

**Waterbury Inn Owners Association, Inc**  
**Board of Directors Meeting Minutes**  
**Saturday, January 15, 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
Board Position:	Dennis Kapustka	-213
Owners Rep:	Mary Binder	-107
Owners Rep:	Sherry Mastalish	-210
Owners Rep:	D'Ann Jackson	-G01
Waterbury Inn Innkeeper:	Chuck Naffier	

**In attendance:** Bob Olson-105, Mary Lou Lager-118, Jane Harber-103, Gail Kramer-202, Inga Bacon, CPA

**Call to Order and attendance:**

9:03 call to order

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

**Approval of the November 13, 2021 Minutes:** A motion to approve the minutes of the November 13, 2021 meeting was made by Rose Masticola and seconded by Mike Gadsby, and unanimously passed.

**Financial Report/Status:**

- a. Bill Niemiec noted that further discussion of the 2022 budget is being made with a preliminary budget planned for 2/1/22 for Board review and approval scheduled for 3/1/22 and a final vote being made at the 4/9/22 annual meeting.
- b. It was noted that the 2021 taxes are being finalized after updating for additional charges received in January.
- c. Chuck Naffier noted that a price increase of \$40 per night for every unit has been instituted over the last year.
- d. Rose Masticola indicated that we need to ascertain the 2022 sewer and insurance costs in order to determine the appropriate quarterly fees. It was noted that the insurance costs are being re-audited on the property to review any automatic inflation assessments for adjustment.
- e. In addition, acquisition of all certificates of insurance from all maintenance providers are being obtained.
- f. Bill Niemiec pointed out that the Board is reviewing all future projects and costs factors to determine a review of the owners' quarterly fees. Currently, an increase from \$1,500 to \$1,650 is being considered and will be finalized in March for enacting with the second (April) quarterly assessment.
- g. Next the parking lot project was reviewed with Dennis Kapustka's input. It was noted that we still do not have accurate drawings and quotes yet that will be needed to obtain bids from engineering contractors. Efforts continue to move forward on this project but the costs, material acquisitions, timing & phasing on this project are still undetermined until we can obtain accurate

information and quotes.

**Communications/Owners' Concerns:** (Rose Masticola)

a. Rose reviewed information provided by Tom Delahunt on Waterbury's unit cost comparisons to other condominium developments and informed us that we are heading in a good direction as our unit values are increasing.

**Operation/Innkeeper's Report:** (Chuck Naffier)

- a. Chuck indicated in 2022 the indoor pool area would require the replacement of sand filters, the installation of an Emergency Off Switch on a timer, the replacement of floor drains and repairs on the chemical towers and PVC piping will be needed to bring the area up to code.
- b. In addition, the completion of the Outdoor Pool Furniture Replacement is scheduled.
- c. Landscaping projects continue with plans to complete the planting of bushes in the front of the property and continuing enhancement efforts in the back of the property.
- d. Our staff is focusing on the Deep Clean efforts which has already begun.
- e. All efforts are being made and will continue to be made to acquire an adequate staff for the busy season. Outside companies are being contacted and the hiring process in Wisconsin is being ramped up and we have locked in 1 housekeeper for the summer.
- f. Inventory of repairs and replacements is almost complete.
- g. Old blankets and ice cube trays have been replaced in the units and kitchen appliances continue to be reviewed for future replacement. In addition, the DVD players and their remotes will be returned to the owners and a few newer model DVD players will be acquired and be available at the front desk for the guests.
- h. Completed projects include Common area ceiling painting, sump pump replaced, indoor pool furniture, duct work cleaning, and addition of 3<sup>rd</sup> dryer with venting in the laundry room.
- i. Winter projects include adding ceiling outlets, correct labeling of circuit breaker boxes, outdoor uplighting on A-Frame, outdoor outlet for front entryway, outdoor front entry sign lighting and repainting of outdoor pool fence in early spring.
- j. An In Room Door County Guide/Directory is being designed to enhance the units and remove superfluous signage in the rooms.
- k. After code items have been addressed, it is planned to do deep clean, painting, and possible deck refinishing in the Indoor Pool.
- m. For the employees a Simple IRA Plan has been instituted with 4 employees enrolled to date.
- n. The building HVAC system and the water heaters are continuously being assessed for leaks, necessary repairs and replacement.
- o. The final item regards an update on the kitchen inventories for the owners' units. The current kitchen utensils, glassware, silverware, cookware, etc. are outdated and unavailable for replacement. A committee is currently reviewing an appropriate list of necessary items to be purchased and will be submitting their recommendations in the immediate future. The new kitchen items will be an owner's cost.

**Old Business:** None

**New Business:**

a. The upcoming Annual Meeting will also have the elections for open positions on the board and owner's representative positions. Anyone interested in or currently up for re-election needs to submit biographic information to Chuck Naffier by March 1, 2022 so that the information can be made available to all owners for voting purposes. There are currently three positions on the board and one owner's representative position available. Any of these positions is a two-year term.

b. It was pointed out that zoom meeting votes will count whether the meeting will be able to be on-site or not and on-line platforms for voting will be available if necessary.

c. A decision on any Social get-together after the annual meeting will be determined at a later date.

**Meeting adjourned at 10:40 am**

**Next Board of Directors Meeting is scheduled for 3/12/2022**

**Respectfully Submitted  
Mike Gadsby  
Board Secretary  
Unit 122**