

CASWELL COVE MARINA
MINUTES OF MEETING
January 19, 2017
(Draft)

1. Attendees: Board members present were David Brickley, President; David Crowle, V. President; Scott Savo, Secretary and Paul Viscount, Treasurer. The meeting was called to order at 7:05 PM. A quorum of the Board was present. Dave Phillips and Patrick Kelly of REI-SMS Property Management were present, along with unit owner Ray Galli.
2. Minutes from Previous Meetings: A motion to approve the minutes from the October 11, 2016 Board meeting was made by Scott Savo. Paul Viscount seconded the motion. All members present voted in favor of the motion and the motion was carried. The Board also reviewed the draft minutes from the November 1, 2016 annual meeting. There were no comments or changes in regard to those minutes.
3. Manager's Report:
 - a. The AR Aging Summary Report to 12/31/16 was reviewed. Dave P noted that 15 unit owners were behind in their payments on 12/31. Of these, 3 units were with the Attorney for collection, and another 1 is being sent to Attorney. Late notices have been sent to those unit owners who are behind in payments. Fifty unit owners' accounts are paid in advance.
 - b. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 12/31 was \$339,260.91. Of this amount, \$140,724.43 is in the operating/checking accounts and \$198,536.48 is in the Chase & Milford Bank reserve savings accounts.
 - c. A copy of the check detail report through 12/31/16 was distributed and briefly reviewed. There were no questions or comments.
 - d. A summary of expenditures vs. budget for FY 2016 to 12/31/16 was presented and reviewed. Dave P noted that the Postage/Stationary/Office Supply budget had been used for annual meeting notices and recommended an increase from \$1,500.00 to \$3,000.00. The board voted in favor of the increase.
4. Old Business
 - a. Dock Waler Replacement– Dave P. noted that Beaver Marine had completed changing out the walers and their punch-list, the only thing left for them to do was come back and tighten all sections in the spring. Dave P. provided an updated estimate of costs to complete the project, and noted the only balance that remains to be paid is the \$14,000.00 retainage and that we will be billing them back for work needing to be completed by marina staff.
 - b. Disposal of Sailboat in B-02 – Dave P. noted that the abandoned vessel form had been completed and submitted along with an abstract of title in an effort to be granted ownership of the sailboat. Dave P provided plausible ideas pertaining to disposal once the marina obtains ownership, however, since the process could take two months or so the discussion was tabled until the next meeting.
 - c. Hartford Boat Show– David C had sent out a drafted boat show schedule and noted that the marina needed help at key times. David B volunteered to work Saturday the 11th and Dave P will work on Sunday the 12th. Everyone present was content with their designated shifts. Dave P noted an email requesting further assistance would be helpful. David C noted he will be holding the keychains in his garage in an attempt to limit the number handed out and that Dave P would be responsible for candy again.

5. New Business
- a. 2017 Summer Rendezvous – The board discussed having the rendezvous at Brewer’s Essex Island Marina from August 11th – August 13th. David C noted he would contact the marina to obtain necessary information and pass it along to Dave P to send out a notice to all Caswell Cove Marina members.
 - b. Old Dock Section Usage/Disposal – Dave P noted the need to have another shed for ice eaters, snow-blowers, etc. and recommended building one on excess dock sections and connecting it to the back of B-Dock. Along with a shed, it was suggested using better floats for kayaks and dinghies on the back of B-Dock as well and then disposing of the rest. David C noted possible liability of forcing members to frequently travel beneath the bridge to the clubhouse. Paul V and Scott S recommended further evaluation as to where on B-Dock all storage floats should be located.
 - c. Additional Camera – Dave P. briefly discussed the need for an additional camera mounted to the shed in the cage area after discovering a hole cut in the fence. David B and David C discussed the potential need for a motion-activated light in addition to the camera. Dave P noted the possibility of having the condominiums pay for half.
 - d. 2017 Slip Rental Rates – Dave P briefly discussed the anticipated occupancy for the 2017 season. Due to limited number of both 40- and 50-foot slips, the board voted in favor of eliminating the \$3,000.00 rental for 40s and \$3,900.00 for the 50s, leaving \$3,400.00 and \$4,250.00 respectively. Dave P noted the potential of renting out T-heads as they have access to shore power and water. Dave C recommended checking whether it is considered common property/if allowed according to Governing Documents and By-Laws.
6. With no further new business to discuss, Dave Brickley made a motion to adjourn the meeting and the meeting was adjourned at 8:15 PM.

There will be no regularly scheduled meeting in February. The next meeting will be March 9th, 2017

Prepared By: SMS Property Management, LLC. 1/24/17