

**Waterbury Inn Owners Association, Inc**  
**Board of Directors Meeting Minutes**  
**Saturday, September 9, 2023**

**Board Members**

Board President:	Bill Niemiec	-112 & 215
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:	Sheri Mastalish	-210
Owners Rep:	D'Ann Jackson	-G01
Waterbury Inn Innkeeper:	Chuck Naffier	

**In attendance:** Peter Jackson -G01, Bob Olson-105, Bill Fowle – 114, Steve Stoffregen- 115, Inge Bacon, CPA

**Call to Order and attendance:**

9:04 call to order

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

**Approval of the minutes of the June 2023 Meeting:** The approval of the minutes was tabled until the next meeting so everyone gets a chance to review the draft of the minutes.

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

a. Advanced Reservation Count is down slightly (3 – 4%) from last season. Advertising, pricing, and the opening of 1-night stays are all being reviewed.

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

a. Rose noted that 2 to 3 owners had contacted her regarding their current revenues. Several factors affect the revenue process – Owner referrals, specific unit or type of unit requests, and requests for 2 bedroom units by larger groups which has currently generated more revenue this season. (It was also pointed out that 2 bedroom units also pay more in unit replacement costs as well as a higher cleaning fee.)

b. It was pointed out that the current owners' assessments, however, are established to be applied to the overall Waterbury necessary maintenance and building improvements.

c. D'Ann raised the question about the recent Rowley's Bay fire and whether we were able to provide any accommodations for their guests. Chuck indicated that we had reached out and offered what services we could but bus parking, lodging for bus drivers, and luggage services, and the total number of rooms requested may have been a hindrance to the services they needed.

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

- a. Chuck provided the Board with the General Manager's Report which reviewed the updates since our last meeting in June and is attached to these minutes.
- b. Chuck noted the replacement of the bathroom fan/heat lamp situation with the board and it was determined that after the costs and recommendations are completed an appropriate replacement plan will be put in place.
- c. A brief discussion of the RCI dates was reviewed and suggested changes were brought to Chuck's attention.
- d. The Board and Inge Bacon reviewed the reserve fund expenditures and advised Chuck on the appropriate transfers needed in response to those expenditures.

**Committee (Review of Documents) Status Report:** (Rose Masticola)

- a. Rose indicated that the attorney has reviewed all of our documents and Mary Binder continues to research several items through documents and village information so that issues regarding Unit X can be completed. Upon completion and review on all matters, it is planned to have the final copies of our documents updated and an appropriate plan in place for the resolution of the matter regarding Unit X will be determined.

**Old Business:**

- a. Rose noted she and Sheri Matalish will be working on the restructuring of the Waterbury facebook page after the review of the documents is completed.

**New Business:** (None)

**November Agenda Items:**

- a. A huge portion of the November meeting will be the review of the upcoming budget.
- b. Other considerations is a determination of future revenues for owners, assessment review and long range plans.

**Meeting adjourned at 10:47 am**

**Next Meetings:**        **November 11, 2023 (In Door County & via Zoom)**  
                                 **December 9, 2023 (Zoom Only)**  
                                 **January 13, 2024 (In Door County & via Zoom)**  
                                 **April 13, 2024 (In Door County & via Zoom) Annual Meeting & Social**

**Attachments:**

Attachment A: General Manager's Report

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