

Meeting of the Board of Directors of the Neptune House Owners Association

April 9, 2021

The Board of Directors (the "Board") of the Neptune House Owners Association (the "Association") met telephonically by conference call at 7:30 a.m. on Friday, April 9, 2021. All members (Jeff Anliker, Douglas Carnahan, Cheryl Moore, Mark Morrissette and Phil Totino) were in attendance. Also in attendance were Secretary Chris Lindgren, Resort Manager Samantha Disotell, and Mike McManus of VRI Americas (VRI).

Administrative Items

President Phil Totino congratulated Doug Carnahan on his reelection as Director for a three-year term ending in 2024.

The Board then proceeded to the election of Association officers for the upcoming year. Upon motion duly made and seconded, the Board voted to reelect Phil Totino as President, Mark Morrissette as Treasurer, Chris Lindgren as Secretary, and Cheryl Moore to the appointed officer position of Vice President of Facilities Planning, to serve until the next election of officers.

Upon motion duly made and seconded, the Board voted to approve the minutes of its meeting on March 12, 2021, as circulated in advance to the Board members. The Board also, upon motion duly made and seconded, voted to approve the minutes of the Annual Owners Meeting held on March 27, 2021, as circulated in advance to the Board members; those minutes are to be approved by owners at the next Owners Meeting to be held in March 2022.

The Board agreed to meet for the following 12 months, at 7:30 a.m., on each of May 13, June 15, July 16, August 13, September 10, October 15, November 12, and December 10, 2021, and January 14, February 11, March 11, and April 8, 2022. The Board discussed holding the next Owners Meeting on March 26, 2022 from 9:30 to 12:00 either by videoconference or at a location to be determined in the Mystic, Connecticut area, and deferred a decision pending consideration of the feasibility of holding the meeting in-person while simultaneously making the meeting available remotely via videoconference.

The Board discussed the March 27, 2021 Owners Meeting, noting that the meeting had gone well with positive owner feedback. The Board reviewed owner questions and comments at the Owners Meeting, along with proposed responses from the Board. Phil indicated that VRI would email the owner questions and the Board's responses to owners, along with a link to a video of the Owners Meeting for those owners who might be interested in viewing it.

The Board discussed a proposed schedule for communications to owners and for communications to non-owners on the resort's interest list, that Phil had circulated to the Board. The Marketing Committee agreed to consider the appropriate frequency of communications to those on the interest list, and it offered to evaluate the feasibility and cost of integrating those communications into its general marketing and advertising activities.

Resort Management

Mike McManus reported on the status of projects on the resort's Repair and Maintenance Project List. Resort Manager Samantha Disotell reported on efforts to purchase a used truck to replace the resort's pickup and van, both of which are beyond repair. She indicated that the resort is ready to open on April 10, with eight units occupied that first week.

Samantha then reviewed projects scheduled for completion in 2021 on the resort's Five-Year Property Improvement Plan. She reported that the deck replacement for units 7 and 14 is near completion, and that installation of two sliders on the fourth floor of Building B is scheduled for this month. She indicated that an engineering report will be required by the Rhode Island Board of Health prior to installation of the automatic cover system for the pool that was approved by the Board at its February 12 meeting. Samantha also discussed quotes for replacement of the oil-fired boiler and water heater in Building B; the Board asked that she obtain a written proposal from Oceanside Plumbing and, presuming the proposal agrees with their earlier verbal quote, arrange for their installation of the boiler and water heater.

Regarding Phase 3 of the Recreational Amenities Project, Samantha indicated that Joyce Construction was in the process of confirming its price for demolition of the two existing tennis courts, replacing one court, and installing new fencing around that remaining court, with the work to be scheduled for the fall.

The Board agreed to conduct its annual review of the resort's Rules and Regulations at its December meeting.

Financial Management

Phil addressed the January 31, 2021 financial report as distributed in advance of the meeting, and the accompanying variance report regarding revenues and expenses. Phil indicated that the resort's financial position at the end of the first month of the year was favorable. He noted that VRI has still to provide the February report, and asked that VRI work to catch up to date on its financial reporting.

Phil reviewed payments to date, noting that 92.4% of 2021 maintenance fees -- ahead of last year's rate -- had been paid by March 31.

Phil observed that, including deedbacks in process, the resort owned 129 shares in the 30-week resort season as of April 5, 2021 (four less than at December 31, 2020).

Phil noted that the final insurance renewal had resulted in an annual premium that was \$8500 over the budgeted amount. This amount will need to be covered by savings elsewhere in the operating budget.

Mike reported that the Association's federal and state income tax returns had been timely filed.

Sales and Marketing

Director Jeff Anliker reported on the activities of the Marketing Committee, including new advertising on the Two Guys on Block Island podcast and on Spotify.

Phil reviewed social media metrics through February.

Samantha reported on long-term winter rentals through March, and Phil reviewed advance spring rentals received to date.

Agenda Items for Next Meeting


Phil indicated that, at its May 13 meeting, the Board will consider the format for the Owners Meeting to be held in March 2022, and it will discuss recommended changes to the process and proposed schedule for communications to those individuals on the resort's interest list.

Executive Session

Samantha Disotell and Mike McManus left the meeting. The Board members then met in executive session with Secretary Chris Lindgren present.

Following the executive session, upon motion duly made and seconded, the Board voted to adjourn the meeting at 9:21 a.m.

Respectfully submitted


Chris Lindgren, Secretary