

CASWELL COVE MARINA
MINUTES OF MEETING
March 9, 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 7:03 PM. 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 Bob Stanton.
2. Minutes from Previous Meetings: A motion to approve the minutes from the January 19, 2017 Board meeting was made by David Crowle. Paul Viscount 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 02/28/17 was reviewed. Dave P noted that 16 unit owners were behind in their payments on 02/28. Of these, 3 units were with the Attorney for collection, and another 2 will be with Attorney by the April Meeting. Late notices have been sent to those unit owners who are behind in payments. It was also noted that any owner over 90 day delinquency is sent to Attorney for collection.
 - b. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 02/28 was \$276,303.91. Of this amount, \$71,120.80 is in the CAB/Mutual of Omaha account, \$6,608.27 is in the operating/checking accounts, and \$198,574.84 is in the Chase & Milford Bank reserve savings accounts.
 - c. A copy of the check detail report through 02/28/17 was distributed and briefly reviewed. There were no questions or comments.
 - d. A summary of expenditures vs. budget for FY 2017 to 02/28/17 was presented and reviewed. There were no questions or comments.
4. Old Business
 - a. Dock Waler Replacement– Dave P. noted that Beaver Marine will be returning to tighten all sections at the end of March or Beginning of April. Dave P. also noted the items still left to be completed are reattaching dock wheels/boxes, minor water line repairs, swapping out old pedestals for new ones on 40-foot C-Dock slips, and mounting the new triangle walers.
 - b. Disposal of Sailboat in B-02 – Dave P. noted that the abandoned vessel process will be completed 03/18, at that time we will decide how to proceed. David C. suggested we post it in an ad as it had been discussed in the past. Scott Savo also suggested calling The Boy Scouts to see if we could donate it to them.
 - c. Rendezvous – David C had noted as of 03/01 a total of 16 boats had booked for the Summer Rendezvous at Brewer's Essex Island Marina, which is 1 more boat than the 2016 Rendezvous. David C also noted that since Essex Island had rescheduled their lobster bake that was initially set to be the same weekend, he would make calls in regards to booking our own lobster bake and potentially use Marina food-budget money to subsidize cost per person.
 - d. Old Dock Section Usage/Disposal – Dave P. noted 2 marina members will be taking the dock sections of which the marina plans to dispose. The marina plans on keeping only the 50-foot, 40-foot, and 16-foot sections.

5. New Business
- a. Slip Occupancy Report/Rentals – The board discussed the 2017 Slip Occupancy Status. All 40- and 50-foot slips are occupied, and 7 30-foot slips remain open to date. Dave P. noted there is nothing in the rules/regulations that prevent the marina from renting out the T-Heads, however the board discussed weighing all benefits and implications of renting the space. Paul Viscount suggested contacting the unit owners of C-33 and D-17, the slips most impacted by renting out said space. The discussion was tabled until the next meeting so that more information may be obtained.
 - b. Set Up Auto Payments for Loan and Utilities – Dave P noted the benefits of implementing auto payments, which included time sensitive invoices being paid more efficiently. All board members were in favor so long as certain checks and balances could still be followed. David C. and David B. suggested scanning invoices and emailing them to the board, Dave P. noted REI-SMS also requires 2 vice presidents to sign off before any auto pays are made.
 - c. Close Chase Accounts – Dave P. noted with all of the Milford and CAB/Mutual of Omaha accounts, there may no longer be a need for the Chase Bank accounts. David C. noted he would be in favor of closing them and moving the money to either Milford Bank or CAB/Mutual of Omaha depending upon which had the better interest rate. The rest of the board agreed on this proposal. Dave P. will compare the accounts and submit information to the board.
 - d. Commissioning Party – David B. noted having it on a Sunday or in May did not seem like a viable option as not enough people will attend. David C. was in favor of setting the date for 6/10 or 6/11, depending upon which day the USCG Safety Inspection could be performed as that will lead to best attendance for both. The board was in favor of scheduling them for the same day.
 - e. USCG AUX Safety Inspections – See Commissioning Party.
 - f. Friday Night Clubhouse Parties – David B. noted the marina used to sponsor pizza parties and that he thinks it would be in the best interest of the marina to bring this back to promote member-relations. The board decided to sponsor a Friday Night Pizza Party on 5/19. Scott Savo also noted that every Wednesday some boaters on D-Dock meet for “Wine Wednesday” and that the marina staff should include invitations in the newsletter. David C. suggested ordering pizzas for one of those as well to encourage more attendance. The board was in favor of purchasing pizzas for the 7/12 “Wine Wednesday”.
 - g. Misc Training Opportunities – David C. and Paul Viscount noted the marina used to have boat/PWC safety and First Aid/CPR training for members and children. Dave P. noted that Patrick Kelly will make calls regarding scheduling trainers to come down and provide these services.
 - h. Life Jackets – Scott Savo suggested purchasing 8-10 kid-sized life jackets and displaying them by the marina parking lot in an attempt to encourage more parents to adhere to Marina Rules that require children to wear life jackets. The board was in favor of exploring this option.
6. With no further new business to discuss, Dave Brickley made a motion to adjourn the meeting and the meeting was adjourned at 8:25 PM.

The next meeting will be April 13th, 2017

Prepared By: SMS Property Management, LLC. 3/10/17