

HIGH BAR HARBOR YACHT CLUB CONDOMINIUM ASSOCIATION, INC.  
BOARD OF TRUSTEES MEETING  
Saturday, March 11, 2006

**Board Members Present:**

Hugh Gray  
Rich Ericsson  
Roy Rapp (by phone)  
Sam Alloway  
Mike Drago

**Other Attendees:**

P Hoeltje - Marina Manager

**Meeting convened at 10:15 AM.**

**Discussion Items:**

- Financial
  - Pump Out Fee – Board voted to rescind the pump out charge, due to the legal \$5 maximum that can be charged. This will possibly result in a 4K budget shortfall. Will re-visit alternate sources of funds midseason.
  - Sam Alloway will do monthly reconciliation of bank statements.
  - Roy Rapp agreed to act for the Board in the development of an investment policy to be implemented upon his arrival on the island in April.
  - Addressed the slip that is over 10K in arrears. Possibly pursue foreclosure. Rich E is investigating.
  - Accounts receivable – doing much better, over 8K received week of owners meeting. Probably now around 25K versus 5K at time of owners meeting.
- Board Officer Elections – the election results by unanimous vote:
  - Hugh Gray – President
  - Rich Ericsson – Vice-President
  - Treasurer – Sam Alloway
  - Secretary – Mike Drago
- Marina and Grounds
  - Storm Damage Report
    - Docks in surprisingly good shape.
    - Some bad repairs from long ago need correction.
    - Pete will post a damage/repair report on website.
    - Technomarine in Chapter 11, Pete to investigate obtaining some dock parts ASAP. Pete is to also investigate alternate sources of parts.
    - Buterick has lifted and blocked the bridge. Repairs will begin on Monday.

- Building needs
  - Windows - Pete to contact replacement window manufacturer, vice contractor. Need to expedite, as there are numerous leaks and rotten windows.
  - Doors - main entry door upstairs is rotten and needs replacement. There is concern that the sill is also rotten. Need to expedite location of replacement. Same as windows.
  - Investigate/fix exit lights that appear to be inoperable.
- Other Topics
  - Seasonal renters can use existing dock box if it is empty. Due to weight issue, they cannot install new ones.
  - Board directed purchase of inflatable lifesaving devices for use when on dock and in yard boat. Staff instructed to be diligent in their use.
- Personnel
  - Personnel Committee – Hugh Gray agreed to act for the board on the Personnel committee until a permanent member is assigned.
  - Job descriptions – To be addressed by personnel committee.
  - Check Lists – Represent a good start to the job descriptions. More will be developed.
  - Be very clear when staff are on or off the club clock. A written process should be developed.
  - Staffing for summer – Pete is to insure early identification of the two Marina assistants for the summer. A check list for their duties exists, but must be reviewed and updated.
- Committees
  - Building and Grounds Committee – The committee Chair, Richk Ericsson, is coordinating its recommendations with Pete for scheduling purposes.
  - Communications Committee – No discussion
  - Finance Committee – No discussion
  - By-law Committee – Bylaw changes aimed for resolution by the August Owners Meeting.
    - Weighted Vote
    - Budget process
    - Change election date
    - Remove developers from bylaws
- General discussion
 

Improved communications with the owners is high on the board priority. An overall e-mail list is being developed, and improved use of the website should help.

**The meeting was adjourned at 12:30 PM.**

**Next Board meeting scheduled for 10:00 AM, April 8, 2006.**