

CASWELL COVE MARINA
MINUTES OF MEETING
August 27, 2014
(Final)

1. Attendees: Board members including David Brickley, Paul Viscount, and David Crowle. Tony Faresich was absent. A quorum of the Board was present. Dave Phillips of SMS Property Management was present. The meeting was called to order @ 7:07 PM.
2. Minutes from Previous Meetings: The motion to approve the minutes from the July 8, 2014 Board meeting was made by Paul Viscount. Dave Crowle seconded the motion. All members present voted in favor of the motion and the motion was carried.
3. Manager's Report:
 - a. The AR Aging Summary Report to 7/31/14 was reviewed. Dave P noted that 12 unit owners were behind in their payments on 7/31. Of these, 3 units were with the Attorney for collection, one of which is on a payment plan. Late notices have been sent to those unit owners who are behind in payments. Fifty one unit owners' accounts are paid in advance. Total accounts receivable @ 7/31 was \$31,928.40, of which \$28,802.01 are the 3 units currently with Atty Pilicy for collection. Total accounts paid in advance were \$28,573.50.
 - b. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 7/31 was \$304,590.34. Of this amount, \$60,523.40 is in the operating/checking account and \$244,066.94 is in the Chase reserve savings accounts.
 - c. A copy of the check detail report for July was distributed and briefly reviewed. There were no questions or comments.
 - d. A summary of expenditures vs. budget for FY 2014 to 8/20 was presented and reviewed.
4. Old Business
 - a. Parking Issues – There was no new report concerning the application to the City for additional parking space.
 - b. Dock Waler Replacement Bid Documents – The Board continued its discussions regarding different options of performing the work.
 - c. Dock Electric Distribution Panel covers – Dave P. noted that new hinges have been installed on the power panel doors.
 - d. Dave P. noted that the lower level AC condenser has since been replaced by Renz heating and AC. System is now working as normal.
 - e. FY 2015 Budget preparation – Dave P presented the 1st draft of the FY 2015 budget and long range plan for review. The Board discussed the estimates and suggested some items to be modified and researched. The discussions will continue at the September Board meeting.
5. New Business
 - a. Decommissioning party planning – The Board set a date for the decommissioning party for October 18. Details to follow. The annual unit owners meeting will be held tentatively on November 2 at 11 AM.
 - b. Marketing – Ideas were discussed about ramping up marketing for the marina, particularly for the smaller slips. Dace C. presented some ideas and cost information regarding participation in the Hartford Boat Show and setting up a display booth.

Other thoughts regarding slip rental rates and payment ideas to help make it easier for renters to avoid. Overall the Board thought this would be a good plan and Dave C. will work on putting together some display items for a booth and reserving space.

- c. Remote Gate Opener – The Board discussed the possibility of installing remote gate openers for the parking lot gate on each of the docks. It was felt that this might help discourage individuals from propping open the gate. Dave P. will look into the possibility.
 - d. Club rendezvous – Ideas around setting up a club rendezvous for next summer were discussed. No specific plans were developed but it was felt it would be a good idea to see if volunteers can be rounded up to help organize.
 - e. Wi Fi Issues – The weak wi-fi signal on the docks was discussed together with ways and the importance of having good wifi at the boats. Dave P will contact service companies that specialize in that type of wifi service and obtain some costs estimates.
6. With no further new business to discuss, Dave Brickley made a motion to adjourn the meeting and the meeting was adjourned at 9:10 PM. The next board meeting is scheduled for Tuesday, September 9, 2014 at 7pm at the marina clubhouse.

Prepared By: SMS Property Management, LLC. 9/6/14