

**Approved 2-11-2008**

**THE CHARTER CLUB OF MARCO BEACH®  
BOARD OF DIRECTORS TELECONFERENCE MEETING  
JANUARY 25, 2008**

The meeting was called to order at 8:30 a.m. by President, R. Lyman Wood in the management office at The Charter Club of Marco Beach. Board members in attendance via telephone were: Noel Briggs, John Konarski and Lyman Wood. Mr. Huston and Mr. MacArthur were present at the management office. Attending from Hilton Grand Vacations (HGV) were: Matt Fox - Resort Manager, Scott Shook - Assistant Resort Manager, Mark McGregor - Maintenance Supervisor, Lael Kilpatrick - Regional Manager Resort Operations and Riki Martin - Administrative Assistant and Acting Recording Secretary for this meeting. Also in attendance was Tim Murk with Lerch Bates 8:30 a.m. - 8:50 a.m.

Mr. Murk reviewed the modernization survey and report with the Board and Management.

1. Evaluate the general condition and operation of the four elevators currently in service.
2. Recommend modernization options for these elevators.

In conducting the site review, the following scope of work was completed.

1. The elevator machine rooms, hoist ways and pits and all associated elevator equipment were examined to determine equipment condition and operation.
2. Signal and operating fixtures were reviewed for compliance with the Americans with Disabilities Act Accessibility Guidelines (ADAAG).
3. A general assessment of elevator Code conditions, both complying and non-comply, was conducted.
4. The overall operation of the elevators was reviewed.
5. An overview of remaining useful life of the elevator equipment was determined.

**Recommendations**

The existing hall call signal fixtures and car operating panel fixtures should have been replaced when the controllers were upgraded in 2004. New hall and car digital position indicators were installed with the modernization in 2004. Recommend replacement of the hall stations and car operating stations. Most of the indicator lights were out in the hall and almost half of the lights were out in the car.

The door operators and related door equipment will be replaced. Closed loop door operator control will be added through the new control system. This is especially important to the efficient operation of the doors with the number of doors related call backs experienced at this property.

The cab interiors are in O.K. condition. Replacement should be considered as part of the modernization, we have provided cab allowances for planning purposes. Additional options to consider are emergency power sequence and operation, restricted access, Closed Circuit TV, and remote monitoring capability for the elevators at a central maintenance office and/or on site.

#### Pre-modernization

During the course of the elevator modernization, added load will be placed in the car yet to be modernized. For this reason, we highly recommend that the existing equipment be thoroughly cleaned and adjusted prior to commencement of the project. Observations of the existing equipment showed that maintenance is being performed in less than satisfactory way. In addition, all of the cars are operating well below their capabilities and should be adjusted properly prior to commencing a modernization project. Cars #2 and #4 are operating at half the rated speed and need to be brought up to contract speed. The maintenance contractor should address these issues as soon as possible.

Proposal for interior cab renovations will be discussed at the March meeting.

The Board of Directors thanked Mr. Murk for his input.

#### **APPROVAL OF AGENDA**

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

#### **APPROVAL OF MINUTES**

**MOTION was made by Mr. MacArthur and seconded by Mr. Konarski to approve the minutes of the October 30 & 31, 2007 budget meeting as amended.** Mr. Briggs voted aye, 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. Huston and seconded by Mr. MacArthur to approve the corrected minutes of the teleconference meeting held on November 20, 2007.** Mr. Briggs voted aye, 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. MacArthur and seconded by Mr. Huston to approve the minutes of the December 21, 2007 meeting as corrected.** Mr. Briggs voted aye, Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

## **MANAGERS UPDATE**

### **Review of Monthly Manager's Packet**

There are 12 Association owned weeks that the Board will be evaluating at the March meeting. The Board requested that these weeks be put up for rent.

### **Paid Time Off (PTO)**

In the past, the system used to pay vacations was cash basis (expensed as incurred). The debt always existed however it was not recognized in the books of the association.

### **2021 By-Law Amendment**

**MOTION was made by Mr. Huston and seconded by Mr. Briggs to proceed with the 2021 amendment as presented by Michael Belle.** Mr. Briggs voted aye, Mr. Huston voted aye, Mr. Konarski voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.** The Amendment ballot will be mailed with the Annual meeting mailing.

### **Other Projects**

The pool is not heating properly. The Board discussed options of a new well or converting to either gas or electric. The issue will be added to the project list.

The Board discussed the options presented by Karin's Engineering for the walkway planter restoration on the front elevation of the two buildings.

#### **Option One**

Do nothing other than cosmetic repairs to the planters.

#### **Option Two**

Completely remove the planters all together and replace them with a full height handrail to match the rest of the walkways.

#### **Option Three**

Removal of all interior material from all planters, performing all required structural repairs on both the inside and outside of the planters, installing a new interior waterproofing membrane and providing drainage system for each planter area.

A teleconference meeting is scheduled for February 11 @ 8:30 a.m. to approve the choice for repairing the planters.

### **Kitchens**

The Board discussed the specifications for the unit kitchens. Mr. Huston stated a lot of attention was paid to what was wanted. He tried to balance everything to get the best bang for the dollar the right quality for the right price and eliminated items that would save a lot of money. Currently, there is discussion with two contractors.

Scott Shook and Mark McGregor went to the Charter Club of Naples Bay and took detailed photographs of their units. Mr. Konarski was helpful with specifications on the lighting.

The Board of Directors was in agreement that no option will be presented for a cosmetic fix at this time. The Board will proceed with the model unit; once the model unit has been completed the decorating committee will give their input.

#### **OLD BUSINESS**

The Board agreed to have Michael J. Belle prepare an official letter to address Ed Pascal's week 52 concerns.

We are still waiting for the final Marriott contract from Michael J. Belle.

Hilton was asked to review if there can be a charge to owners for use of credit cards to pay annual maintenance fees and taxes.

#### **ADJOURNMENT**

**MOTION was made by Mr. Konarski and seconded by Mr. Huston to adjourn.** 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 10:45 a.m.**