



## **Sea Club IV Board of Directors Meeting Minutes Thursday, February 22, 2018 10:00 AM, Social Room**

1. Call to Order – President Gil Lesko called the meeting to order at 10:00 AM. Board Members introduced themselves and a quorum was established.

- Board members present:
  - President - Gil Lesko
  - Vice President - June Lesko
  - Secretary - Bill Craig
  - Treasurer - John Swogger
  - Director - Mary Spangler
  - Danny Abboud – Nonvoting Member
  
- Members of Management:
  - Resort Manager - Michael DiPaola
  
- Others Present:
  - Scott Macgregor ARC
  - Halee McLaughlin ARC
  - Jeff Ingram ARC
  - Joyce Sea Club IV

Approval of Agenda - Secretary Bill Craig announced that the meeting was going to be audio recorded for the purpose of taking minutes. Approval of previous meeting minutes was moved by June Lesko, Gil Lesko added a revision to the previous minutes to have the Vice President above the secretary on the recorded minutes, then was seconded by John Swogger and passed unanimously.

2. Financial Report – S. MacGregor recapped the financial report and answered related questions. Scott announced Withum a new tax auditor that he has brought on to assist. Scott advised that the yearend audit will be finished by March and a draft will be sent out within the next 30 days. Advised it will need to be registered to the state by May 31<sup>st</sup>. Scott Macgregor introduced the financial packet and provided details for the documents provided.

- An accrual balance sheet will be published monthly as well as a statement of profit and loss.
- Starting to close accounts that were spread over banks, consolidating everything into the AAB account.
- Will keep manager's account at SunTrust – when cash is taken at the resort, it should be deposited into Michael's manager account at SunTrust.

- A further discussion will take place regarding the signers needed for the bank accounts.
- Reserve study to be completed by the annual meeting.
- Scott suggested for the Board to do a capital reserves committee
- Reserve study needs to be updated – Scott looking for a GM at Americano to assist in updating.

### 3. Resort Manager Report/New Business

- Michael summarized the correspondence from owners and discussed resolutions.
- Michael mentioned the current deed back policy and the need for changes. Stated that there were 48 deed backs in 2017 – closed the floodgate for any more and put this on hold. Suggested that the Board make changes to current policy; 1-year Maintenance Fee plus \$250, 2-year M/F plus \$250, or somewhere in between.
- Michael is not accepting anymore deed backs until he receives direction from the Board.
- John Swogger made a motion to revise deed back policy 421.1A paragraph 2B – to: account up-to-date, 1-year M/F due, plus legal fees and cap it at 20 weeks. Bill Craig second the motion, 4 motioned in favor, 1 opposed (Mary Spangler).

### 4. Capital Projects/ “Project Diary”:

- Completed phase 1 of the bathroom
- Social Room furniture has been updated
- Reservation system working well
- Lobby doors are currently being worked on
- Cabin water pressure being removed from project diary as the issue per Michael should be resolved once all shower heads are updated
- Roof repairs from Hurricane Irma, removed all rotten wood and replaced with metal beam.
- Kitchen cabinets still need to be completed
- Pool chairs need to be updated
- Electronic keys
- Upgrade WIFI – estimated to be completed sometime in March 2018 (Company has already added access points and wiring is all done).
- Looking for turtle lighting – getting proposals. Old lighting has been taken down due to damage
- Replace blue inserts on doors up for discussion
- Bathroom update phase 2 to start later in the year
- Smoking area needs repairs/updates
- Replace lamps – Need plugs for owners as well as more lighting
- Security Cameras
- Scott asked about the front desk upgrade, Michael advised that he removed it from the projects for now as the price is very costly (\$40,000). Tabled it for later discussions.

\*Michael provided a proposal; A challenge that the resort may face is the sliding doors. Wheels are coming off the tracks from constant opening and closing as well as the humidity effecting the sheers. Michael added an extra process in the weekly window cleaning to clean and wipe the metal. Michael would like to add this to the capital projects list.

#### 5. Channel Manager

- Jeff discussed Channel Manager as an automated way for ARC to take the rental inventory from RHEA place it on the travel agency sites. Real time availability instead of manually inputting like previously done. Can generate the rental rate of the non-performing. Rental is one solution for the association. It's automated, new for a fix-fix property, some instant success once it went live. Some discussion took place regarding the rental rates and how they are established and adjusted.

#### 6. Cont. Manager's Report

- Michael brought up and added the maintenance report to the agenda for the Board to review.
- Michael advised that we received a 4.7 rating out of 5 from RCI
- Sea Club IV ranked #1 on Trip advisor
- 2018 Certificate of excellence for 2018 from Trip Advisor (6 year in a row)
- 100 % Guest Recommended award from Expedia
- Hotels.com 4.3 out of 5
- Discussed some low marks from RCI in January – 4.2 for resort maintenance, 4.0 for unit maintenance and 4.1 for housekeeping maintenance.

#### 7. New Business

- Employee Incentive program: Scott stated that he would like to update the policy with more incentives for team members.

#### 8. Other Business/Discussion Items

- Paperless billing – Scott explained that we would be rolling out the paperless communication option in the next month.
- Will reduce mailing and postage cost – will be another way to receive more information from owners to reach out and contact.
- Chair proposal – Scott discussed that some were updated within the resort and that he is in the middle of discussing pricing.
- Michael asked about internal exchanges. Is that something SCIV wants to do and if so is there a charge for it? Some discussion with if by law the association can charge for 'swapping' weeks out. Scott stated that he will investigate this further.
- Discussion of a rug/mat to be placed either inside or outside the sliding doors to avoid slipping and any injuries.
- Scott specified that SCIV should include bottle shampoos and soaps for the units. Will add an additional amenity to the resort.

- Mary Spangler brought up the Sunset Clause and asked that we have it as a discussion item for every meeting and that it be discussed. Would like for it to be on all agenda's and minutes until it is completed.
- Danny asked about voting and Scott advised that they start distributing the proxies fairly quickly to have them all on file; the next voting is in 2 years.

9. Adjournment

- a. Gil Lesko made a motion to adjourn, Mary Spangler seconded, unanimously approved. Meeting adjourned at 12:27 P.M.

Next Meeting (Owners Welcome): Thursday, May 17, 2018

Submitted by,  
Halee McLaughlin