

**SEAWINDS II**  
**BOARD OF TRUSTEES MEETING MINUTES**  
Sunday, September 16, 2012

**I. CALL TO ORDER/ROLL CALL**

A duly noticed telephonic meeting of the Board of Trustees was called to order by Sheila Farres at 11:03 a.m. The following persons were in attendance:

Board of Trustees:

David Rapaport	Jeff Farres
Shelia Farres	Vincent (Gene) Phaneuf
Frank Goodyear	Rowena Flynn

Absent:

Nancy Kritzman

Vacation Resorts International and Resort Management:

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

**II. APPROVAL OF AGENDA**

**MOTION:** Sheila Farres moved to approve the agenda as written. Motion was seconded by Frank Goodyear and approved unanimously

**III. APPROVAL OF PREVIOUS MEETING MINUTES (05/25/12)**

**MOTION:** Frank Goodyear moved to approve the May 25, 2012 meeting minutes as written. Motion was seconded by Gene Phaneuf and approved unanimously.

**IV. MANAGEMENT REPORTS**

A. Resort Update

Israel Soares noted that he received notice from Charlie Strassman, the property insurance broker, advising that the BBQ grills be moved away from the building during use. Israel informed the Board that the grass area on the far side of the west end of the property was cleaned up, bricked, and a picnic table added. The BBQ grills were secured in the picnic area so they can not be relocated, guests have been commenting on how nice the new arrangement works.

B. Financial

Michael McManus reviewed the financial statements as of month-end July 31, 2012. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement, and Cash Flow Analysis.

C. Riverview

Michael McManus stated that SeaWinds II has met their financial obligation to Riverview Resort as of month end July 2012.

**V. OLD BUSINESS**

A. Property Line

i. Beach

The Board discussed on how crowded the beach area was this past summer and requested that management set up a meeting with the abutting neighbors to discuss the issues. Jeff Farres asked if the meeting could be set up for the first week of March 2013, giving all parties ample notice.

**VI. NEW BUSINESS**

A. 2013 Budget

Michael McManus distributed and reviewed the 2013 proposed budget.

**MOTION:** Gene Phaneuf moved to approve the 2013 Budget as proposed establishing maintenance fees at \$487.70 per one bedroom and \$682.40 per two bedrooms. Motion was seconded by David Rapaport and approved unanimously.

B. ABC Billing Policy

**MOTION:** Sheila Farres moved to approve the 2013 ABC Billing Policy as presented. Motion was seconded by Frank Goodyear and approved unanimously.

C. Travel Insurance

**MOTION:** Sheila Farres moved to include the Timeshare Protection Plan brochure with the 2013 maintenance fee billing adding the optional premium payment to the assessment invoice. Motion was seconded by Frank Goodyear and approved unanimously.

D. ARDA Contribution

**MOTION:** Sheila Farres moved to include the ARDA-ROC information in the 2013 maintenance fee billing. Motion was seconded by Frank Goodyear and approved unanimously.

## **VII. OTHER**

### **A. Open Discussion**

The Board discussed the outline of the Annual Meeting and the 2013 Capital projects that need to be completed.

## **VIII. ADJOURNMENT**

**MOTION:** There being no further business, Frank Goodyear moved to adjourn the meeting at 11:45 a.m. Motion was seconded by Sheila Farres and approved unanimously.

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Shelia Farres, Secretary

MJM/jmf

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