

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

November 12, 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, November 12, 2021. Members Jeff Anliker, Douglas Carnahan, Cheryl Moore and Phil Totino were in attendance (Member Mark Morrisette was unable to attend). Also in attendance were Secretary Chris Lindgren, Resort Manager Samantha Disotell, and Mike McManus of VRI Americas (VRI).

Administrative Items

Upon motion duly made and seconded, the Board voted to approve the minutes of its meeting on October 15, 2021, as circulated in advance to the Board members.

Secretary Chris Lindgren reviewed the proposed timeline for the Owners Meeting to be held on March 26, 2022, including the preparation of materials for the nomination of candidates for director (as director terms are staggered, there will be two open director positions at the 2022 Annual Meeting). The Board is scheduled to approve the Annual Meeting Notice and Call for Nominations, along with the Nomination Form, at its December 10 meeting, with those materials to be mailed to owners on January 10, 2022. Nomination forms will be due back to the Secretary by February 10, 2022. The Board will then approve the Annual Meeting materials on February 11, to be mailed to owners by VRI between February 14 and February 23; those materials will include a cover letter, meeting agenda, ballot, candidate statements, minutes of the 2021 Owners Meeting, and – if then available – the 2021 annual financial report and Treasurer's letter. At its March 11, 2022 meeting, the Board is to review the slides for the Owners Meeting and materials for an owner newsletter to be sent to owners in early April.

Resort Management

Mike McManus reviewed the status of projects on the resort's Repair and Maintenance Project List. President Phil Totino and Resort Manager Samantha Disotell reviewed the status of projects scheduled for completion in 2021 and 2022 on the resort's Five-Year Property Improvement Plan. Samantha reported (1) that construction of the new tennis court is well underway, with completion (with the exception of painting) scheduled for this fall, weather permitting, and (2) that replacement of the boiler and water heater in Building B is scheduled for December.

Financial Management

Phil reviewed the executive summary of the September 30 financial report. He noted that maintenance fee payments through October 31 remained at 98% of billed amounts, equal to the payments budgeted for the year.

Phil observed that, including deedbacks in process, as of November 8 the resort owned 128 shares in the 30-week resort season (five less than at December 31, 2020).

The Board reviewed and approved end-of-year bonus amounts for the resort staff who report to Samantha Disotell, based on Samantha's recommendations.

Sales and Marketing

Cheryl reported on marketing developments, and Phil reviewed social media metrics.

Phil presented an analysis of 2021 rental revenue. The Board discussed whether to require a three or four night minimum rental, and decided – in light of that analysis – to require a three night stay going forward. The Board then, upon motion duly made and seconded, voted to approve the Rental Policy and Rates for 2022, as circulated by Phil in advance of the meeting and as revised to indicate that at least three consecutive nights are required for rental of Association-owned shares outside of the prime season (a full week rental is required during the prime season).

Phil reported that an email will be sent in mid-November to owners and people on the resort's Interest List regarding three Association-owned June shares for sale, with follow-up emails to be sent in December and January if necessary, with the hope that all three of the units will be sold.

Agenda Items for Next Meeting

Phil indicated that the closeout of the resort season, the agenda for the March 26, 2022 Owners Meeting, and the list of articles for the April newsletter, along with drafts of the Annual Meeting Notice and Call for Nominations and the Nomination Form, as well as a review of the resort's Rules and Regulations and a discussion of strategic initiatives, are to be addressed at the Board's December 10 meeting.

Executive Session

Resort Manager Samantha Disotell left the meeting. The Board members then met in executive session with Secretary Chris Lindgren and, initially, Mike McManus present, during which time the Board approved an end-of-year bonus amount for Samantha.

Following the executive session, upon motion duly made and seconded, the Board voted to adjourn the meeting at 9:20 a.m.

Respectfully submitted



Chris Lindgren, Secretary