

CASWELL COVE MARINA
MINUTES OF MEETING
May 11, 2017
(Draft)

1. Attendees: The meeting was called to order at 7:03 PM. Board members present were David Brickley, President; David Crowle, V. President; and Scott Savo, Secretary. Paul Viscount, Treasurer, 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 April 13, 2017 Board meeting was made by Scott Savo. 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 4/30/17 was reviewed. Dave Phillips noted that 15 unit owners were behind in their payments on 4/30. 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 \$14,811.58
 - b. Dave Phillips noted the marina will soon own slip B-02 as the marina opted to take the slip in exchange for forgiving the past due debt.. Scott Savo asked at what point do slips go to the attorney to which Dave P reviewed that at thirty days they are sent a notice, after sixty days the association alerts the attorney and after a total of seventy-five days the slip owner is informed by the attorney. Dave P also noted that Connecticut state statutory lien regarding foreclosures is nine months.
 - c. The Summary of Checking/Savings Accounts was reviewed. Total cash on hand in the various accounts as of 4/30 was \$326,020.30. Of this amount, \$54,482.89 is in the CAB/Mutual of Omaha account, \$51,624.87 in the Chase checking account, and \$71,308.13 in the Milford Bank checking account. Additionally, there is \$148,603.70 in the Milford Bank reserve savings account and \$0.71 in the Chase Money Market savings accounts. Dave Phillips noted when he withdrew all money from the Chase Money Market account he did not get it prior to interest being added which resulted in the remaining \$0.71. David Crowle noted he can go to close out the account on any upcoming Friday.
 - d. A copy of the check detail report through 4/30/17 was distributed and briefly reviewed. There were no questions or comments.
 - e. A summary of expenditures vs. budget for FY 2017 to 4/30/17 was presented and reviewed. David Crowle noted the need to add \$2,000.00 to Social Budget, Scott Savo and Dave Phillips noted they could find it within the current budget as the carpet replacement among other things came in under what had been budgeted. Scott S noted he believes doing Hartford and Norwalk boat shows might be unnecessary, to which David C noted they do not cost that much to attend and between the boat shows and current economic status we will be at capacity for the season, additionally he noted the need for more owner-volunteers to help out in boat show booths as opposed to filling the schedule with a paid employee of the property management company. Scott S asked who does plumbing repairs listed under Clubhouse Maintenance to which Dave P explained it is split

between his staff and outside contractors to make sure the repairs are done correctly and quickly. Scott S also noted that with the higher capacity comes more repairs and more cleanings and that the need for at least two more dock carts is there if affordable. Dave P noted he will order those by the time of the next meeting. David C noted they could hold off on parking lot repaving this season to make room in the budget so long as the pothole is filled in the meantime. David Brickley asked whether or not the carpet installations included a warranty and Scott S noted he can schedule a contractor he has worked with to come out for third party opinion on status of carpet installation.

4. Old Business

- a. Old Float Removal – Dave Phillips noted that ads were placed on craigslist to get rid of excess floats; while some of the responders did not follow up, one person has the intention to take four or five of the sections. SMS will still be working to get rid of them as soon as possible.
- b. Commissioning Party – David Crowle asked whether we had any volunteers to help coordinate the party. It was noted that Roseann Santamaria had expressed an interest in helping again and that she would start doing so once she had her boat in the water. Scott Savo noted his favor for keeping the Commissioning Party the same day as USCG Vessel Inspections. Dave Phillips noted the time has been moved up for inspections to 12:00pm to accommodate people that have and have not given previous notice. David C had suggested Lassie's be contacted to do a Pig Roast as they have done parties for the marina and him in the past for a decent price. He also noted that he would go there the next day to see what kind of price he could secure. David Brickley noted there is always excess food so instead of adding people to the projected attendance that they should scale down the actual number to prevent wasting the food.
- c. USCG Vessel Inspections – For details on USCG Vessel Inspections see Commissioning Party.
- d. Rendezvous Lobster Bake Ticket Sales – David Crowle noted the importance of tracking steak or lobster for each person once ticket/wristband sales begin. Dave Phillips noted emails will be sent out and that sales will start in the near future.
- e. Marina Pizza Party 5/19 – The board noted the importance of the Pizza Party being a “pass-the-hat” type of event. David Brickley noted the initial order should be for ten pizzas with various toppings and then have members donate \$5.00 as they came in and that more pizzas could be ordered as needed. Scott Savo noted ordering from Honey Spot might be the easiest as they are down the street, they deliver, and have been here many times before.

5. New Business

- a. Clubhouse Cleaning Subcontract – At the start of New Business, David Crowle took a moment to discuss the status of the marina and how the board and marina finally feel relieved to no longer be catching up after the disasters that had taken place in previous years. He noted his appreciation for Dave Phillips and the SMS staff and discussed where the board intended to take the marina now. A list of open projects was presented by to the board and then discussed. Dave P then noted the benefits of subcontracting the cleaning duties instead of hiring another person to come in just to clean; he reviewed the estimate from DBS Building Solutions. David C noted that cleaning services are typically great for the first month but then taper off to which Dave P noted he utilizes their services at another property he manages in Milford and they have not had any issues. Scott

- Savo made a motion to accept the estimate as proposed by DBS. David C seconded the motion. All members in attendance voted in favor; motion carried.
- b. Dock Fender Installations – Dave P discussed a uniform method of being able to install fenders along slips that wanted them but that also did minimal damage to the walers. David Brickely questioned as to how marina staff would regulate this, whether slip occupants would have to buy certain hardware beforehand or if the marina would have stockpiles to distribute. Scott S noted the marina should stockpile hardware and then charge members that wanted to utilize the fender option. David C asked whether the marina would be responsible for obtaining the fenders themselves to which Dave P noted the members would be responsible for providing white fenders and marina staff would supply only the lines to string them and the hardware to fasten them.
 - c. Additional Dinghy Dock Space/Assignments – Dave P noted the floats the marina intends on keeping, one will be for sheds and the other will be for dinghies. Scott S asked where they will be installed to which Dave P noted on the back side of B Dock. There was a discussion as to other potential ideas but no other viable solution was agreed upon. David B noted the need to assign specific spaces as well as give preference to slip owners. All members presented agreed.
 - d. Jet Ski Docks – David C asked whether SMS staff was being diligent as many jet skis on site are not owned by marina members. Dave P noted staff is and will be more so by putting notices on jet skis to ensure everyone that is in the marina should be.
 - e. Life Preservers – Scott S noted he requested to have life preservers for children located up by the parking lot gate to ensure everyone is safe. David C noted he most likely had a number of unused ones that he could donate. Dave P noted it was a great idea and that he along with Scott S and the SMS staff would work out where to install a receptacle for the preservers.
 - f. In-house Ice Machine – Scott S noted the amount of time that SMS staff wastes to cart ice in between machines is unreasonable and that a need for an ice maker by the clubhouse exists. Dave P noted that having an exterior unit is ideal but research revealed there are only smaller outdoor units. Scott S noted Montauk Yacht Club has one outside but it has a roof covering it. David B noted in the past there had been an ice machine near the washer and dryer but it made an enormous mess and people left the bags everywhere. Dave P noted more research will be done and information will be presented at the next meeting.
 - g. BBQ on Docks – Dave P noted an increasing number of members have been cooking on their boats and some have even pushed it further to using grills on the docks which is not allowed per our rules and regulations. David C noted condominium laws prevent even electric grills from being used in units with close proximity to each other. Dave P noted it comes down to insurance and whether or not the marina is covered in the event that an electric grill on a boat causes damage to someone or something. David C noted that grilling on a boat is not worth risking anyone or insurance coverage. Gas grills are banned anywhere in the marina, and Dave P will check on the use of electric grills on boats.
 - h. Paying Common Charges – Dave P noted SMS can no longer accept cash or checks for common charge payments onsite and that moving forward owners need to mail checks to the CAB/Mutual of Omaha themselves or set it up to pay online.
 - i. River Dredging – Scott S and a member brought up the river being dredged in the coming months and the potential to do the channel into the cove. Dave P noted the dredging is being done by the state to move all dredged material to

Hammonasset State Park so they may or may not want anything from that area. David B also noted he didn't think they were dredging this far up the river. Dave P noted he would look into this further.

6. With no further new business to discuss, David Brickley made a motion to adjourn the meeting and the meeting was adjourned at 9:20 PM.

The next meeting will be June 08th, 2017

Prepared By: SMS Property Management, LLC. 5/26/17