

**QUARTERLY MEETING OF THE BOARD OF DIRECTORS
MINUTES OF MEETING: MOUNTAIN CLUB UNIT OWNERS ASSOCIATION**

April 27, 2019
Mt. Club on Loon
Lincoln, NH

Present: Ken Lowe, Bob Bleakney, Don Damon, Joey Bonang, Nancy Kaye, Carolyn Pantazelos, and Jeff Owens via conference call

Guests: Jeff McIver, Phil DeCato, Catherine Miller, and Rod Pelletier

Meeting called to order by President, Ken Lowe, at 9:00 a.m.

Secretary's Report Carolyn Pantazelos reported that the Minutes of the January 26, 2019 meeting were written and circulated by email to all Board members in accordance with NH Condominium Law. On March 20, 2019, Don Damon made the motion to accept the minutes as written. Nancy Kaye seconded. Minutes were unanimously approved and then posted to the Owner Website.

Treasurer's Report Don Damon reported that the Finance Committee met on April 26, 2019. He compared some of the First Quarter figures from 2019 with their budgeted numbers. Results in many areas were disappointing. Room Revenue missed budget by \$40,500. Spa missed its budgeted target by \$72,600. F&B also missed its budgeted numbers. On a positive note, actual energy costs were less than anticipated. HOA distributions were lower during the Quarter partly due to increased owner use.

Catherine Miller highlighted some of the unexpected variances in spending that occurred during the Quarter. The intern program was not as successful as it has been in the past. Overtime, PTO, and salaries for new positions impacted the financial numbers. ADP Total Source is costing us too much for their resort services. There was an unexpected 3% increase in January. Present estimates indicate that we could save significantly by transitioning to The Richards Group as soon as possible.

Motion by Don Damon: **Hold and reserve \$75K in capital fund pending 2nd Quarter results.**
Seconded by Nancy Kaye. All in favor.

Motion by Nancy Kaye: **Vacate ADP Total Source.** Seconded by Joey Bonang. Motion passed unanimously.

Motion by Joey Bonang: **Accept Richards Group comparative program for payroll package.**
Seconded by Nancy Kaye. All in favor

Capital Projects Phil DeCato reported that the final stage of Club Rooms is scheduled and will be completed this spring. Phil anticipates savings due to increased efficiency in remodeling techniques.

ESI Report Bob Bleakney reported that we have filed for a continuance as required by law. Our case against ESI should be resolved at some point this year.

Chat with the Manager Denise Skidgel told us that 991 more rooms were cleaned in 2018. The cost per room is down \$.22 since 2018. Labor costs were up, but more rooms were cleaned. The laundry also reported savings in labor costs over those of 2018. Cleaning staff is proud of their new royal blue uniforms.

Mike Simons continues to work toward a more accurate forecast of revenue taking into account the different rates at different times: weekend, midweek, vacation weeks, holidays, and seasons. Committed monthly totals are tracked (those that are solid with a deposit) as well as those booked without a final contract (councils, groups, and social). The Pace report compares present bookings to history, which helps predict trends.

General Manager's Report

- Staff Cultural Team meets regularly to discuss culture, safety, and interdepartmental communication.
- Went over Quarterly figures and explained shortfalls.
- Discussed the differences among REVPAR, REVPOR, and ADR and how misinterpreting these terms can lead to false conclusions about revenue results.

New Business None

Old Business None

Motion by Joey Bonang: **Go into Executive Session.** Seconded by Nancy Kaye. All in favor.

Went into Executive Session at 1:15 p.m.

Discussion.

Motion by Carolyn Pantazelos: **Exit Executive Session.** Seconded by Don Damon. All in favor.

Went out of Executive Session at 4:30 p.m.

Motion by Don Damon: **Accept new Board Comp Policy as established by management.** Seconded by Nancy Kaye. All in favor.

Motion by Carolyn Pantazelos: **Adjourn this meeting.** Seconded by Bob Bleakney.

Meeting adjourned at 4:45 p.m.

Future Meeting
July 27, 2019 at the Mt. Club

Carolyn G. Pantazelos, Secretary

