

HIGH BAR HARBOR YACHT CLUB CONDOMINIUM ASSOCIATION, INC.  
BOARD OF TRUSTEES MEETING  
October 2, 2005

**Board members present:**

Hugh Gray  
Rich Ericsson  
Roy Rapp  
Sam Alloway

Pete Hoeltje – Marina Manager

Meeting convened at 10:15 AM

**Discussion Items:**

- Marina and Grounds
  - Roy initiated a discussion regarding placement of the safety ladders based upon an issue with an owner regarding a ladder that was installed near his slip. The discussion among the board members determined that the ladder was placed in an area that should not impede the handling of the boat and that the ladder should stay where originally installed.
  - The pool has developed a leak and is losing water. Pete was instructed to contact the Pool Company and make arrangements to determine the cause of the leak, and to make arrangements for winterizing and closing the pool for the season.
  - The sealing of the parking lot surface is continuing. This should add significantly to the life expectancy of the parking areas. All work is being performed by club staff.
  - Cleaning and sealing of the finger piers is continuing. Pete indicated that he is stockpiling enough sealer to complete the job this fall.
  - A discussion about electric billing determined that a quarterly billing would be advantageous to the membership. It takes approximately a day and a half to read all the meters, and doing this quarterly will result in a substantial savings
  - Broken Pilings and utility stands – There are 2 or 3 broken pilings and utility stands that need repair. Pete will identify these and research the language in the bylaws/rules and regulations regarding obligation to pay. Notification will then be provided to whoever is required to pay. And arrangements made to do the repair.
  - Pete is coordinating with Buterick Bulkheading regarding the dredging activities currently scheduled for the November timeframe. A sounding of the key low points in the marina will be done prior to the final estimate.
- Personnel
  - Office manager/bookkeeper issues – Monica continues to assist us in the bookkeeping areas while we resolve the issue of the way ahead. Hugh has identified a small organization that may be able to assist us in the bookkeeping. The company is called Impact and the Point of contact is Asela. Pete is to coordinate a meeting where we can determine their capability and cost relating to

our club. Hugh will provide the contact information. A brief advertisement will be placed in the local newspapers for QuickBooks experience. Pete will coordinate any responses, and if necessary, Roy and Pete will do any interviews. A brief discussion regarding whether Monica could be persuaded to reconsider also took place.

- Committees
  - Finance Committee – David Lees agreed to serve as the fourth member of the Finance committee and also volunteered to prepare a draft Investment Policy for the Club capital funds as we need to maximize the return on these funds. This will be presented to the Board for approval in October, along with the draft capital and operating budgets.
  - Communications committee – Pete agreed to help leverage the communication committee to maximize exposure of the club in publications and on websites. We can get good results in a cost effective manner. A test chat room communication was sent out by the website team as a trial for the capability. The board members were asked to respond regarding its success..
- General discussion –
  - Pete was asked to obtain a set of Barnegat Light Township ordinances as part of the office reference material.
  - A quarterly newsletter will be prepared and sent out with the quarterly billings
  - Annual Events – A discussion regarding establishing three annual social events determined that planned events on Memorial Day, July 4, and Labor Day should be planned. In the past, we have had varying degrees of planning and of communications with the owners regarding these events. It is desired that these events be planned further in advance, and that they be financially self sufficient.
  - The five dollar electrical service fee will be folded into the condominium fees as opposed to separate billing.
  - Fee for pump outs – a fee for pump outs of holding tanks was discussed. The rationale is that the pump outs are not equitably distributed among all boat owners. They are relatively labor intensive, and some boats use the service frequently an others not at all. A fee would help equalize the labor expended. There was consensus among the board members that such a fee is desirable, but the amount, e.g.\$5 or \$10 was not decided. Further discussion as part of the budget process will occur.
- **The meeting was adjourned at 12:30 PM**
- **Next board meeting scheduled 10:00 AM October 30, 2005**