

**Waterbury Inn Owners Association, Inc**  
**Board of Directors Meeting Minutes**  
**Saturday, November 13, 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
Waterbury Inn Innkeepers: Chuck Naffier/Kathy Naffier		

**In attendance:** Bob Olson-105, Bill & Nancy Fowle-114, Tom Delahunt -109, Mary & Greg Budde -111, Steve Stoffregen- 115, Dan Lindstrom – 217, Mary Lou Lager-118, Jesse Spearo-214, Cindy Bohrer-212, Jane Harber-103, Peter & D'Ann Jackson-G-01, Scott & Pat Thies-G06, Fred Pesch-G07, Inga Bacon, CPA

**Call to Order and attendance:**

9:10 call to order

**Approval of Agenda:** A motion to approve the agenda was made by Rose Masticola and seconded by Mike Gadsby, unanimously passed.

**Approval of the September 18, 2021 Minutes:** A motion to approve the minutes of the September 18, 2021 meeting was made by Rose Masticola and seconded by Mike Gadsby, and unanimously passed with a correction to the Communications/Owner's Concerns Line D changed to RCI stays are charged as complimentary stays.

**Financial Report/Status:** (Chuck Naffier)

- a. Preliminary budget being looked at in the next two weeks. There are more reservations in November and December this year than last.
- b. Will be determining a clear picture of our tax position for 2022 without government supplements received in 2021 due to Covid19
- c. Bill Niemiec commented that we seem to be handling and preparing for future needs, building our reserve funds and working to raise the value of our units.
- d. Chuck Naffier commented that the tax rate increase (8%) is on room tax which guests pay.

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

a. Rose reviewed that the current percentage of 80 % for how RCI affects rotation and percentage used for “full” is acceptable. Further information will be written up on RCI for 2024 for publication after Chuck Naffier and Rose discuss procedures in detail with Lodgical.

b. A review of the necessary documents needed for compliance to sell a condo unit was then discussed. It was noted that the budget needs to be placed on the owner's website which would be done immediately and a clean-up and better navigational management will be completed.

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

a. In review, winter hours are now in effect, the winter schedule with the linen company is abbreviated allowing for some cost savings, the outdoor pool is closed and a new cover will be in place next week, lawn chairs are covered, winter staffing is complete with potential for additional staff member for deep cleaning and 2 Jamaicans have requested future hire and new JI help through other companies is being looked into for later in the season.

b. Bill, Rose and Chuck are reviewing and updating the replacement calendars for the next five years, a new fire pit to enhance our site is recommended, flooring, kitchens, and carpets are being considered to any needed upgrades, and in the units removal of the DVDs (with check-outs available at the front desk), required LG 43” TV upgrade for all units, necessary woodwork, baseboard, and window issues are being reviewed and potential fireplaces being considered

c. In the long term, windows and blinds are being evaluated for repair and replacement, improvements are being reviewed for wall painting, windows, and decking for the indoor pool along with repair or replacement of baseboards and drain covers, chlorine to bromine options, supply line issues, and installation of emergency off system, as well as installation of auto chemical towers.

d. A cost review is being made for the replacement of the hallway windows and stairwell carpet replacement is badly needed.

e. The replacement of the owner's doors (magnetic) with eye holes and room numbers to the side with updated logos, public bathroom upgrades, and an upgraded Great Room, front desk area, and entryway are all be considered in long-term plans.

f. All new gutters and downspouts have been completed and air pumps are being replaced.

g. The parking lot survey has been completed but progress on the future schedule for this project needs to be pursued.

h. At the end of November, infrared photos are scheduled to be done to evaluate any necessary insulation issues.

i. 2021 reservations for November and December are up considerably from 2020 and 2022 reservations already exceed 2021.

j. Chuck continues to work on developing an employee manual, the HSA contribution, and an IRA package to retain our staff and create benefits to compete with area facilities.

k. An ongoing inventory of the kitchen needs in each unit is being made including glassware, flatware, and cookware.

### **Old Business:**

a. Chuck Naffier is continuing to work at keeping ACH transfers compliant.

b. A review of the 2022 quarterly start-up fees was discussed and a need was determined to establish a documentation to show prospective owners the purpose of the start-up fees and Bill Neimiec agreed to draft this document.

c. Waterbury remains in compliance with all CDC/Covid-19 recommendations for masking and hand sanitation as directed.

d. D'Ann Jackson has agreed to fill the owner's representative position vacated by Bud Fenner until the end the that term of April, 2023.

**New Business:**

a. It was pointed out by Bill Neimiec that loan forgiveness on the first and second government pay-out is secured.

b. Several factors are under evaluation in a preliminary budget review such as less government funding, room rates, comparison of amenities, loyalty programs and guest service models are being taken into consideration.

c. Chuck Naffier also noted that the internet service tower that had been built on the property is now a useless piece of metal that should be taken down if there is not a resale option available and the options will be investigated with the service company that installed it.

d. Finally a motion was made by Rose Masticola and seconded by Mike Gadsby that passed unanimously that a Simple Employee IRA would be offered at 1/1/2022 of a 3% company match for all employees with a salary income of \$4K minimum.

**Meeting adjourned at 11:41 am**

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