

CASWELL COVE MARINA
MINUTES OF MEETING
June 8, 2017
(Draft)

1. Attendees: The meeting was called to order at 7:02 PM. Board members present were David Brickley, President; David Crowle, V. President; Paul Viscount, Treasurer; and Scott Savo, Secretary. 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, Geoff Briand, Frank Schweithelm, and Pat Smethurst.
2. Minutes from Previous Meetings: A motion to approve the minutes from the May 11, 2017 Board meeting was made by Paul Viscount. Scott Savo seconded the motion. All members voted in favor; the motion was carried.
3. Manager's Report:
 - a. The AR Aging Summary Report as of 4/30/17 was reviewed. Dave Phillips noted that 15-unit owners were behind in their payments as of 5/31. Of these, B-02 has officially been forfeited to the marina, 2 units were in active foreclosure, one of which is also expected to be forfeited to the marina, 2 are currently assigned to the attorney for collection and the remaining 10 have small balances past due and have been sent late notices. Dave Phillips noted the total amount past due is \$17,946.44.
 - b. For "Status – Collections and Foreclosure" see "AR Aging Summary Report" above.
 - c. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 5/31 was \$366,519.82. Of this amount, \$57,882.76 is in the CAB/Mutual of Omaha account, \$51,624.87 in the Chase checking account, and \$108,387.63 in the Milford Bank checking account. Additionally, there is \$148,623.85 in the Milford Bank reserve savings account and \$0.71 in the Chase Money Market savings accounts. Dave Phillips noted most of the funds in the Milford Bank checking account were rental proceeds which have since been distributed to owners. David Crowle asked Dave Phillips to review the steps needed to withdraw the \$0.71 and close the Chase Money Market savings account outside of the meeting so this may be finalized.
 - d. A copy of the check detail report through 5/31/17 was distributed and briefly reviewed. There were no questions or comments.
 - e. A summary of expenditures vs. budget for FY 2017 to 5/30/17 was presented and reviewed. David Crowle made a motion to add \$4,000.00 to Social Budget, \$2,000.00 for the Rendezvous Lobster Bake and \$2,000.00 for the commissioning party to bring the total social budget up to \$6,100.00. David Brickley seconded the motion. All members voted in favor; the motion was carried. David Crowle noted the Wifi System line in the budget and asked why the system had not been operating effectively lately; he noted people were having better luck with the password based wifi (Caswell Cove TVs) than they were with the voucher based wifi (Beacon Caswell Cove Marina). Paul Viscount asked whether we could do away with the vouchers and just make it password based. Patrick Kelly noted the reason Beacon had initially set the wifi with a voucher was so people in the condominiums and people that did not come back every season would not be able to access the wifi indefinitely. Additionally, he noted he would speak with Beacon to have the system tested and discuss potentially

changing to solely a password system. Dave Phillips noted the Marina Plumbing/Sewage Repairs line had been increased to account for the new washer and dryer. Scott Savo asked what else was included in that item and who made the repairs and what we do to winterize the water lines. Dave Phillips noted the repairs were a combination of onsite staff and outside contractors and that in order to winterize we blow out the lines with the air compressor in the outside closet and add antifreeze to them. David Brickley asked about the tree removal in the Landscaping Budget line to which Dave Phillips noted it was for the removal of the dead tree by the parking lot. Dave Phillips also noted the marina should be at or under budget moving forward even with the addition of the increases to specific line items.

4. Old Business

- a. Old Float Removal – Dave Phillips noted that ads were again placed on craigslist to get rid of excess floats; a few floats were scheduled to be removed the coming week. He also noted the intention of keeping two longer floats and discussed how we would go about attaching them to the docks. David Crowle noted the gap between the two should not be too large. Patrick Kelly noted they could remove a float from each to aid in them fitting between the pilings. Scott Savo noted he liked the idea of them fitting between as opposed to attaching to outside of the pilings. David Crowle noted the need to move the bird dock again as members had been complaining it appears to be too close to the pump-out dock and there were concerns about hitting it when trying to dock to which the board was in agreement. Dave Phillips noted marina staff would be adding a float to the end of the pump-out dock to be a similar length as and better utilize the existing dinghy docks out there. Scott Savo noted a friend of his may be able to pull excess floats out of water with an excavator and break them up to fit into a dumpster.
- b. Commissioning Party – David Crowle noted Lassie's was all set as far as the catering is concerned; Lassie's will be providing enough food for one hundred people. David Brickley noted no decorating would be necessary in an effort to keep costs down. David Crowle noted Lassie's would not be cooking onsite to also save on costs. The total with tax for food is \$2,000.00 and that Dave Phillips can add tip to the check when invoice is paid. Dave Phillips noted the USCG Safety Inspections were set to begin at 11:30 the day of the commissioning party and that at least two inspectors would be onsite.
- c. USCG Vessel Inspections – For details on USCG Vessel Inspections see Commissioning Party.
- d. Rendezvous Lobster Bake Ticket Sales – David Phillips noted they should wait to start ticket sales until July to prevent people from losing their tickets. David Crowle noted everyone should be marketing the Lobster Bake to get a good turnout and the importance of having flyers posted for at the commissioning party.
- e. Ice Machine Alternatives – Scott Savo noted there were two options as far as an onsite ice making machine goes, either inside or it would have to be covered. David Phillips noted if it was inside they would have to add a drip pan and drain to the floor; if it was to be outside it would need to be winterized for the offseason and covered during the season. The board was in agreement that outside would be a better option. Scott Savo asked what the current machine could hold to which Dave Phillips and Patrick Kelly noted it was about 120 bags. Scott Savo asked how often do members use all of the ice. David Phillips noted that only three times throughout the season is it really emptied in a single

weekend: Memorial Day, the Fourth of July, and Labor Day. Scott Savo noted an ice machine that has a push button dispenser over a scoop would be ideal. Paul Viscount noted a scoop was more practical. David Crowle noted if the dispenser route was taken then the association would have to supply bags. Scott Savo noted the bags are very cheap so that would not be an issue. David Phillips noted they would be looking for a “hotel style” ice maker but that is bigger and faster. David Brickley asked how often members currently steal ice. David Phillips noted they rarely break even on ice sales. Scott Savo noted the hours of labor that would be saved in addition to less wear-and-tear on dock carts by having an ice maker versus an ice container. David Crowle noted the potential for a specialized coin that would dispense ice to members as opposed to being on the honor system like it is now. Scott Savo noted he and Patrick Kelly would continue to research and discuss potential options to present to the board. Scott Savo asked if there was any news on getting blocks added to the ice order for the remainder of the season. Dave Phillips noted he had spoken with the company and they would be adding 10lb blocks moving forward.

- f. Status of Open Work Items – The open project list was reviewed and discussed by the board. Scott Savo noted the clubhouse fascia should be made more of a priority. The board was in agreement.

5. New Business

- a. Use of Pump-out Slip – Dave Phillips asked the board whether or not they would be open to a member storing a boat in the pump-out slip for the remainder of the season. David Crowle noted the member in question was David Brickley as there was a chance he could be selling his current boat and getting another that would exceed the limitations of his 40ft slip. He then noted that he would have no issue allowing a member in need such as that to utilize the pump-out on a very limited temporary basis, but that the slip could not be rented out for the entirety of the season. Scott Savo asked how big of a boat would be in the slip. David Brickley noted the boat would be 46ft LOA. Scott Savo noted he was not against the boat being there because it is the pump-out, but he was concerned for the boat’s safety as some members have issue docking and would not be happy if someone was to hit David Brickley’s new boat. David Brickley noted his appreciation for the concern and asked whether the T-heads were a viable option. Dave Phillips asked whether he would like to be on the C- or D-Dock t head. David Brickley noted C-Dock would be ideal. David Crowle noted the need to install a new power pedestal with a 50amp breaker. David Phillips noted the T-head would only need a few rub rails to be complete. Scott Savo noted he would like to see additional cleats in the pump-out to assist all members in safely docking their boats.
- b. Norwalk Boat Show –David Crowle noted the association already has roughly 400 key chains on hand and that there is a new need for owners to volunteer as paying someone from the SMS staff to sit there was not the best way utilize hours or attract new members. David Brickley noted the newsletter should contain a call for volunteers. David Crowle noted that being at capacity once is great, but now the association needs to keep it up. Paul Viscount noted the board should not ask for volunteers but recruit specific individuals. David Crowle noted he would be in charge of recruitment.
- c. Parking Lot - Steps/Guard Rail & Landscaping – Scott Savo noted even when the marina was at 75% capacity the parking lot was full and members would park on the side of the driveway; he asked if they could cut section out of the middle of the rail where it is already damaged and add steps for people with a ramp for

carts. Paul Viscount asked who owned the rail. Dave Phillips noted they could ask the city. David Brickley noted he would like to see plans and could run them by his architect as steps should be made with footings after finding out who owns the property. David Crowle noted the association should request the landscapers to blow off pier and gate area as members end up tracking clippings onto boats and throughout the marina. Dave Phillips noted he would discuss with landscapers. David Crowle noted trees and weeds should be trimmed along the fences.

- d. New Members – Scott Savo noted with all of the new members, regular reminder notices should be emailed and put on boats so everyone is aware of rules regarding fueling, cooking, parking, etc. Dave Phillips noted SMS staff would be doing that as they had already discussed the need for such reminders.
6. Guest Questions – One guest asked where it was reasonable to block off 25 parking spots for owners only. David Crowle noted 25 parking spots would be almost all of them so probably not and it would be extremely difficult to enforce. David Brickley noted members should meet at another parking lot and bring down only a couple of cars as opposed to an excessive number of cars going to one boat. He also noted the association should discuss using the abandoned CL&P parking lot, maybe pay to stripe it and clean it up. Dave Phillips noted he would check with the city to see if they can use it. Another guest noted the cracked finger and main dock floats as well as the rusting. Dave Phillips noted some are were from the bad winter a couple of years ago but they weren't damaged enough to get insurance to cover them. The guest recommended a two-part epoxy that may were if cracks were grinded out. David Brickley noted it should be discussed with Bellingham as this cannot be the first marina to have these issues and see if we can rectify at the end of the season after docks have been power washed. Another guest suggested the addition of a Compliments, Suggestions, & Observations Box. David Crowle noted his endorsement of the idea. The rest of the board was in agreement and asked Dave Phillips and SMS to implement. David Brickley noted a tear-away pad should be mounted to it to offer further ease.
7. David Brickley made a motion to adjourn the regular meeting and enter executive session at 8:20 PM. Paul Viscount seconded the motion. No votes or motions were made during the executive session. David Brickley made a motion to end executive session and the meeting. David Crowle seconded the motion. The session and meeting were adjourned at 9:20PM.

The next meeting will be August 9th, 2017

Prepared By: SMS Property Management, LLC. 7/14/17