

**RIVERVIEW RESORT CONDOMINIUM TRUST  
BOARD OF TRUSTEES MEETING MINUTES**  
Tuesday, April 11, 2017

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

The Board of Trustees meeting was called to order by Frank Ferraro at 10:31 a.m. The following persons were in attendance:

Board of Trustees:

Frank Ferraro	Antone Viveiros
Ward Johnson, telephonic	Lindsey Dowling
Dennis Ducharme, telephonic	

Advisory Committee:

Tom Grosvenor

Other: Michael Petrilli

Absent: Ray Slater

Vacation Resorts International and Resort Staff:

Justin Smith, Director of Resorts/VRI  
Michael McManus, Director of Resorts/VRI  
Jeff Philips, General Manager

Frank Ferraro reported that Ray Slater is going in for surgery this morning and for the Board to keep him in their prayers

Frank Ferraro congratulated Michael McManus on expecting a baby boy.

**II. APPROVAL OF AGENDA**

**MOTION:** Antone Viveiros moved to approve the agenda as written. Motion was seconded by Lindsey Dowling and approved unanimously.

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

A. Approval of Organizational Meeting Minutes (11/2/16)

**MOTION:** Antone Viveiros moved to approve the Organizational Meeting Minutes of November 2, 2016 as presented. Motion was seconded by Lindsey Dowling and approved unanimously.

B. Acceptance of Annual Meeting Minutes (9/12/16)

**MOTION:** Antone Viveiros moved to accept the Annual Meeting Minutes of September 12, 2016 as presented. Motion was seconded by Lindsey Dowling and approved unanimously.

IV. MANAGEMENT REPORTS

A. Resort Update

Jeff Phillips reported on the following:

- The model unit will be completed when the lamps and lights are delivered.
- Fitness Center has been fully renovated.
- Pool decking has been properly sealed to ensure its longevity.
- New carpeting has been installed in the main entranceway and main foyer on the second floors.

Frank Ferraro commented that the model unit has turned out great and has many features that guests and owners are looking for.

B. Financials

Justin Smith reviewed the month end January 31, 2017 financial statements. Included in the review were the Cash Balances Report, Accounts Receivable Summary, Balance Sheet, Comparative Income Statement and Cash Flow Analysis.

Justin reported that the unaudited financials reflected an Operating Net Income of \$7,326 through January.

Justin Smith distributed a multi-year reserves plan which incorporates the work that has been completed in 2017 and any additional projects being moved to future years. This also includes the reduction of TLC's interval reserve income in 2018.

C. Collections

Justin Smith distributed a collection report; however, it's too early in the year to get accurate figures of where collection trends are heading.

VI. NEW BUSINESS

A. Ratification of Board Actions Approved via Email

**MOTION:** Antone Viveiros moved to ratify the email vote allowing Frank Ferraro to sign the Online Travel Agent Agreement as presented by Vacation Resorts International. Motion was seconded by Lindsey Dowling and approved unanimously.

B. Proposals

Justin Smith reported that the insurance policy with The Armstrong Company was renewed April 1, 2017. The renewal premiums total \$54,822.57, which is a \$1,206 decrease from last year's insurance renewals.

C. TLC Leased Weeks

Justin Smith reported that TLC has encountered some financial disparity which will impact both 2017 and 2018.

Justin reported that Stan Mullis from TLC notified VRI that TLC must defer payments of the 2017 maintenance fees due from TLC until November 2017 at all VRI resorts. In addition, TLC will not be utilizing the inventory in 2018 and will therefore not be paying any use fees during that year.

Scott, Rich Muller and the Directors of Resorts for those resorts affected met with Stan in February. Stan reported that TLC remains oversubscribed due to a clerical issue with RCI (excess inventory deposited with RCI) and needs to sell the excess inventory before it can fully meet its financial obligations to the resorts. VRI placed a hold on the use of the remaining 2017 inventory with RCI and that the 2018 inventory will not be deposited. After review of the remaining inventory in 2017 and the potential to rent the inventory, VRI does not believe that withholding the remaining 2017 inventory in lieu of rentals is in the Trusts best interest. While there is still a risk that TLC will default in 2017, it appears that the reasonable decision is to leave the inventory with RCI in 2017 and hold TLC to its obligation to pay for the inventory in November.

Frank commented that this information was shared with him and he wanted this to be discussed with the entire Board at the meeting.

Justin further reported that the number of available rentals will be higher for 2018 and alternate options are being sought, such as potential interest from Global Lease to pick up weeks in 2018.

**MOTION:** Antone Viveiros moved to approve removing the inventory hold on the remaining 2017 TLC inventory already deposited with RCI. Motion was seconded by Lindsey Dowling and approved unanimously.

**MOTION:** Antone Viveiros moved to approve that management send a letter to TLC requesting a good faith payment and status updates of any potential loan. Motion was seconded by Dennis Ducharme and approved unanimously.

**MOTION:** Lindsey Dowling moved to approve accepting the November payment from TLC if monthly payments and a loan are not possible. Motion was seconded by Antone Viveiros and approved unanimously.

**MOTION:** Antone Viveiros moved to approve sending a letter to RCI regarding the Board's concern for what transpired with TLC and the effects it had on Riverview Resort. Motion was seconded by Ward Johnson and approved unanimously.

**VII. OTHER**

A. Open Discussion

Mike Petrelli discussed looking into the option of installing solar panels to prolong the life of the roof and find energy savings.

Michael McManus commented that this was looked into 10 years ago and the upfront cost was high and the Association would not be able to take advantage of the tax rebates many homeowners can. The seagulls in the area also drop a lot of debris on the roof, which would cause damage to the solar panels.

B. Next Meeting

- Board Meeting on Tuesday, June 20, 2017 at 10:00 a.m. at the VRI Hyannis office
- Budget Meeting on Tuesday, August 8, 2017, 10:00 a.m. at VRI Hyannis office
- Annual Meeting on Saturday, September 9, 2017 at 10:00 a.m. at Double Tree by Hilton, Hyannis

**VIII. ADJOURNMENT**

**MOTION:** There being no further business, Antone Viveiros moved to adjourn the meeting at 11:58 a.m. Motion was seconded by Dennis Ducharme and approved unanimously.



Dennis Ducharme, Secretary

JS/jmf

rvr: 041117min