

HIGH BAR HARBOR YACHT CLUB CONDOMINIUM ASSOCIATION, INC.
MINUTES OF BOARD OF TRUSTEES MEETING
Saturday, April 8, 2006

Board Members Present:

Hugh Gray
Rich Ericsson
Sam Alloway
Mike Drago

Other Attendees:

P Hoeltje -- Marina Manager

Meeting convened at 10:15 AM

Discussion Items:

- Financial
 - Pump Out Fee – At the request of the Finance committee, the previous Board vote to rescind the decision to charge for pumpouts was revisited. After discussion the Board by a vote of 3 to 1, the decision to not charge for pumpouts was again the result of the vote.
 - Addressed the slip that is over 10K in arrears. Possibly pursue foreclosure. Rich E. is investigating.
 - Cable bill issue – Still an issue. Rich and Monica will set up a teleconference with the cable company on Tuesday.
 - **Note:** The phone call was made and the issue is resolved. The over billing has been taken care of.
- Marina and Grounds
 - Landscaping will be done by club staff this year
 - Storm Damage Report
 - Repairs should be completed by season opener. A final report will be posted once all has been completed and final settlement is made with the insurance company.
 - Dredging and piling work – originally scheduled last fall, but delayed.
 - Permit expires next year. Need to start preparations for obtaining next permit to allow for budgeting for fees, etc. Rich E. agreed to take lead in this task.
 - Buterick scheduled to begin this month.
 - Final storm damage repairs to be completed
 - Marina entrance to be widened
 - Broken pilings to be replaced
 - Main waterway shallow areas to be dredged.
 - Owner requested dredging and piling installation to be performed
 - **Note:** Buterick currently on site performing the above tasks.

- Building
 - Plans for the season opener were discussed. It appears that the required tasks are on schedule.
 - Building committee presented proposal to replace/add to the tables in the clubhouse, which are approaching the end of their life. The board approved \$1400 for table replacement.
 - Downstairs weight room – needs new floor. Appeal for donations for a couch and appropriate TV room furniture will be made to owners.
 - The staff has made arrangements with the vendor for the following new equipment at no cost to the club
 - New and larger washers and dryers
 - New Ice machine
 - Windows/Doors– Pete to contact replacement window/door manufacturer, sub contractor. Need to expedite, as there are numerous leaks and rotten frames.
 - **Note:** Subsequent to the Board meeting, two additional quotes were obtained, and after approval by phone poll, the board directed that Pete proceed with the lowest cost estimate as soon as possible. A summary of estimates is as follows –
 Estimate 1 - Andreas - 26K - Turnkey (all Parts, materials, and Labor - Selected by board, known contractor, lowest cost
 Estimate 2 - McKloskey - 31 K – Turnkey
 Estimate 3 - Sweeney - 36K - Turnkey
- Docks and Marina –
 - A discussion regarding use of slips for commercial purposes, resulted in a board decision that this is not allowed. The rules will be updated as necessary to reflect this policy.
 - A motion was made, seconded and approved to require that all minors (under 18) overnighting in the marina must have adult supervision during the overnight stay. There can be liability issues for the club. The rules will be updated as necessary to reflect this policy.
 - Houseboats in Marina
 - A motion was made and approved to restrict allowing houseboats into the marina. The two existing houseboats will be grandfathered.
 - As necessary, the rules will be updated to reflect this policy
 - Tools – Monica will set up a tool file, and Pete will inventory the Marina tools. Pete/Greg will insure that the tool shed is maintained in an orderly manner.
 - A situation where a slip was wider than the deeded width was discussed. The situation caused the adjacent slip to be narrower than the deeded value, and a new boat being purchased would not fit. The situation should be remedied when Buterick is doing his marina work Monica was requested to double check the dock dimensions on the Master deed.
 - Dock safety items –
 - Motion made and seconded, then unanimously approved, to identify and purchase dock safety modules which provide life ring and fire extinguisher capability for each dock – 10 units @\$600 = \$6000 as a capital expenditure
 - Same for required spill kits, one for each side 2@400 = \$800

- 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, and made available to owners.
 - Staffing for summer –Pete is to insure early identification of the 2 Marina assistants for the summer. A check list for their duties exists, but must be reviewed and updated.
- Committees
 - Personnel Committee – The committee charter was presented to the board and approved by the board.
 - Two primary tasks to start
 - Job Descriptions
 - Club policy and procedure manual
 - Goal to have draft for committee review by 6 May
 - House and Grounds Committee –The Committee Chair, Rich Ericsson is coordinating its recommendations with Pete for scheduling purposes
 - Communications Committee – No discussion
 - Finance Committee – Requested that the board revisit the decision to not charge for pumpouts.
 - By-law Committee – By-law changes aimed for resolution by the August Owners Meeting – Rich Ericsson has taken lead
 - Weighted Vote
 - Budget process
 - Change election date
 - Remove developers from by laws
 - Houseboats in Marina
- 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 9:30 AM Saturday, May 6, 2006.