

CASWELL COVE MARINA
MINUTES OF MEETING
April 13, 2017
(Draft)

1. Attendees: The meeting was called to order at 7:05 PM. Board members present were David Brickley, President; David Crowle, V. President; and Paul Viscount, Treasurer. Scott Savo, Secretary, was not in attendance. A quorum of the Board was present. Dave Phillips and Patrick Kelly of REI-SMS Property Management were present, along with unit owners Mike Pecoraro and Pat Smethurst.
2. Minutes from Previous Meetings: A motion to approve the minutes from the March 9, 2017 Board meeting was made by Paul Viscount. David 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 as of 3/31/17 was reviewed. Dave P noted that 16 unit owners were behind in their payments on 3/31. Of these, 5 units were with the Attorney for collection. Late notices have been sent to those unit owners who are behind in payments. It was noted that two of the slips are expected to be foreclosed on in the near future. The amount past due as of April 30 is currently \$18,966.68
 - b. For Status of Collections & Foreclosure see above, section a. of Manager's Report.
 - c. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 3/31 was \$296,046.03. Of this amount, \$68,028.94 is in the CAB/Mutual of Omaha and chase checking accounts, and \$198,595.30 is in the Chase & Milford Bank reserve savings accounts and \$29,421.79 is in the Milford Bank checking accounts. David Crowle asked what it would take to close out the Chase accounts. Dave Phillips noted he will transfer all funds in the savings account to the Chase checking but Paul Viscount or David Crowle would have to go to the bank in person to withdraw the money and then deposit in the Milford Bank accounts.
 - d. A copy of the check detail report through 3/31/17 was distributed and briefly reviewed. There were no questions or comments.
 - e. A summary of expenditures vs. budget for FY 2017 to 3/31/17 was presented and reviewed. David Crowle asked if any of the bills have been switched to autopay. Paul Viscount noted they had not. Dave Phillips outlined how to go about switching to autopay. David Crowle noted that the utilities – insurance, water, gas, electric, cable – should all be switched to autopay.
4. Old Business
 - a. Dock Waler Replacement– Dave P. noted that Beaver Marine will be returning to tighten all sections in either April or May. Dave P. also noted the items still left to be completed are swapping out old pedestals for new ones on 40-foot C-Dock slips and mounting the new triangle walers on 40-foot D-Dock slips.
 - b. Disposal of Sailboat in B-02 – Dave P. noted that the abandoned vessel process completed and the marina officially owns the boat, additionally a “buyer” has been secured and he is currently working out the logistics of getting it to his marina and plans to be out of our marina by May.

- c. Rendezvous – David C had noted as of 4/01 a total of 23 boats had booked for the Summer Rendezvous at Brewer’s Essex Island Marina. He also noted the lobster bake for our members will take place on 8/12 and outlined that terms of the lobster bake which included the charge being \$50.00 per person to get either a steak or lobster but included a lot of other food regardless of which selection you made. Essex Island has also promised use of either a side deck or the “Shed” dependent upon the weather. David C then made a motion to have Caswell Cove Marina subsidize the cost of two tickets per slip to \$25.00 each and then an unlimited amount of additional tickets be the full \$50.00. David B seconded the motion. All members voted in favor, motion carried. David C requested flyers be put up and distributed around the marina as well as send out an email explaining the lobster bake.
 - d. Commissioning Party – Dave P noted the commissioning party will be Saturday, June 10th at 4:00pm as SMS was able to secure USCG Aux Safety Inspections for the same day starting 12:00pm. David C noted the subsidizing cost of the lobster bake tickets will call for an update to the Social/Party Fund in the Budget. David B noted they could take money out of Decommissioning Party Budget, making it a potluck event, and use that to help with lobster bake costs. David C made a motion to increase the Social/Party Fund from \$3,524.00 to \$4,000.00 and not reserve money for the Decommissioning Party. Paul V seconded the motion. All members voted in favor, motion carried.
 - e. USCG Aux Safety Inspections – For information on USCG AUX Safety Inspections see above, section d. Commissioning Party in Old Business.
 - f. Friday Night Clubhouse Parties – David B noted the board should cover the pizzas for both the Friday Night Pizza Party on May 19th and the Wine Wednesday Gathering on July 12th, however an attempt to get donations from members in attendance should be made. David C also noted flyers should be distributed for these events as well.
 - g. Miscellaneous Training Opportunities – Paul V noted as opposed to the board coming up with training the members can partake in, SMS should pose the question to members to see if there is a particular training they need or want and the board can proceed from there. David C noted having a dock lines class could be a good start as many members do not know how their lines should be setup and that is something board members could teach.
5. New Business
- a. Lost Dock Box: – Dave P noted that on 4/01, a dock box on D-dock blew into the water after not being properly secured to the docks after the waler replacement. David C noted the board should write him a check to cover the cost of the lost dock box and that Beaver Marine be charged back the cost for not properly bolting it down. David B seconded the motion. All members voted in favor, motion carried.
 - b. River Clean Up – Dave P noted in the past the board has voted in favor of being a sponsor for the event. Paul V made a motion to send them a \$300.00 check to be a sponsor. David C seconded the motion. All members voted in favor, motion carried.
 - c. Norwalk Boat Show – David C asked if the April payment had been submitted for the Norwalk Boat Show. Dave P noted REI had mailed the check out and it should be with the exhibit in a few days. David C noted we have enough keychains on hand so the only cost to the board is the booth space so he felt we should continue with the show.

- d. Floats on Backside of B-Dock – David B noted as discussed in previous meetings sheds and dinghy/kayak storage on the 40- and 50-foot sections was a great idea as marina will be as close to capacity as it ever has in the past. Paul V noted dinghy space should be designated on a first-come-first-served basis with a priority to owners over renters. David C noted the spaces should also be assigned to prevent any confusion moving forward.
6. With no further new business to discuss, Dave Brickley made a motion to adjourn the meeting and the meeting was adjourned at 7:52 PM.

The next meeting will be May 11th, 2017

Prepared By: SMS Property Management, LLC. 4/26/17