

**CASWELL COVE MARINA**  
**MINUTES OF MEETING**  
**March 11, 2014**  
(Final)

1. Attendees: Board members including David Brickley, Paul Viscount, David Crowle, and Tony Faresich, were all present. A quorum of the Board was present. Dave Phillips of SMS Property Management was present. The meeting was called to order @ 7:05 PM.
2. Minutes from Previous Meetings: The motion to approve the minutes from the February 11, 2014 Board meeting was made by Paul Viscount. Tony Faresich 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 2/28/14 was reviewed. Dave P noted that 19 unit owners were behind in their payments on 2/28. Of these, 2 units were with Attorney Case for collection. Eleven of the individuals have not paid the differential in the new rates vs last year's rates. Late notices have been sent to those unit owners who are behind in payments. Thirty-six unit owners' accounts are paid in advance. Total accounts receivable @ 2/28 was \$31,598.55, of which \$26,257.97 are the 2 units currently with Atty Case for collection. Total accounts paid in advance were \$26,802.05.
  - b. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 2/28 was \$255,995.02. Of this amount, \$62,053.46 is in the operating/checking account and \$193,941.56 is in the Chase reserve savings accounts.
  - c. A copy of the check detail report for February was distributed and briefly reviewed. There were no questions or comments.
  - d. A summary of expenditures vs. budget for FY 2014 to 2/28 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. Dave P will continue to follow through.
  - b. Dock Waler Replacement Bid Documents – The request for bids for replacement of the walers on all the docks has been sent out to 4 prospective contractors. At this time bids are likely from 3 contractors: Norwalk Marine Contractors, Beaver Marine, and Hansen Marine Contractors. Bids are pending materials pricing from Bellingham Marine who will be supplying the walers. The likely start date will be in the beginning of October.
  - c. Dock Electric Distribution Panel covers – Dave P. noted that has not yet contacted electrician to see if the doors can be replaced without replacing the panels. Dave B. suggested trying to get the part #'s or model #'s off the existing equipment to see if a replacement can be found.
  - d. Pile Hoop Replacements – Dave P. has identified the pile hoops that were broken due to the ice putting pressure on the docks and should be replaced. Several are very badly corroded and should also be replaced. The ones that are needed include 4 – standard finger-end hoops and 2 larger finger end hoops (one for the end of D-18 and one for the end of C-0)
5. New Business

- a. Installation of window blinds – Dave P. of SMS has ordered the roller shades for the lower clubhouse windows and the west facing windows on the upper level. These should be installed by the end of March. Total cost is approx. \$2,871.
  - b. Parking lot light replacements – Parking lot lights on the pole closest to the entry gate need replacing. Dave P is looking for an electrician with a boom truck to replace the light fixtures.
  - c. Boat Fire – D-dock – Dave P reviewed what he knew about the fire that occurred in the boat stored in slip D-20 for the winter. As far as can be determined by the insurance surveyor, the fire was caused by a heater placed on the floor of the cabin, the electric cord overheating or a malfunction at the outlet. The fire was contained to the interior of the cabin and did not spread to the exterior or damage the shrinkwarp. No damage was done to any of the docks, electrical or any marina property.
6. With no further new business to discuss, Dave Brickley made a motion to adjourn the meeting and the meeting was adjourned at 8:34 PM. The next board meeting is scheduled for Tuesday, April 8, 2014 at 7pm at the marina clubhouse.

Prepared By: SMS Property Management, LLC. 4/4/14