**THE CHARTER CLUB OF MARCO BEACH®**

**BOARD OF DIRECTORS TELECONFERENCE MEETING**

**May 24, 2018**

The meeting was called to order at 9:00 a.m. by President, Lyman Wood at Hilton Grand Vacations Regional Office, Marco Island, Florida. Board members in attendance via telephone were: Jim MacArthur, Martin Terry, Carlos Wehby and Lyman Wood. Attending from Hilton Grand Vacations were: Joan Paquette – Resort Director, Scott Shook – Assistant Resort Manager, Sharry Luneke – Area Managing Senior Director and Riki Martin – Executive Assistant and Acting Recording Secretary for this meeting.

**APPROVAL OF AGENDA**

**MOTION was made by Mr. MacArthur and seconded by Mr. Terry to approve the agenda.** Mr. MacArthur voted aye, Mr. Terry voted aye, Carlos Wehby voted aye and Mr. Wood voted aye. **Motion Carried Unanimously.**

**APPROVAL OF PREVIOUS MEETING MINUTES**

**MOTION was made by Mr. MacArthur and seconded by Mr. Terry to approve the March 20 & 21, 2018 meeting minutes.** Mr. MacArthur voted aye, Mr. Terry voted aye, Carlos Wehby voted aye and Mr. Wood voted aye. **Motion Carried Unanimously.**

**MOTION was made by Mr. Terry and seconded by Mr. MacArthur that the Board took further action on the approval of the boardwalk and hand rails by email to approve the total proposal is $78,412. Management is authorized to proceed. The Board authorized up to an additional 7% for contingent expenses.** Mr. MacArthur voted aye, Mr. Terry voted aye and Mr. Wood voted aye. **Motion carried.** Mr. Wehby was not in attendance at the March 20 & 21, 2018 board meeting and did not vote on the motion.

Mrs. Luneke reported that Mr. Dassow – HGV Risk Manager is hopeful that the Business Interruption reimbursement of 100% of the maintenance fees will be finalized in approximately thirty days. The total insurance claim is expected to be finalized in sixty days. Risk Management will provide an excel spreadsheet for the Board to view prior to finalization.

The Board requested that management provide an explanation on the wind buy down policy.

**MANAGER UPDATE**

1. **1st Quarter Financials**

The Board reviewed the financials. Discussion was held on the timing issues of the hurricane insurance reimbursement. Mr. Dassow – HGV Risk Manager is expecting to have the hurricane claim finalized in sixty days.

1. **Project List**

The Board spent a considerable amount of time on the review of the project list. The Board voted on several projects following the review.

**Add to Project List**

* Provide an explanation on the wind buy down policy
* Provide bid for Florida Painters to paint balcony railings

The Board discussed the nine guest bedroom carpets that were replaced after Hurricane Irma.

**MOTION was made by Mr. MacArthur and seconded by Mr. Wehby to replace carpet in the nine guest bedrooms that will be aesthetically pleasing to the rest of the unit.** Mr. MacArthur voted aye, Mr. Terry voted aye, Carlos Wehby voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

1. **HGV/RCI Scores**

The Board reviewed the HGV scores, comment cards and RCI scores.

The Board discussed the current number of Association Owned week and possible ways to sell those weeks. Mrs. Luneke suggested selling the Association owned weeks for $2,000 to include closing cost and a $250 bonus to the sales associate. Mrs. Luneke will provide the details of the program in writing and the Board of Directors will make a decision at a future board meeting.

**UPDATE GUEST BATHROOM – Mirrors, Cabinets, etc.**

The Board approved the purchase the Galazy mirror cabinet for the guest bathroom model and approved the sink cabinet with the one door and two drawers.

The Board discussed the possibility of adding a handrail for the bathtub.

**DSBOCA (Landscape Architect)**

Mrs. Paquette reported that she has just received one picture via email and DSBOCA will be sending a bigger drawing via mail. She hopes to have additional information at the next board meeting. Mrs. Paquette reported that Mr. Gordon – DSBOCA is on vacation through the week of June 11. She hopes to have a sit down meeting with him prior to the July 19 meeting.

**OLD BUISNESS**

1. **Hurricane Irma**
2. **Elevators**

The Board reviewed the Lerch Bates proposal to provide the Charter Club consulting services for the four elevators, South Tower Cars A&B and North Tower Cars A&B due to water entry onto car tops.

**MOTION was made by Mr. Terry and seconded by Mr. Wehby to approve the Lerch Bates consulting services proposal in the amount of $13,050.00.** Mr. MacArthur voted aye, Mr. Terry voted aye, Carlos Wehby voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

**MOTION was made by Mr. Terry and seconded by Mr. Wehby to approve the Thyssenkrupp Elevator Corporation proposal for elevator repairs with a three-year warranty in the amount of $578,286.64.** Mr. MacArthur voted aye, Mr. Terry voted aye, Carlos Wehby voted aye and Mr. Wood voted aye. **Motion carried unanimously.**

1. **Tennis Courts**

**MOTION was made by Mr. MacArthur and seconded by Mr. Terry to approve the Mor-Sports Group proposal for two Plexicushion Club 3 Layers tennis courts in the amount of $38,579.00. Charter Club has a deposit of $6,132.50 for a $12,265.00 insurance approved**

**project. The Board approved to move forward with the Mor-Sports Group proposal for an additional $26,314.00.** Mr. MacArthur voted aye, Mr. Terry voted aye, Carlos Wehby voted aye and Mr. Wood voted aye.  **Motion carried unanimously.**

**OWNER’S CORRESPONDENCE**

The Board reviewed the owner’s correspondence.

**FUTURE MEETING DATE**

July 19 @ 9:00 am. Teleconference meeting

**MOTION was made by Mr. MacArthur and seconded by Mr. Terry to adjourn the meeting.**  Mr. MacArthur voted aye, Mr. Terry voted aye, Mr. Wehby voted aye and Mr. Wood voted aye. **Motion Carried Unanimously.**

**Meeting adjourned at 12:25 p.m.**