

**Special Meeting of Briny Breezes Inc. Board of Directors**  
**ANNUAL BUDGET MEETING**  
**Wednesday January 31, 2018**  
**9:30 a.m.**  
**Briny Breezes Community Center**

# **Minutes**

**ALL STOCKHOLDER COMMENTS MUST BE LIMITED TO THREE (3) MINUTES**

- I. Pledge of Allegiance & moment of silence**
  - a. Pledge of Allegiance was recited and a moment of silence of observed.
- II. Call to order & Roll call.** The meeting was called to order at 9:31 a.m. Roll call was taken. Present were President Oglesby, Directors Black, Brannen, Coyner, Goudreau, and Gross. Director Weir arrive at 10:05 a.m.
- II. Proof of Notice**
  - a. Proof of Notice was posted on January 16, 2018 by GM Pussinen
- IV. Approval of previous minutes-**  
No previous minutes to approve.
- V. Reading of Correspondence to the Board (DIRECTLY RELATED TO BUDGET MTG)**
- VI. Report of Officers (NONE)**
  - A. No officer reports.
- VII. Committee Reports (NONE – BUDGET MEETING)**
- VIII. Unfinished Business**
  - A. None
- IX. New Business**
  - A. Review and Approval of FINAL 2017/2018 Fiscal Year Budget**
    - a. *Motion to approve the “Outside Income for 2017- 2018” of \$237,167 made by President Oglesby.* Seconded. Motion passed unanimously.

- b. **Motion made by President Oglesby to approve “Stockholder Income” of \$1,592,768.** Seconded. After some discussion it was **deferred to later in the meeting** to discuss a few possible influencing factors. All agreed.
- c. *Motion made by Oglesby to approve Reserve Income of \$339,969.* Seconded. **Approved unanimously.**
- d. **Motion made by President Oglesby to approve Operations of \$235,278.** Seconded. **Approved unanimously.**
- e. *Motion made by President Oglesby to approve Park Operations budget of \$252,960.* Seconded. **Motion carried unanimously**
- f. *Motion made by President Oglesby to approve the Administrative budget of \$558,324.* Seconded. **Motion carried unanimously.**
- g. *Motion made by President Oglesby to approve the Insurance line item totaling \$219,600.* Seconded. **Passed Unanimously.**
- h. *Motion made by President Oglesby to approve County/ Municipal as amended to \$485,173.* Seconded. Discussion: Town passed a resolution Oct 1, 2017 which changed the water rate;
  - i. Faron (L-211) questioned whether this should be an ordinance instead of a resolution; he wondered if it requires a Town Ordinance to change the rates of the water ~~by resolution~~; follow-up question: is the enterprise budget being charged a variety of line items; have we verified the different items i.e. the entire rent is charged to the enterprise budget? Answer: We are obliged to pay only the Water and Sewer. Director Gross: Thought we were making it up the increase in the Enterprise from the fire and police.
  - ii. Faron (L-211) came to the microphone a 2<sup>nd</sup> time to ask 1) about the Town Manager’s salary; 2) how did we not know about the resolution. He recommended that the Board should not increase the Enterprise Budget;
  - iii. Thaler (Q207) stated that the main reason the town agreed to repay the \$85,000 was to help absorb the cost of this

increase; (\$85,000 was an estimated return of monies provided to replace the Banyan water line that a subsequent engineering study did not support.) The Ordinance rate of 2003 \$31/unit; we have to charge the real water rates; it is not a donation; how many hook-ups are there for the corporation; changed to a single user/payor the Corporation; contrary to how the corp does it, the town needs to publish notices in 3 places in the town hall and the newspaper; *Sorry mike I lost the 3<sup>rd</sup> place.*) Thaler recommended this money be returned to the stockholders. Oglesby pointed out that at that time the money is returned the Board will decide how it will be used;

- i. **President Oglesby then withdrew his motion; Director Gross made a motion to keep the total bottom line of \$445,173 for the Municipal Budget.** Seconded. He suggested that we decrease line item # 555, and increase line 556 water and sewer to balance out. He pointed out that there is no resolution or ordinance governing ~~requirement~~ the amount for fire and police.
- j. Faron what is the bottom line # for the Enterprise reserve/fund has sufficient \$\$\$\$ to absorb the new rate. **The question was called by roll call vote. Directors Weir, Gross, Black, Goodreau, and Coyner voted YES. Directors Brannen and Oglesby voted No. Treasurers motion passed 5-2.**
- k. **President Oglesby moved to approve Reserve funding of \$339,969.** His motion received a second and **the Board voted unanimously in favor of the motion (7-0).**
- l. **President Oglesby moved to approve the total for the Final Budget of \$2,169, 904.** The motion received a second **the Board approved Oglesby's motions unanimously (7-0).**

#### **X. Stockholder comments/questions**

Faron (L-211) commented that we do not have an operational audio system; Coz (I-13) asked about the increase in the cost of legal fees. Oglesby explained that the increase was due to filing litigation related to an eviction in the Park.

**XI. Adjournment**

B. Director Black moved to adjourn the meeting. Motion was 2<sup>nd</sup> and passed unanimously (7-0). The President adjourned the meeting at 10:31 a.m.

Respectfully submitted,

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Michael Weir, Secretary Briny Breezes Inc

**Date Approved:** February 14, 2018

# NOTICE

Meeting of Briny Breezes Inc. Board of Directors

## ANNUAL BUDGET MEETING

Wednesday January 31, 2018

9:30 a.m.

Briny Breezes Community Center

## AGENDA

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- III. Proof of Notice
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- VI. Report of Officers (NONE)
- VII. Committee Reports (NONE – BUDGET MEETING)
- VIII. Unfinished Business
  - C. None
- IX. New Business
  - B. Review and Approval of FINAL 2017/2018 Fiscal Year Budget
- X. Stockholder comments/questions
- XI. Adjournment

**All Stockholders are Welcome**

This notice is dated, U.S. mailed or delivered via Briny Breezes internal mail on or before Tuesday January 16, 2017. Notice Posted: Friday January 12, 2018 at 4pm.

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Theresa Pussinen, General Manager, Briny Breezes Inc.

	APPROVED BUDGET 2016-2017	APPROVED INTERIM 1ST & 2ND QTR BUDGET 2017- 2018	APPROVED FINAL BUDGET 2017-218	
<b>OUTSIDE INCOME</b>				
4100 - Parking MotorHomes/Cars-BPen	7,000	7,000	7,000	
4101 - Lease Rental-Corp Bldg	53,000	55,617	55,617	
4102 - Indoor/Outdoor Storage	50,000	50,000	50,000	
4103 - Application-Estop-Trnsfr-Bkgnd	6,000	6,000	6,000	
4104 - Marina Rental Income	85,914	85,914	85,914	
4105 - Laundry Income	2,500	3,000	3,000	
4106 - Family Transfer Fees-Stock Cert	1,000	1,000	1,000	
4107 - Service Charges-In house Labor	1,500	2,500	2,500	
4108 - Rental Application Fees	8,000	9,000	9,000	
4109 - Bldg. Permit Application	1,500	1,500	1,500	
4110 - Misc. Income	5,000	5,000	5,000	
4111 - Interest on Operating Fund	100	200	200	
4114 - Cable Compensation Fee	10,436	10,436	10,436	3 of 7 years
<b>TOTAL OUTSIDE INCOME</b>	<b>231,950</b>	<b>237,167</b>	<b>237,167</b>	
<b>STOCKHOLDER INCOME</b>				
4200 - Operating Budget (Assessments)	1,352,341	1,328,270	1,328,270	\$84.58 per share annually
4201 - Per Unit (Common) Bylaw 13.10	29,220	29,220	29,220	\$5.00 per month \$ 60 annually
4202 - Cable (Common) Income	227,507	235,278	235,278	\$40.26 monthly x 487 \$483.12 annually
<b>TOTAL STOCKHOLDER INCOME</b>	<b>1,609,068</b>	<b>1,592,768</b>	<b>1,592,768</b>	
<b>RESERVE INCOME</b>				
4300 - Reserve ASSESSMENTS	329,763	255,174	302,283	
4301 - SAVINGS - Laundry	1,600	1,600	1,600	
4302 - SAVINGS - Yacht Basin	36,086	36,086	36,086	
<b>TOTAL RESERVE INCOME</b>	<b>367,449</b>	<b>292,860</b>	<b>339,969</b>	
<b>TOTAL INCOME</b>	<b>2,208,467</b>	<b>2,122,795</b>	<b>2,169,904</b>	
<b>OPERATIONS</b>				
501 - Pool Maint. Contract	5,700	5,700	5,700	
502 - Beach Service Contract	14,860	6,000	6,000	
503 - Safety/Security Contracts & Ser	7,000	9,000	9,000	
504 - Electricity	39,000	39,000	39,000	
505 - Propane Fuel	19,000	24,500	24,500	
506 - Waste Management Contract	22,000	26,000	26,000	
507 - Annual Land Fill Fee	8,500	8,500	8,500	
509 - Cable TV Contract	227,507	235,278	235,278	
575 - Credit Card Fee	2,500	-	-	0 credit cards not accepted
<b>TOTAL OPERATIONS</b>	<b>346,067</b>	<b>353,978</b>	<b>353,978</b>	
<b>PARK OPERATIONS</b>				
510 - Park & Outdoor Maintenance	28,000	25,000	25,000	
511 - Air Conditioning	6,000	7,000	7,000	
512 - Roofing	6,000	6,000	6,000	
513 - Buildings Maintenance	18,000	18,000	18,000	
514 - Floor Cleaning Bldgs,Baths, ect	5,660	5,660	5,660	
515 - Exterminating	24,000	24,000	24,000	
516 - Fire Extinguishers	3,000	3,000	3,000	
517 - Corporate Vehicle Expense	7,000	7,000	7,000	
518 - Lawn Maintenance Contract	70,000	72,000	72,000	Includes Able debris pickups
519 - Landscaping / Beautification	13,000	10,500	10,500	
520 - Tree Removal & Trimming	19,000	22,000	22,000	
521 - Irrigation	1,200	1,200	1,200	
522 - Signs	1,500	1,500	1,500	
523 - Electrical Systems	8,000	5,000	5,000	
524 - Seawall & Drainage Exp Repair	12,000	12,000	12,000	
525 - Janitorial Supplies	5,000	5,000	5,000	
526 - Uniform	800	1,000	1,000	
527 - Pool Repair Expense	2,000	2,500	2,500	
530 - Water System Expense	1,500	1,500	1,500	
531 - Sewer/Drainage System Expense	15,000	10,000	10,000	Pump project D3&4 completed
560 - Park Security	10,000	13,000	13,000	Swipe card for mail room
<b>TOTAL PARK OPERATIONS</b>	<b>256,660</b>	<b>252,860</b>	<b>252,860</b>	
<b>ADMINISTRATIVE</b>				
532 - Payroll Expenses	392,000	413,824	413,824	8 empls +2 sub-contacts+1 part time
532.1 - Payroll Tax Expense-EMPLOYER	32,000	30,000	30,000	
532.2 - ADP Invoice-Payroll Preparation	1,000	1,000	1,000	
533 - Pension Fund Expenses	10,200	10,000	10,000	
534 - Retirement Expenses	1,500	-	0	
535 - Office Equipment Expense	2,000	2,000	2,000	
536 - Equipment Lease Rental	4,400	4,400	4,400	
537 - Accounting & Auditing	13,000	15,000	15,000	
538 - Corporate Legal Expense	15,000	30,000	30,000	2017-18 litigation
540 - Entertainment General	500	2,000	2,000	
541 - Office Expense	30,000	30,000	30,000	
542 - Postage	7,500	6,000	6,000	
543 - Telephone	11,500	11,500	11,500	
544 - License & Fees-State/County	2,600	2,600	2,600	
<b>TOTAL ADMINISTRATIVE</b>	<b>523,200</b>	<b>558,324</b>	<b>558,324</b>	
<b>INSURANCE</b>				
545 - Corporate Building Insurance	8,000	-	0	0 combined with wind insurance
546 - General Liability	14,000	14,000	14,000	
546.1 - Liquor Liability	900	900	900	
547 - Umbrella	35,000	31,000	31,000	
548 - Wind & Flood & Property	81,000	92,000	92,000	
549 - Marina	15,500	15,500	15,500	
550 - Corp. Vehicles	2,900	3,400	3,400	
551 - Directors & Officers	6,800	6,800	6,800	
552 - Workers Comp.	11,000	11,000	11,000	
553 - Employee Group Insurance	51,000	45,000	45,000	
<b>TOTAL INSURANCE</b>	<b>226,100</b>	<b>219,600</b>	<b>219,600</b>	
<b>COUNTY/MUNICIPAL</b>				
554 - Corp.R/E Taxes-Common Property	8,000	8,000	8,000	
555 - Town Police,Fire, EMS	232,800	200,300	160,300	
556 - Town Water & Sewer	260,043	228,373	268,373	
559 - Corporation Permits	1,000	1,500	1,500	
576 - Corporation Contractors		7,000	7,000	Licenced Contractors
<b>TOTAL COUNTY/MUNICIPAL</b>	<b>501,843</b>	<b>445,173</b>	<b>445,173</b>	
<b>RESERVE FUNDING</b>				
901 - Reserves - Paint Expense	15,703	11,777	11,777	.75 per share
902 - Reserves - Road & Drainage Expense	172,733	94,218	47,109	3.00 per share approved 1st & 2nd quarter
903 - Reserves - Roof Expense	31,406	47,109	31,406	2.00 per share(reduced \$1)
904 - Reserves - Seawall Expense	78,515	47,109	31,406	2.00 per share(reduced \$1)
905 - Reserves - Buildings Expense	31,406	47,109	47,109	3.00 per share
906 - Reserves - Pool Expense	-	7,852	7,852	.50 per share
907 - Reserves - Laundry Expense	-	1,600	1,600	from laundry income
908 - SAVINGS - Yacht Basin Expense	36,086	36,086	36,086	from marina income
909 - Reserves - Cap.Asset Expense			47,109	3.00 per share( wall)
910 - Reserves - Road			70,664	4.50 per share -split road & drainage
911 - Reserves - Drainage			7,852	.50 per share -split road & drainage
<b>TOTAL RESERVE FUNDING</b>	<b>367,449</b>	<b>292,860</b>	<b>339,969</b>	
<b>TOTAL OPERATING &amp; RESERVE EXPENSES</b>	<b>2,221,319</b>	<b>2,122,795</b>	<b>2,169,904</b>	

2018 Annual Budget Meeting 1-29-18