

Waterbury Inn Owners Association, Inc
Board of Directors Meeting Minutes
Saturday, November 11, 2023

Board Members

Board President:	Bill Niemiec	-112 & 215
Board Vice President:	Rose Masticola	-104
Board Treasurer:	Chuck Frain	-203
Board Secretary:	Mike Gadsby	-122
Board Position:	Dennis Kapustka	-213 Absent
Owners Rep:	Mary Binder	-107
Owners Rep:	Sheri Mastalish	-210 Absent
Owners Rep:	D'Ann Jackson	-G01
Waterbury Inn Innkeeper:	Chuck Naffier	

In attendance: Peter Jackson -G01, Bob Olson-105, Steve Stoffregen- 115, Gale Kramer- 202, Lane Pritzl- G07, Jesse Spearo- 214, Jane Harberg-103, Alec Bath-G04, Inge Bacon, CPA

Call to Order and attendance:

9:13 call to order

Approval of Agenda: A motion to approve the agenda with the addition of the approval of the June, 2023 minutes and the addition of an executive session following the regular meeting was made by Rose Masticola and seconded by Chuck Frain, unanimously passed.

Approval of the minutes of the June 2023 Meeting: A motion to approve the minutes of the June 2023 Meeting was made by Mike Gadsby and seconded by Chuck Frain, unanimously passed.

Approval of the minutes of the September 20, 2023 Board of Directors Meeting: A motion to approve the minutes of the September 20, 2023 Board of Directors Meeting was made by Mike Gadsby and seconded by Chuck Frain, unanimously passed.

Financial Report/2024 Budget Proposal: (Chuck Naffier)

a. It was noted that a skeletal budget will be approved before the end of the year. Then the 2024 budget approval by the board will be posted by February 1 and will be posted in the owners' section of the Waterbury website and will be sent out to all owners by e-mail.

b. Following this budget information update, Chuck Naffier proceeded to highlight some of the latest information about upcoming projects.

c. A concern presented by Alec Bath (owner of G04) about mustiness and odors in the ground floor area ensued with a review of continued efforts to resolve this issue as well as suggestions and ideas for additional ways to improve this situation were made and will be pursued.

Communications: (Rose Mastricola)

a. A brief discussion on a bedbug complaint issued by a guest was reviewed. Any and all appropriate steps were taken to handle this manner by the general manager. After having an outside company make a thorough treatment and investigation, it was determined that there were no bedbug issues at Waterbury at this time. And even after the guest filed a complaint with the state which resulted in the visitation by a state official, the state reviewed the report by the pest control company and did not detect the presence of any bedbugs.

General Manager's Report: (Chuck Naffier)

a. Chuck provided the Board with the General Manager's Report which reviewed the updates since our last meeting in September and is attached to these minutes.
d. Rose suggested that we determine the RCI dates for 2026.

Committee Report: Waterbury Inn Documents (Rose Mastricola)

A general review of our documents was presented and explained by Rose after a lengthy legal study by an outside legal firm was conducted:

- a. The Declarations – The Declarations are one of the documents that is not legally compliant and will not be until our association with Unit X (George Burr) is resolved.
- b. Articles Of Incorporation - Does not need to be updated but are part of the disclosure material. We could archive them and not need to deal with them as we move forward.
- c. By-Laws – The fourth restated By-Laws have be updated and voted on at the annual meeting. A PDF file is to be developed by the attorney and posted on the owners' portal. A word document will also be developed. It was noted that we should keep the committee intact so we don't get behind on any updated information that needs to be made.
- d. Rules & Regulations over time have been diminished. After legal review, it was noted that the Rules & Regulations have been updated and made legally compliant and are a stand-alone document.
- e. Waterbury Inn Association Rental Policy – This document was updated and owners are required to abide by the Rental Policy. It was noted that any repairs or replacements that share an exterior corridor or exterior wall will be paid for by Waterbury which includes exterior fire doors or patio doors. If any repairs or replacements are completely within the walls, the owner pays for any work done, It was also noted that the usage policy & rotation policy are included in this document. Also the Certificate of Insurance needs to be posted on-line, The website must be current and available. The annual operating budget must be posted. The floor plans and maps are also to be posted. The schedule for replacements has to be posted but does not have to be part of the Disclosure. Timelines need to be established. We do not have to provide disclosure materials until a signed contract is in place with a closing date.
- f. It was also noted that the General Manager's contract was reviewed as a legal document.
- g. In conclusion and moving forward in 2024, it was determined that legal opinion would be sought for a summary on the advantages and disadvantages of various approaches to resolving the situation regarding Unit X so that we can move forward and finalize our Declarations document.
- h. Rose will provide our general manager a checklist of exacting what needs to posted on the Owners' Website.

Old Business: (None)

New Business: (None)

Schedule December Board Meeting before 12/09/23 to confirm 2024 working budget

January 2024 Agenda Items: None noted at this time.

Meeting adjourned at 11:18 am

Executive session with Chuck Naffier followed the adjourned meeting

Next Meetings: December 9, 2023 (Board of Directors and General Manager 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