

SEAWINDS II
BOARD OF TRUSTEES REGULAR MEETING MINUTES
August 21, 2009

I. CALL TO ORDER/ROLL CALL

A duly noticed meeting of the Board of Trustees was called to order by Jeff Fares at 10:02 a.m. at Riverview Resort, South Yarmouth, MA. The following persons were in attendance:

Board of Trustees:

Jeff Farres	Nancy Kritzman
Rowena Flynn	Frank Goodyear
Shelia Farres	David Rapaport

Vacation Resorts International and Resort Management:

Michael McManus, Director of Resorts/VRI
Israel Soares, Resort General Manager

Other: Vincent (Gene) Phaneuf, Unit Owner for Week 36

Each Board introduced themselves and gave a brief overview of their experiences over the past five years.

II. APPROVAL OF AGENDA

MOTION: Nancy Kritzman moved to approve the agenda as written. Motion was seconded by Sheila Farres and approved unanimously.

III. APPROVAL OF PREVIOUS MEETING MINUTES (02/06/09)

MOTION: Frank Goodyear moved to approve the February 6, 2009 meeting minutes as written. Motion was seconded by Nancy Kritzman and approved unanimously.

IV. MANAGEMENT REPORTS

A. Resort Update

Israel Soares distributed his Manager's Report which included the following items:

- Occupancy has increased this year, more owners are staying at the resort and therefore rentals and exchanges are down.

- The Front desk staff is continuing to work on the new check-in procedure, taking the security deposit prior to giving the door code for all electronic locks.
- The staff maintains communication with the Reservations Departments for VRI, II, and RCI.

Maintenance

- Regular maintenance requests for Seawinds II have been completed with no major problems; room 3 and 4 needed a new evaporator fan for the refrigerator.
- Occupancy permits were issued in April by the Town of Dennis.
- New door closures were installed after the annual building inspection as requested by the Town of Dennis inspector.

Housekeeping

- The regular turnover cleaning and mid-week services have been completed with no decline in comment cards.
- New 2010 budget numbers for payroll hours for housekeeping.

General Maintenance

- East Cape Engineering, Inc. completed an inspection of the egress decks and stairways at Seawinds II on February 24, 2009 and issued the certificate of egress report to the Town of Dennis (see attached report).
- In the month of July two (2) twin mattress were replaced in room 5 loft.

The Board directed management to look into the cost to setup a gas line from the building to a BBQ grill in the east side of the property and to report back at the next meeting.

The Board directed management to include important phone numbers such as: Riverview Resort Front Desk, Maintenance, and Housekeeping in the next newsletter and to ask guests to call the front desk within 24 hours of arrival regarding the unit quality, housekeeping, and maintenance.

B. Financial

Michael McManus reviewed the financial statements as of month-end June 30, 2009. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement, and Cash Flow Analysis.

MOTION: David Rapaport moved to accept the June 30, 2009 Financial Report as presented. Motion was seconded by Nancy Kritzman and approved unanimously.

C. Owner Correspondence

No correspondence.

V. OLD BUSINESS

A. Property Line

Michael McManus reported that an easement was drafted and sent to the Girard's for review in March. Michael also shared an email that was received. The Board directed management to contact Attorney Doug Errico to initiate contact with the Girard's to seek a resolution.

MOTION: David Rapaport moved to send a letter to the Girard's seeking a resolution outlined by Attorney Doug Errico. If no resolution can be agreed upon then the fence must be moved off Seawinds II property and back within the Girard's property line. Motion was seconded by Nancy Kritzman and approved unanimously.

B. Contract Matrix

No contracts have been entered into since the last meeting.

C. Resort Amenities

i. Parking Signs

An application for Sign Code Relief was submitted with the Town of Dennis Planning Department on August 10, 2009. The application was deemed to have incomplete or incorrect plans. The Building Commissioner's referral noted that the applicants (SWB) have zoning violations present on the property and that the applicants should be required to resolve all zoning issues prior to considering this application.

MOTION: David Rapaport moved to have management obtain a legal position from Attorney Doug Errico concerning what structures can be put on Seawinds II Property, Lot 63B (fence, trees, or shed) and to report back at the next Board meeting. Motion was seconded by Nancy Kritzman and approved unanimously.

MOTION: Frank Goodyear moved to have management obtain a legal position from a Massachusetts Attorney specializing in Beach Rights, concerning what specific rights homeowners on Uncle Rolf Rd. have with Seawinds II Private Beach Front Property (Lot A / 131) and report back at the next Board meeting. Motion was seconded by Nancy Kritzman and approved unanimously.

VI. NEW BUSINESS

A. 2010 Elections

Michael McManus reviewed the July 2009 newsletter outlining the Annual Meeting, Call for Nominations, 2008 Meeting Minutes, and VRI*ety.

B. Annual Meeting-Sunday-September 20, 2010

Jeff Farres commented that the Annual BBQ will follow the meeting at Seawinds II from 12:30-1:30 p.m.

C. 2010 Budget

Michael McManus distributed and reviewed the 2010 proposed budget. The Board reviewed the proposal from the Riverview Board and instructed David Rapaport to work with Dan Gallagher, Riverview Resort Treasurer in an effort to finalize a reasonable fee for the 2010 Sub-Management Agreement between the two resorts.

MOTION: Frank Goodyear moved to approve the 2010 Budget as proposed establishing maintenance fees at \$447.01 per one bedroom and \$625.83 per two bedrooms pending the Seawinds II Treasurer's review and approval of the figures requested by Riverview Resort Board. Motion was seconded by Sheila Farres and approved unanimously.

D. Assessment Billing and Collection Policy

MOTION: Rowena Flynn moved to renew the 2010 Assessment Billing and Collection policy as presented. Motion was seconded by David Rapaport and approved unanimously.

E. Travel Protection Insurance

Michael McManus stated that the Timeshare Protection Plan is again available to timeshare owners and explained that the Board approved including a brochure in last year's assessment mailing.

Michael reminded the Board that owners wishing to purchase coverage had the opportunity to include the premium with their 2009 maintenance fee payment.

MOTION: Frank Goodyear moved to include the Timeshare Protection Plan brochure with the 2010 maintenance fee billing adding the optional premium payment to the assessment invoice. Motion was seconded by Nancy Kritzman and approved unanimously.

VII. OTHER

A. Next Meeting Date

The Annual Meeting is scheduled for Sunday, September 20, 2009, at 10:00 a.m.

B. Open Discussion

Michael McManus distributed expense reports for Board reimbursement.

MOTION: Sheila Farres moved to reimburse the Board members for mileage, tolls and parking for each scheduled meeting. Motion was seconded by Nancy Kritzman and approved unanimously.

VIII. ADJOURNMENT

MOTION: There being no further business, Sheila Farres moved to adjourn the meeting at 3:40 p.m. Motion was seconded by Frank Goodyear and approved unanimously.

Sheila Farres, Secretary

MJM/jmf

swb: 082109min