

HIGH BAR HARBOR YACHT CLUB CONDOMINIUM ASSOCIATION, INC.  
BOARD OF TRUSTEES MEETING  
April 30, 2005

**Board members present:**

Hugh Gray  
Rich Ericsson  
Sam Alloway

**Also present:**

Pete Hoeltje – Marina Manager  
Trevor Dodds – Former Board President, guest

Meeting convened at 12:00 PM

**Discussion Items:**

- Discussion of financial processes
  - The monthly updating of the Profit/Loss spreadsheet was discussed. A reconciliation will be done on a monthly basis.
  - Questions from the accountant regarding dual signatures on large checks were discussed. Paperwork to require dual signatures on larger checks has been obtained and will be executed. Monthly reconciliation of the bank statements with a Board member / Marina manager will be instituted. Pete will ensure a weekly reconciliation of expenditures to allow for a timely submittal to the accountant.
  - Pete was requested to identify future capitol improvements and maintenance requirements, in conjunction with the Board, for future considerations. This will be addressed at a future Board meeting.
- Other items of discussion:
  - A monthly maintenance report will be generated by Pete and posted on the web site with the minutes of the monthly Board meeting. This report will address the accomplishments of the previous month and the plans for the upcoming month.
  - Pete was requested to determine the labor requirements for projects to be done in the coming winter months so that the level of necessary help can be determined. The list will be presented to the Board for approval.
  - Bulkhead – Butterick Bulkheading will start the re-sheathing project as soon as the water is warm enough. It will take approximately one month to complete. There should be no interference with the boaters in the club.
  - Committees – There was some discussion of the formation and chartering of committees for the club. Draft charters for a Finance Committee and a Communications committee were addressed. A more detailed discussion will be

undertaken at the next Board meeting. The results of the initial efforts of an ad hoc by-laws committee was reviewed by the members present. It appeared to be acceptable, but will be fully addressed at the next Board meeting as an agenda item. Currently there appears to be strong support for the following committees

- Finance
  - Maintenance
  - Communications
  - By-Laws review
  - Social
  - Others have been discussed
- Self dispensing ice machine. The idea was discussed, but the consensus of the Board was that there was no payoff in pursuing this idea. It would introduce many headaches with little or no payoff. The suggestion was shelved.
  - The Board observed that the club was much improved in appearance. Kudos to the staff.
  - The new storage shed has been delivered and placed upon the site of the old one. The existing shed was moved to the north edge of the parking lot. This will be a big assistance in protecting our resources.
  - The pool is scheduled to be opened on May 5
- Next Board meeting scheduled 10:00 AM May 22, 2005
  - Next owners meeting to be held at 10:00 AM on July 9, 2005

Meeting adjourned at 2:00 PM