

THE CHARTER CLUB OF MARCO BEACH®
BOARD OF DIRECTORS TELECONFERENCE MEETING
FRIDAY, MAY 20, 2011

The meeting was called to order at 9:00 a.m. by President Lyman Wood at Hilton Grand Vacations Regional Office, Marco Island, Florida. Board members in attendance via telephone were: Lee Huston, John Konarski, Jim MacArthur and Lyman Wood. Mr. Briggs was unable to attend this meeting. Attending from Hilton Grand Vacations Company were: Matt Fox – Resort Manager, Scott Shook – Assistant Resort Manager and Riki Martin – Executive Assistant and Acting Recording Secretary for this meeting.

APPROVAL OF AGENDA

MOTION was made by Mr. Huston and seconded by Mr. Konarski to approve the agenda. Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

APPROVAL OF PREVIOUS MINUTES

MOTION was made by Mr. Huston and seconded by Mr. MacArthur to approve the minutes of the March 22 & 23, 2011 Board meeting as amended. Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

MOTION was made by Mr. Konarski and seconded by Mr. MacArthur to approve the minutes of the March 23, 2011 Board meeting. Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

2011 PROJECT UPDATES

a. Fire Control Panel Update

North building is nearing completion and will be called for rough inspection next week. Continued wiring will begin in the South building in approximately two weeks.

b. Gates

Delay in completion of the project was due to permitting with the City of Marco Island taking longer than anticipated. The swing arm style gates have been installed and surveillance cameras will be added next week followed by the change in traffic flow. Mr. Fox will conduct training with the staff when the project is completed. Once the gates are installed and tested, confirmation will be mailed to owners/guests arrivals with detailed instructions, codes and maps. The gates will not be used over the Memorial Day weekend, security will be provided by Preferred Security.

c. Appliances Washers/Dryers/Dishwashers

The installation of the appliances is on schedule.

d. Upcoming Tennis Court Surfacing

Tennis court will be resurfaced in August/September. The Board was in agreement to change the surface colors to blue and green which are the colors used by the U.S. Open. Management will work with the chosen contractor to insure the new colors are applied in such a manner as to eliminate pools where water can gather during rains.

MANAGER'S REPORT

a. Financials/Collections/Closed Bid Sale Update

The Board reviewed the financials.

The closed bid sale for the Association owned weeks was completed on May 1, 2011. 33 bids were received for the available 33 units with bid prices from \$2,900 - \$3,500.

PROJECT LIST

The Board had previously authorized management to re-strap balcony furniture as needed. Mr. Fox stated that to only re-strap the four white straps per chair of the 400 patio chairs with the work being completed in-house the cost would be \$2,100 plus shipping. He also contacted an outside company to completely re-strap the chairs that cost would be \$21,200. The Board suggested that Mr. Fox determine how many man hours it would take to re-strap the chairs and report back to the Board at the next meeting.

Mr. Fox advised that the \$5,900 for the purchase of the gazebo for the smoking garden does not include hurricane foundation and requires an engineered drawing to be submitted to the City of Marco Island for permitting. The Board approved August 1, 2011 for the completion of the smoking garden.

MOTION was made by Mr. Huston and seconded by Mr. Konarski authorizing Mr. Fox to install decorative stones behind the North building near the beach dune area at a cost of \$1,450. Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

The Board discussed adding shells to the perimeter of the tennis courts as a border. It was suggested that management view the tennis court site from the walkway of the south building for symmetry and attractiveness of the overall project. The Board asked Mr. Fox to evaluate the area again and provide the Board with a plan.

Mr. Fox provided a proposal to purchase hair dryers for the guest bathroom. The cost to purchase 100 hair dryers 80 for the unit and 20 additional hairdryers as back up would be approximately \$1,800. **MOTION was made by Mr. MacArthur and seconded by Mr. Huston to purchase hair dryers for the guest bathroom at a cost of \$1,800.** Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

Add to Project List

- Review and evaluate the substructure and surface of the board walk
- Add decorative stone behind north building
- Shells around the perimeter of tennis courts
- Hairdryers for guest bathroom
- Create signage to remind owners/guests to keep doors and windows shut when A/C is running

- **Recycle container to be added to pool area**

b. Comment Cards/RCI/Owner Comments (Including new reports)

The Board reviewed the comments cards.

OLD BUSINESS

a. Master Bath/Closet Renovation

The Board discussed the cost of the master bath/closet renovations and the possible need for a special assessment. The cost for the model unit is \$18,000. **MOTION was made by Mr. Huston and seconded by Mr. Konarski to authorize management to proceed with the model unit master bath/closet renovation.** Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

Mr. MacArthur has a concern with the noise of pocket doors. Mr. Huston stated that pocket doors have improved and are no longer an issue.

Mr. Huston asked the Board for permission to be on-site to oversee construction of the model unit. Mr. Huston requested reimbursement for air fare only. This arrangement can be terminated at any time by management.

MOTION was made by Mr. MacArthur and seconded by Mr. Konarski to approve reasonable travel expenses for Mr. Huston to oversee the model master bath/closet renovation. Mr. Huston voted aye, Mr. Konarski voted, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

John Konarski offered unit 804 for weeks 6 through 12 in the spring to be used as the model unit. Management and Mr. Konarski will further discuss this arrangement and if an agreement is reached it will be summarized in writing and signed off on by Mr. Konarski.

FUTURE MEETING DATE

Teleconference meeting is scheduled for Friday, September 9, 2011 (alternate date Thursday, September 8).

ADJOURNMENT

MOTION was made by Mr. Huston and seconded by Mr. MacArthur to adjourn the meeting. Mr. Briggs voted aye, Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

Meeting adjourned at 11:30 a.m.