

Approved 1-25-2008

**THE CHARTER CLUB OF MARCO BEACH®
BOARD OF DIRECTORS TELECONFERENCE MEETING
DECEMBER 21, 2007**

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, Lee Huston, Jim MacArthur, Lyman Wood and Board Consultant – Gary Jacobson. Attending from Hilton Grand Vacations were: Lael Kilpatrick – Regional Manager Resort Operations, Matt Fox – Resort Manager, Scott Shook – Assistant Resort Manager, Mark McGregor – Maintenance Supervisor and Riki Martin – Administrative Assistant and Acting Recording Secretary for this meeting. Also in attendance were Tim Murk-Lerch Bates and Michael J. Belle, PA.

APPROVAL OF AGENDA

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

APPROVAL OF MINUTES

MOTION was made by Mr. Huston and seconded by Mr. MacArthur to approve the minutes of the November 20, 2007 teleconference meeting. Mr. Briggs voted aye, Mr. Huston voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

The Board discussed the paragraph on page seven of the October 30 & 31 meeting minutes where Mr. Piatt stated that he would not change the name tags to read The Charter Club of Marco Beach. The Board was in agreement that the statement should be changed. Mr. Briggs will submit a written statement to be discussed at the next board meeting.

MANAGER UPDATE

a. Elevator Engineer Proposal

The Board reviewed the elevator proposal with Tim Murk Regional Manager Lerch Bates. Lerch Bates will provide a written report documenting the survey. The report will include:

- a. Existing equipment disposition
 - 1) Recommendations on the type of equipment needed for modernization.
 - 2) A summary of the present equipment which has a potential for reuse.
- b. Modernization options.
- c. Current prevailing Elevator Code requirements, non-complying building conditions, and handicapped accessibility requirements relative to the equipment surveyed.
- d. Related work required by other trades.
- e. Opinion of probable equipment cost for Division 14 of the elevator modernization recommended.

MOTION was made by Mr. MacArthur and seconded by Mr. Huston to approve Lerch Bates fee for basic services in the amount of \$21,300. Mr. Briggs voted aye, Mr. Huston voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

Mr. Jacobson left the meeting at 9:20 a.m.
Michael Belle joined the meeting 9:30 a.m. – 9:45 a.m.

The Board requested that Michael Belle provide the language on the 2021 vote in time to be included in the Annual meeting mailing packet.

Michael Belle stated that, if he could get an editable version of the Marriott Agreement, he would add his comments and/or strike out the existing language, then insert his language in red and underline it so we could read how it was originally, and his changes.

b. Kitchens

The Board agreed to build a model kitchen in one unit. Mr. Fox will provide the cost breakdown at the March 2008 Board of Directors meeting.

c. 2008 Projects Timeline

Ms. Kilpatrick has spoken to Jan Anderson Director Developer Resale's and she has committed to paying for the interior improvements to the sales office.

MOTION was made by Mr. Huston and seconded by Mr. MacArthur to remove and cap the artificial roof beams on sales office and clubhouse. Mr. Briggs voted aye, Mr. Huston voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.** \$6,000 to be taken from board authorized projects.

Our current security company is going into partnership with a company that provides security cameras. Mr. Fox will provide an estimate at the January teleconference meeting.

d. Other Projects

Financial report – PTO line item has been added to the financial report. The Board requested an explanation on how the expenses were over stated.

OLD BUSINESS

The Board reviewed the plans to remove landscaping around the pool and add 25 additional pool chairs. The Board was in agreement to remove plantings on the south side area at a cost of \$1,500 **MOTION was made by Mr. MacArthur and seconded by Mr. Huston to authorize Mr. Fox to purchase additional chairs for the pool deck.** Mr. Briggs voted aye, Mr. Huston voted aye, Mr. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

Mr. Fox expressed the need to purchase a two year maintenance agreement with Ilco Lock in the amount of \$3,197. If the maintenance agreement is purchased now we will not need to upgrade the lock system in the next couple of years. The Board agreed to the maintenance agreement.

Teleconference meeting scheduled for January 25 @ 8:30 a.m.

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. MacArthur voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

Meeting adjourned at 10:20 a.m.