

**HIGH BAR HARBOR YACHT CLUB CONDOMINIUM ASSOCIATION, INC.**  
**MINUTES OF BOARD OF TRUSTEES MEETING**  
**Tuesday, October 31, 2006**

The meeting was held via teleconference and started at 7PM.

Trustees Participating: Rich Ericsson, Jay Keough, Hugh Gray, Ed Meline and Mark Miller

It was agreed that Ed Meline would prepare Minutes and send to all other Trustees, who will make any corrections, as appropriate, prior to publishing the Minutes on the HBHYC.com Website and sending them via Email to all Owners who have provided such addresses.

1. It was agreed that the Agenda for the teleconference would be:
  - a. To rough out timing for the 2007 Budget, so that it can be sent to Owners before year-end.
  - b. To schedule the next couple of Meetings.
  - c. To discuss the Committee structure and, to the greatest extent possible, appoint Trustees to the various Committees.
  - d. Other issues, as time permitted.
  
2. Budget Timing/Scheduled Meetings
  - a. Hugh indicated that he had an initial meeting with Monica this week to start the updating of the performance Spreadsheet for 2006 actuals through 10/31/06 and a projection for the last two months. He felt that a Draft showing total year 2006 and a quick pass at what 2007 would be could be ready by 11/4/06.
  - b. It was agreed that shortly after receiving the Spreadsheet, we would have a teleconference to discuss the Budget by line item for both revenue and expenses.
  - c. The final Draft would be addressed at an 11/18/06 meeting to be held at the Clubhouse. Hugh indicated that he would not be able to be at this Meeting due to prior commitments, but would be able to join the Meeting via telephone. Since the timing of the issuance of the Budget is getting tenuous, it was agreed to adopt the plan to meet on 11/18/06.
  - d. This will enable the issuance of the proposed budget to be mailed with the first quarter billing in early December 2006.
  
3. Committee Structure /Trustee Participants-Each Trustee indicated the Committees that best matched his background and interests. It was agreed that each Trustee would develop a recommendation for the Members and structure of the respective Committee on which he would serve. The recommendations would be presented at the 11/18/06 Board Meeting. The following decisions were made all by unanimous votes:
  - a. By-Laws- the Board decided that there was currently not a need for a By-Laws Committee at this time. As a result of many past discussions and communications, the Board agreed that it was able to develop a list of the By-Laws that appear to be strong candidates for changing. These will be forwarded to all Owners for comment and additions of other changes Owners may want to propose prior to all Owners being asked to vote for the respective changes, as required in the By-Laws.
  - b. Communications-Mark, whose profession is IT consulting, will be the Trustee on this Committee.
  - c. Finance-currently Hugh and Ed are on this Committee. It was agreed that the Treasurer would be the Chairman of this Committee. All Officers will be determined at the 11/18/06 Meeting and, in

the interim, the current Finance Committee will prepare a Draft recommendation for the 2007 budget, as noted above.

- d. Maintenance, Buildings and Grounds-Rich and Mark will Co-Chair. A unanimous vote was made to have the Co-Chairs be the primary interface with the Staff so that virtually all project-related directives to Staff go through Rich or Mark in order to preclude any mixed messages. For projects related to docks and Bulkheads, the primary interface will be Jay. For purposes of this interfacing, Staff is defined as the Marina Manager (Pete) or in his absence, the Dockmaster (Greg).
- e. Maintenance, Docks and Bulkheads-Jay will Chair this Committee.
- f. Personnel-Ed will Co-Chair this Committee with Dave Hall, who is currently a Co-Chair.
- g. The Board voted unanimously to create a Social Committee to coordinate all events and ideally develop new, appropriate activities to augment the social atmosphere of the Marina (e.g. events for children, racing, fishing trips, rendezvous, raft-ups, etc). Jay will be on this Committee.
- h. Related to Committees:
  - (1). It was also agreed that the Finance Committee would be responsible for completing internal audits, at a minimum, quarterly. The Committee will recommend the process to be used and the timing.
  - (2) It was also agreed that the Secretary would be on the Communications Committee.

#### 4. Other

- a. The Board voted unanimously to utilize Robert's Rules for all Owners' and Board Meetings. It was agreed that the Rules would be used in a manner that would not curtail the informality of the Meetings, but aspects such as the Order of the Meeting Agendas, the making, seconding, discussing and voting of Motions and other critical aspects of the Rules which would improve the overall efficiency and order of Meetings would be utilized.
- b. The Board voted unanimously to adopt a Resolution that no Trustee will have any Staff do work for them on a personal basis or have any kind of financial relationship with a Staff person (e.g. renting a slip to a Staff Person). This does not affect the normal services that the Staff provide to any Owner, such as docking assistance, pump-outs, etc.
- c. It was Resolved that the Work Hours for each individual Staff person will be posted on the Office Doors and be continuously updated for any changes. This will be done effective immediately.
- d. Rich and Ed will review the Lease Agreements between HBHYC and Tenants prior to their being mailed to Tenants.
- e. Ed will provide a first pass of the Agenda Items to be addressed at upcoming Meetings in the suggested order of Priority.
- f. The Agenda for the Meeting on 11/18/06, scheduled to start at 10:30AM, will include, but not be limited to:
  - (1) The determination of Officers, final appointments of Trustees to Committees (i.e. Treasurer and Secretary), and recommendations for each Committee's Members and structure.
  - (2) A meeting with Staff targeted for approximately one (1) hour
  - (3) A review of the open Budget items not resolved on the above referenced Teleconference
  - (4) Other possible priorities that can be accomplished within an approximate 2.5 hour time frame.

The Meeting was adjourned at 8:40PM.