approval and then plan to proceed with Pool Envy from Denmark, WI doing the project, the firm has been very responsible and helpful in saving a lot of costs.

Old Business:

- a. Bill Niemiec brought up the issue of the parking lot situation which we will start collecting for after the first of the year to avoid paying taxes since the work won't start this year. A licensed civil engineering firm can be contracted this year for the design of the parking lot so we can get on the contractor's schedule.
- b. Chuck Naffier noted that planning for closures and scheduling of reservations will need to be done ahead of time in preparation.
- c. Dennis Kapustka will work with Chuck Naffier to review and select an engineering firm.
- d. The facade outside of the indoor pool windows, the stonework on pillars and the entryway will need to be repaired in the fall but has been covered for now by attractive landscaping and Dennis Kapustka mentioned that the existing backwall needs to be properly waterproofed and the drainage system should be evaluated.
- e. Chuck Naffier feels social media presence is adequate. The Board felt that our blog should be eliminated as no one seems to look at it and it is never up to date.

New Business:

- a. Rose Masticola mentioned that she had heard there might be plans to build a sidewalk connection from northern Ephraim to Sister Bay, Chuck Naffier said he would look into the matter with local officials, and Dennis Kapustka mentioned that if there was a plan for a sidewalk or streetlights that we should look into coordinating our parking lot plans accordingly.
- b. Rose Masticola brought up an issue concerning one of the unit owners who will not comply with our mandated ACH transfer payment program, the owner only pays by paper checks and is not current, the owner does not respond to our management, their current proceeds are currently being held until they are in compliance with the outstanding owners' assessment fees.
- c. Bill Niemiec will contact the legal firm that we have used in the past and review our options regarding delinquent owners and report back to the management and the board.

Meeting adjourned at 10:55 am

Respectfully Submitted

Mike Gadsby, Board Secretary, Unit 122