

**RIVERVIEW RESORT CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING MINUTES  
Friday, January 25, 2008  
10:00 a.m.**

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

The meeting of the Board of Trustees was called to order by Alex Fogel at 10:05 a.m.  
The following persons were in attendance:

Board of Trustees:

Alex Fogel  
Ted Schuster  
Dan Mardirosian  
Roy Fraser

Absent:

Stuart Allen

Vacation Resorts International and Resort Staff:

Rich Muller, Sr. Vice President of Resort Operations/VRI  
Michael McManus, Director of Resorts/VRI  
Israel Soares, General Manager

Others:

Dan Gallagher, Advisory Member  
Jack Hellmann, Advisory Member  
David Moran, Coastal Engineering  
Rick Pike, Pike Insurance Agency

**II. APPROVAL OF AGENDA**

**MOTION:** Ted Schuster moved to approve the agenda as written. Motion was seconded by Dan Mardirosian and approved unanimously.

**III. APPROVAL AND ACCEPTANCE OF PREVIOUS MEETING MINUTES**

A. Approval of Telephonic Meeting Minutes (08/31/07)

**MOTION:** Ted Schuster moved to approve the August 31, 2007 telephonic meeting minutes as written. Motion was seconded by Roy Fraser and approved unanimously.

B. Approval of Telephonic Meeting Minutes (10/24/07)

**MOTION:** Ted Schuster moved to approve the October 24, 2007 telephonic meeting minutes as written. Motion was seconded by Dan Mardirosian and approved unanimously.

C. Approval of Telephonic Meeting Minutes (11/15/07)

**MOTION:** Ted Schuster moved to approve the November 15, 2007 telephonic meeting minutes as written. Motion was seconded by Roy Fraser and approved unanimously.

D. Acceptance of Annual Meeting Minutes (09/08/07)

**MOTION:** Ted Schuster moved to accept the September 08, 2007 Annual Meeting minutes as written. Motion was seconded by Dan Mardirosian and approved unanimously.

#### IV. MANAGEMENT REPORTS

A. Resort Update

Israel Soares updated the Board on the following items:

- Riverview Resort has earned the RCI Silver Crown Resort designation for 2008.
- Maintenance:
  - Regular pest control inspections have been completed.
  - The pool surface is being painted and tile is being repaired.
- Front Desk:
  - Resort information has been updated with photos.
  - New check-in packets, key cards and brochures have been printed.
  - 2008 rental rates and discounts were updated and distributed.
  - On hold and lobby music has been installed.
- Housekeeping:
  - Deep cleaning will start the first week of March in preparation for the resort's reopening date of March 28th.
  - Housekeeping was restructured with a payroll savings of \$4,388.

B. Financials

Month and year end December 31, 2007 financial statements were distributed and briefly reviewed.

Rich Muller advised the Board that a decision will need to be made regarding the selection of an Auditor's report for the 2007 financial statements. The Board directed management to obtain proposals for an Audit and a Review and forward the proposals to the Board via email.

Rich Muller advised the Board that there was an error in calculating the 2008 management fees for this year's budget. Mike McManus and Ted Shuster reviewed this and found offsets in projected maintenance expense. The result was no net change to the budget or maintenance fees. The Board reviewed and discussed the revised 2008 budget distributed by Michael McManus.

**MOTION:** Dan Mardirosian moved to accept the revised 2008 budget as presented. Motion was seconded by Ted Schuster and approved unanimously.

## V. NEW BUSINESS

### A. Health Benefits

Rich Muller explained the new Massachusetts Health Reform Law and how it affects Riverview Resort. Rich introduced Rick Pike from Pike Insurance Agency. Mr. Pike reviewed several health insurance options that could be made available to Riverview employees that would bring the resort into compliance with the new regulations.

**MOTION:** Alex Fogel moved to accept the Harvard Pilgrim Health Care Plan offering each employee the state minimum co-pays of 50% for individuals, 33.3% for an individual plus one and 33.3% for the family plan starting on March 1, 2008. Motion was seconded by Ted Schuster and approved unanimously.

Michael McManus reviewed the Fair Share Contribution Test that was filed on behalf of Riverview Resort in November of 2007. Michael informed the Board that the Resort was fined \$3,245 for not offering health benefits in 2006-2007. However, management did comply with registration requirements and will therefore be filing an appeal with the Division of Unemployment in Boston.

**MOTION:** Ted Schuster moved to ratify the actions that management are taking with the Division of Unemployment and that the appeal be executed on behalf of Riverview Resort but to continue payments as directed by the state. Motion was seconded by Dan Mardirosian and approved unanimously.

### B. Fire Alarm System

Michael McManus reviewed the proposal from Cape Cod Alarm Company for Carbon Monoxide detection at a cost of \$2,150. The Board approved the proposal.

## **VI. OLD BUSINESS**

### **A. Patio Repair**

David Moran with Coastal Engineering presented proposals regarding patio repairs. David explained that each balcony on the riverside is comprised of two parallel concrete planks. The exterior plank has deteriorated to a point where they were determined to be a safety hazard and must be removed. Fortunately the interior plank is structurally sound. Coastal Engineering developed a plan for demolishing these outer planks and reinforcing the wall that supports them. There are three options for reconstruction: Recast the plank with pour-in-place concrete, rebuild the balcony with pressure treated lumber or perform no reconstruction and leave a shortened balcony by sealing the remaining plank and reconfiguring the railing to it.

The Board decided that the only economically feasible approach would be to perform no reconstruction but secure the vertical support walls, seal the inner plank and reconfigure a railing system on the second floor balconies.

Coastal Engineering was asked to solicit competitive bids on this option and report back to the Board. Dan Mardirosian and Michael McManus were asked to work with Coastal Engineering to come up with a recommended railing system.

### **B. Parking Lot**

Michael McManus reported that the parking lot project has started. Septic lines to systems 6, 5, 4 and 3 have been replaced by A&B Canco with new PVC piping. A ten-zone sprinkler system has been installed for irrigation. All bushes, trees, and plants were removed and A&M Land Services surveyed the entire parking lot area for the new flowerbeds and to relocate the resort's entrance and exit. Aggregate Industries will resume the paving project when weather permits.

### **C. Town Proposal for Street**

Michael McManus informed the Board that the Town of Yarmouth accepted the Board's offer to contribute \$15,000 toward the cost of installing drainage on Neptune Lane in front of the resort. Mike distributed a copy of a letter that was sent to George Alair confirming this and pointed out that the Town started excavation on January 24, 2008.

D. Colebrook Loan

Michael McManus distributed a revised Seven Year Reserve Cash Flow Analysis report that incorporated the cost of balcony repairs and funding options that included refinancing the Colebrook Loan. The Board directed management to proceed with the refinancing option proposed by Colebrook and obtain a commitment letter outlining the loan terms discussed.

E. Deed Issues

Rich Muller distributed a letter that was written by Attorney Michael Stusse and sent to Attorney Murphy requesting a resolution to the outstanding title issues that need to be corrected by 37 Neptune Trust Corp. Rich stated he would update the Board when and if any progress is made.

**VII. OTHER**

A. Open Discussion

No discussion.

B. Next Meeting Date

Tabled until Coastal Engineering has submitted proposals on the option selected by the Board for balcony repair.

**VIII. ADJOURNMENT**

**MOTION:** There being no further business, Alex Fogel moved to adjourn the meeting at 2:11 p.m. Motion was seconded by Dan Mardirosian and approved unanimously.

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Dan Mardirosian

MJM/jmf

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