

HIGH BAR HARBOR YACHT CLUB CONDOMINIUM ASSOCIATION, INC.  
MINUTES OF BOARD OF TRUSTEES MEETING  
Monday December 4, 2006

The meeting was held via teleconference and started at 8PM.

Trustees Participating: Rich Ericsson, Hugh Gray, Jay Keough, Ed Meline  
Absent: Mark Miller (last minute business conflict)

Also Participating: Dave Hall

It was agreed that Ed 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.

I. The Meeting was scheduled to focus on the following Agenda;

- A. Update on both immediate and long term projects. In this regard, Dave was invited to brief the Board on his observations over the past week during which he has been working at the Marina. Dave's report is summarized below.
- B. Discuss the concept of hiring a "Project Manager" to counsel the Board on the major issues facing the Association with regard to the physical conditions of the Clubhouse and the docks.
- C. Discuss and conclude how the Board should interface with the Staff during the next several months.
- D. Establish the date/time for the next in-person Board Meeting.

II. Overview of the Physical State of the Marina as reported/written by Dave.

As a result of recent resignations, the Board asked Dave Hall to support club operations while interim staff was established. Along with meeting open staffing needs, a list of near term projects was required to ensure the effective use of both our existing and new staff. After a review of the facility, Dave felt a number of issues needed to be brought to the Board's attention. The following is a recap of that review.

Dave opened his review pointing out that his observations should be evaluated by a third party building inspector as well as a marine engineer as these area's are outside his expertise. Additionally, Dave recommended that future evaluations be performed by vendors without a vested interest in selling the club solutions. While there are many smaller maintenance items currently being addressed, this review focused only on current and future major projects

Clubhouse

- A. The replacement of the doors and windows on the east wall of the second floor is moving forward.
- B. The exterior siding needs immediate attention as rot and water damage make minor repairs unlikely.

- C. All windows, not currently being addressed, appear to need replacement. If we replace the windows and the siding together, there may be an opportunity to reduce cost by moving to standard window sizing.
- D. The first floor doors on the west side of the clubhouse should be replaced to address the water damage.
- E. The decking around the clubhouse is nearing its useful life and will need to be replaced in the near future. This project should be planned for in the upcoming years.
- F. The roof should be inspected.
- G. The elevator has failed annual inspections in recent years. Dave recommended the elevator should either be repaired or removed. It was agreed, we will identify a resolution to the situation shortly.
- H. The hot water heater is showing rust and will need replacement in the near future.
- I. We should consider installing zone water shutoffs to improve member convenience and ease maintenance. The building currently has only one main shutoff which would result in a temporary loss of water should we experience plumbing problems.

### Pool

- A. The pool leak has not been found. Given the poor vendor responsiveness, Dave suggested the pool closed and that we aggressively address the resolution in the spring.
- B. There are minor issues with electrical fixtures and apron tiles that need to be addressed prior to the pool's opening on Memorial Day.

### Docks

- A. Overall the docks need to be serviced. Properly servicing the docks is a major initiative and we may not be able to service more than 1 or 2 docks per year. The manufacturer recommends a service schedule of every four years. However, many marinas plan full service somewhere between 4 and 6 years depending on water conditions.
- B. The major concern is the condition of D, E and K docks. These docks receive the brunt of the extreme winter weather where there is significant wave action and wind gusts that can exceed hurricane speeds. E and K docks need significant remediation prior to the 2007 boating season.
- C. The wave attenuator on the east side of E dock is in poor condition. Given the size of the project and the time of year, we will be unable to address the issue for the 2007 boating season. However, this should be a priority project for next fall.
- D. The bridge on the north side of the marina is a recurring maintenance issue as the attachment points fail repeatedly throughout the year. We should investigate and implement an alternative bridge support as soon as possible.
- E. The power posts have reached their serviceable life and need to be replaced.
- F. A notable number of floats need to be replaced as they are either missing or damaged.
- G. The decking on the docks is nearing its expected lifespan and should plan to be replaced in the upcoming years.
- H. The manufacturer of the docks outlined a variety of constraints and recommendations for our use of the docks. A key issue for our facility is the torsion loads on the docks. Dave recommended we use this information along with the views of a marine engineer to formulate any changes in the way we use and maintain the docks.
- I. Finally, Dave pointed out that the docks are subject to an ever changing landscape. The sedges move, the depths change, current and wind loads vary over time. We need to

establish long term solutions recognizing the nature of the environment. Dave recommended we investigate breakwaters as a longer term solution.

The serious problems referenced above are an attempt to focus the Board on the issues and provide Owners with a very preliminary review of the physical “state of the Marina.” The Board will continue to update Owners as more information is received. Owners suggestions are most welcome. Please use the Email contacts on the HBHYC.com website.

### III. Other Issues

- A. “Project Manager-the Board agreed that a person was required ASAP to address the projects that are required and implement them on a priority basis. Pete had not provided the Board with a viable listing and plan for the off-season, as requested. Two (2) candidates were interviewed. Brian Roddy, a local General Contractor, was selected to work for approximately two (2) hours daily with the Staff and contractors in an effort to oversee the work efforts during the next month at a cost of \$50 per hour for a maximum of \$2,000.

He has been offered the position as follows:

1. he will interface with Greg each day to provide his professional guidance.
2. he will start to interview potential Building Inspectors and Marine Engineers.
3. he will work with Greg to identify all the jobs that can be done during the winter without weather being a limiting factor (i.e. mostly indoor work).
4. he will develop a written process to track projects “to do” and record those that are completed.
5. he will not be allowed to bid on any of the work.
6. he will obtain competitive quotes and present them to to Board for consideration.

In the meantime the Personnel Committee has been charged to determine a staffing plan going forward. The Board will continually review the situation to determine the best approach for the immediate future in order to best keep projects implemented during the upcoming off-season.

- B. Board Meeting-the Board scheduled an in-person Meeting to be held at the Clubhouse on Saturday, 12/9/06. Due to the urgency of arranging such a quick Meeting and the necessity to concentrate almost all of the Meeting on a physical inspection and discussion by the Board with Dave, Brian and Greg of the Clubhouse and the docks, the Board regretfully decided not to invite Owners to an open session until the first Meeting in 2007. We hope the Owners will understand the need for this delay in the commencement of open sessions.
- C. The Board wishes to thank Dave Hall on behalf of all Owners. He voluntarily stepped in and made a major contribution during the past 10 days, when most of his time was spent in the Marina Office and on the docks. Dave is a Co-Chair of the Personnel Committee and is a member of the Maintenance Committee, Buildings and Grounds.