



## Sea Club IV Board of Directors Meeting Minutes

Thursday, July 20, 2017, 10:00 AM, Social Room

- A. **Call to Order** – President Gil Lesko called the meeting to order at 10:00 AM. Board Members introduced themselves and a quorum was established.
- a. **Board members present:**
    - President - Gil Lesko
    - Vice President - June Lesko
    - Secretary - Bill Craig
    - Treasurer - John Swogger
    - Director - Mary Spangler
  - b. **Members of Management:**
    - Resort Manager - Michael DiPaola
  - c. **Others Present:**
    - Greg Mafcher – Director of Resort Operations
    - Alice Grace –Americano – Executive Assistant
    - Paula DiPaola – Magic Tree
    - Bill & Linda Hatton - Owners
- The Manager attested to the posting of the Notice of Meeting. Approval of previous meeting minutes was moved by G. Lesko, seconded by M. Spangler and passed unanimously. Secretary B. Craig announced that the meeting was going to be audio recorded for the purpose of facilitating the minutes.
- B. **New Business** –
- a. Preparations for 2018 operating budget is beginning and over the next six weeks the board can offer suggestions for next year's budget.
  - b. For 2018, there was discussion to have 4 board meetings with the dates to be announced at the Aug 24, 2017 meeting. One in Jan, May, Aug & Oct. With the budget meeting also occurring at the Aug 2018 meeting. If additional meetings need to be held, a conference call can be made amongst the board members. Committee meetings do not require a posting of minutes; however, the conference calls do.
- C. **Financial Report** – S. MacGregor recapped the financial report and answered related questions. Motion was moved by J. Lesko, seconded by J. Swogger and unanimously passed to approve the financials.

- a. The banking will be reviewed to see what monies are in what bank and accounts that are no longer being used will be closed and funds will be moved for the deposits to Valley Bank. This will all be completed by next meeting.
- b. A review of the budgeted utility amounts will need to occur to see if there needs to be an increase for the A/C, laundry repair and a decrease for postage.
- c. Delinquency reports will now be available to be printed from Rhea and the property will be actively calling for in house collections and other accounts will be sent to outside collections. With Rhea, the property can now send statements out in a more timely manner.
- d. A further discussion will take place to determine if a credit card fee will be accessed for each usage or if it will be built into the budget.

#### **D. Resort Manager Report**

- a. M. DiPaola recapped RCI & Trip Advisor scores
- b. Recapped capital projects:
  - i. Bathroom Renovations – Will begin on the north side of the property starting on the upper floors and working downward. This will begin on Week 41 and will end approx. the end of this year. The south side will be scheduled to begin in 2018. Will get with S. MacGregor to determine if there is a better time in the year for closing the property for renovations.
  - ii. Social Room Renovations – The renovation is almost completed. Pending the new tables which are scheduled to arrive in two weeks.
  - iii. Keyless Door Locks - Will need to be durable for this climate, will be ADA compliant, key pad entry and able to be programmed via the internet so it can be updated electronically. KABA-ILCO will be the company used.
  - iv. Wi-Fi Upgrade – This upgrade will begin on September 11, 2017.
  - v. Storage area for mobility vehicles: PENDING – Will need to see if there is a space available or a space may be built that is ADA compliant to store mobility vehicles for owners during their stay if requested. The owners will also need to provide proper insurance in the event that something happens to our property as a result of storing their mobility vehicle.

#### **E. Board Members Report-**

- a. G. Lesko –
  - i. Suggested placing a linen hamper in the rooms so that the guests can use that and a set time will be established for the housekeepers to enter the room (possibly have door hangers letting the staff know they can enter) and replenish the linens. ACTION: Further discussion about details will occur at a later meeting.
  - ii. Two employees are interested in CAM licenses to further their careers at SCIV.

#### **F. Old Business**

- a. For the 2020 Vote: The voting proxy was extended to be valid for 11 months and the term vote for 3 years. Voting certificates will need to be updated and may outsource the work to determine title ownership. Further discussion will take place at next meeting. ACTION: Tabled
- b. Shutter Repairs: Discussed the removal and storage fees for the shutters. Further discussion will take place to go over quotes as well as if they will be reinstalled. ACTION: Tabled till 2018-2019
- c. Inventory & Sales – Sea Club IV members have been invited to the VIP parties that are being held at the Americano. This is a non-selling weekly event. Giles Howe has been going to SCIV on Saturdays to extend the invite as well as see if owners would like to sit for a presentation. Monday mornings Giles Howe also sits with M. Dipaola to present the activities that are held at the Americano. Currently there are no activities at SCIV.
- d. There is a contract to set up RCI for 3 years. The sales team needs to be sure that RCI is only being offered to owners if it fits the owner's needs. ACTION: Motion to sign contract was moved by J. Lesko, seconded by J. Swogger and unanimously passed.
- e. Security cameras – A quote was received to upgrade some of the equipment but it was requested that a quote for replacing all of the wiring as well as some of the cameras be compiled as well. It is currently \$2620.00. Will need to get products that are better for our weather as well as better quality pictures.

#### **G. Business from the Floor**

- a. The Hatton family brought up their want to purchase a unit that they have been owner renting for years. It had previously been brought up with the other management company over the last 5 years since the owners of the unit are not able to be found and do not pay their maintenance fees. The unit is set to go into foreclosure and so whenever the auction occurs at SCIV, any owners who are interested will be able to bid. The bid will begin at the amount outstanding on the account and go up from there. In the future, SCIV would like to mail a letter to all owners any available properties as well as anything going into foreclosure.

#### **H. Adjournment**

- a. G. Lesko made a motion to adjourn, M. Spangler seconded, unanimously approved. Meeting adjourned at 12:30PM

**Next Meeting (Owners welcome): Thursday, Aug. 24, 2017, Social Quarters**

Respectfully submitted,

Alice Grace

Administrative Assistant