

## MINUTES

January 21, 2017

### VACATIONLAND ESTATES BOARD OF DIRECTORS MEETING

1. **CALLED TO ORDER:** Called to Order 9:05 am
2. **PRESENT:** Ken Coville, Charles Webster, Jeff Brooks, Richard Violette, Sr. (via telephone), Kristi Brannen, Adele King
3. **REVIEW MINUTES:** **MOTION:** Ken Coville, To approve the minutes of October 22 2016, as presented. **SECOND:** Jeff Brooks **VOTE:** 5-0-0
4. **PUBLIC COMMENT:** None
5. **TREASURER REPORT:** **MOTION:** Jeff Brooks. To approve the Treasurer's report as presented **SECOND:** Ken Coville **VOTE:** 4-0-1
6. **MANAGERS REPORT:**
  - Financial update: We are showing income and expenses that are both under budget. Guest fee income for users of the pool was discussed and manager to research utilization of Green Valley and report back at next meeting. Phone cost was discussed to reduce fees for communications as well as cable TV costs and lack of local channels.
  - Update on Assessment Project: As of December 31<sup>st</sup> we had spent \$116,861 leaving \$57,783 of the \$174,644 budgeted amount for projects in the spring.
  - It is decided that we will install a test hot water heater system in building 7 and monitor temperatures and compare with building 6, rebate paperwork to be filed with Maine Efficiency for \$750.00.
  - Units Given back in Lieu of Fee's: To date we have 19 units that were deeded back the resort, a majority of the deed backs come from elderly owners who are not using them.
  - Discussion of a town owned week 7 which is regularly February Vacation week and would be beneficial for the resort to add to its inventory. **Motion: Charles Webster:** to purchase week 7 from the town for up to \$400. **Second: Dick Violette. Vote 5-0-0.**
  - A comprehensive guest survey report is attached overall rating reflects an overall rating of 3.49 out of 4.0
  - Staffing: There is a need for a per diem in housekeeping.
  - Pool: The pool has been cloudy maintenance is working with Mechanical Services to help with the filtration

- **7. Rental Procedure:** A new rental agreement was presented and edited for clarity purposes end result attached. Changes include eliminating the cap of \$500 while increasing the resorts commission from 10% to 20%. **Motion: Dick Violette**, to approve procedure/agreement with revisions, **Second: Jeff Brooks. Vote 5-0-0**

**8. 5 Year Plan:** Was presented for review, Ken Coville recommends a replacement plan be put into place to track ongoing repairs and replacements as well as the average life expectance of each item.

**9. Employee Manual/Handbook:** Manager was unable to locate minutes approving employee handbook and asks the board to approve last revised manual with revisions dating September 27, 2014. **Motion: Ken Coville**, to approve manual as a working document pending revision. **Second: Jeff Brooks. Vote 5-0-0**

**10. Bylaws Update and Printing:** Board President to review bylaws with Manager and to have more direction next meeting.

**11. Executive Session: Legal Issues. Motion: Dick Violette**, to enter executive Session at 11:23am. **Second: Kristi Brannon: Vote: 5-0-0**

**Exit executive session at 11:34**

**12. OLD BUSINESS:** Discussion around switching financial organization due to current financial company's inability to provide financing along with reduction in business days. Manager to discuss moving to accounts KFCU with KFCU staff.

Jeff states that maintenance department should still be keeping track of water meter readings.

**13. NEW BUSINESS:**

**Motion: Jeff Brooks**, to charge a 3% credit card fee. **Second: Dick Violette, Vote 5-0-0**

Payroll Bids: see handout. **Motion: Ken Coville** move payroll to automated with direct deposit only by February 7<sup>th</sup> payroll. **Second: Jeff Brooks, Vote: 5-0-0**

Discussion of credit card fees to the resort was discussed, manager reports that VER is charged 3% of total credit card sale for processing fees. **Motion: Jeff Brooks**, to charge a 3% surcharge on all credit card payments. **Second: Dick Violette, Vote 5-0-0** (to be revisited at next board meeting.)

**15. Next Meeting:** April 1<sup>st</sup> 2017 at 9:00am

**16. ADJOURN: MOTION: Jeff Brooks to adjourn SECOND: Charlie Webster 12:17 PM**

Respectively submitted  
Adele King, SECRETARY

Approved Date: \_\_\_\_\_

Enc: Minutes October 22<sup>nd</sup> 2016  
Treasurer Report  
Manager's Report