

HIGH BAR HARBOR YACHT CLUB CONDOMINIUM ASSOCIATION, INC.  
MINUTES OF BOARD OF TRUSTEES MEETING  
Saturday, December 9, 2006

The meeting was held in the Clubhouse and via teleconference and started at 9:10AM.

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

It was agreed by all Trustees that the meeting would be held at the club house and then, at approximately 11 am, the meeting would suspend, so that the members present could do a walk around with Brian Roddy, Dave Hall and Greg.

**I. Planned Agenda**

- A. Walk around inspection of docks/ clubhouse with Dave Hall, Brian Roddy and Greg, all of whom have been invited.
- B. Discussion of “game plan” concerning the identified projects
- C. Depending upon the time left:
  - 1. Discuss/agree on package to be sent with 1st quarter invoices which should be ready to go on Monday.
  - 2. Update on Committee memberships
  - 3. Conclude on how to bill for the electric meters that failed.
  - 4. Discuss/vote on MOTION to implement the use of a time clock utilizing fingerprints ASAP.
  - 5. Discuss/vote on MOTION to adopt Job Descriptions and a Personnel Manual
  - 6. Address MOTION to authorize the Secretary to publish Minutes once three (3) Trustees have approved with or without changes. The remaining Trustees will have 24 hours to respond or it will be assumed they are in agreement with Minutes and the Secretary will then be obligated to publish.

**Finance:** Discussion on the FY07 Budget and supporting documentation to be sent out to the Owners. A MOTION was then MADE to publish to the Owners the following documents:

- 1. Operating Budget Spreadsheet for FY07
- 2. Capital Budget – 10yr plan
- 3. The Investment Analysis
- 4. A transmittal letter to the Owners commenting on our financial plan.

**This MOTION was PASSED unanimously**

Discussion on what to do regarding the electric meters that failed during the 2006 season. It was noted at the last Board Meeting held at the club house that approximately 12 slips had electric meters that have failed. At that Meeting, a list of those slips was presented to the Board by the Staff and options on what should be done regarding costs incurred by those slips for the 2006 season were discussed.

The next item of discussion was pertaining to the 12 faulty electric meters that were discovered during the summer.

**A MOTION was MADE:** To send a letter to each of the 12 slip owners indicating that the club records show that, in fact, the electric meters for each of their slips had failed to operate during the 2006 season. Because of this failure each of the 12 slips identified would be invoiced for the amount of electricity they used during the 2005 season.

**This MOTION was PASSED unanimously:** A transmittal letter to each of the 12 slip owners will be sent indicating the decision of the Board with an invoice for the past electric usage.

The Board then discussed the problems with billing electricity usage back to the Owners. Because of the age and style of meters that are in use at the Marina, alternate methods and policies were discussed to simplify and more accurately bill for electrical usage.

**A MOTION was MADE:** To develop a new policy for electric usage going forward.

**This MOTION was PASSED unanimously:** The task of researching this policy and bringing recommendations back to the Board was assigned to Jay and the Docks and Bulkheads Committee.

**Committee Updates:** Each Trustee was polled for an update on the status of the Committee(s) on which they will serve:

**Finance Committee** (Hugh & Ed) It was reported that the Finance Committee has not yet officially met since the new Trustee's have come on board. Ed and Hugh will be contacting members to discuss their participation. And attempt to schedule meeting for the upcoming year.

**Building & Grounds** (Rich & Mark) Bob Bonica and Denise Ryder notified Rich that they still wish to participate on this Committee. Other members will be selected soon.

**Docks & Bulkhead** (Jay) Jim Frank and Mike Drago have been contacted. The Committee decided on tabling the Wave Attenuator problem until next year. Jay is still trying to connect with Ron Cavilier to see if he would be interested in joining this Committee.

**Personnel Committee** ( Ed ) Up and running, Ed and Dave Hall are acting co-chairs and this Committee has been very active in working with the Board to remedy the staffing situation created by the resignations of both Pete and Monica.

**Communications** (Mark) Reported that attempts have been made to contact the committee members with no response yet.

**Social Committee** (Jay) Reported that there has been some initial interest by Owners wishing to participate in this Committee. However, members have not yet been selected. It was noted that the Social Committee could play a vital role in relieving the Staff of responsibilities for the Events we have and schedule other types of social activities that would be of interest to the Owners.

**Miscellaneous Discussions and motions:** At the last several Board Meetings discussions were held on instituting a time clock for use by the Staff.

**A MOTION was MADE:** To implement a time clock immediately

**This MOTION was PASSED unanimously** by the Board and the task of recommending the actual type of time clock was assigned to Mark and the Communications Committee.

Discussion then turned to the adoption of Job Descriptions and the Policy and Procedures Manual, Drafts of which were developed by the Personnel Committee. After several minutes of discussion on this matter the following:

**A MOTION was MADE:** That no full-time Staff member may be hired without a Board-approved job description for the position being filled. Additionally, a Procedure Manual will be published by the Board that defines how the Marina Staff will operate.

**This MOTION was PASSED unanimously.**

**Walk Around with Brian, Greg and Dave Hall:**

The Board then adjourned the Meeting for about one hour so that those Trustees present could do the site walk around with Brian, Greg and Dave. The following is a recap of the walk around that was given to Hugh and Jay over the phone once the Board reconvened.

- 1. Brian recommended that we need to replace all windows & the siding on the main building. The windows purchased earlier are not of sufficient quality as to prevent storm leakage, that along with the rot associated with the current building siding led to Brian's recommendation. Brian will put together a full report that he will publish next week which will outline this work with several estimates*
- 2. Brian suggested replacing the doors on the south side of the building with windows. These doors have not been usable in some time and the cost of replacing them with windows would be far less expensive.*
- 3. The first floor doors on the west side of the clubhouse should be replaced to address the water damage – Brian will work with the contractor to obtain a quote*
- 4. There are several additional projects that the club should look at doing, some can be done next year and several can be done this year by our staff.*

- a. *Space consolidation and expansion of the kitchen – Next Year*
  - b. *Cleanup and movement of the bar – Next Year*
  - c. *The upper and lower decks will need replacing – Next Year*
  - d. *The walkway decking along both sides of the marina needs replacing – This Year*
  - e. *Office cleanup and organization – Offices are in need of repair (closet doors missing, office equipment is in poor shape (Desks, File Cabinet, etc) – This Year*
5. *Pool – Brian will work with contractor to complete repairs to plumbing to correct leak. Additionally the pool lights need to be repaired or replaced and there are several tiles within the pool that need to be replaced. – This Year*
  6. *Storage Sheds – Currently we have limited space to store club property. It was recommended to move one of the existing sheds and purchase an additional shed for the back parking lot. Additionally since the storage sheds are used as a workshop the need to run power to the existing and new shed will be addressed – This Year*

*Docks- the following is a recap of the walk around of the floating dock system*

1. *It was the recommendation of Brian, Greg and Dave Hall that the Board contract with a Marine Engineer to assist with our assessment and plan for the floating dock system. Based on the amount of work that is needed to maintain and correct the current problems with the floating dock system and the wave attenuation system it was felt that Marine Engineer would need to be retained to help prioritize and estimate the cost of this work. Additionally this Marine Engineer would be asked to help develop a long term maintenance plan for the floating dock system, so that we could use our Staff as much as possible to do this work.*
2. *Rich volunteered to provide the names of several engineering firms who can assist the club in obtaining and filing all the necessary permits that we will need to perform the maintenance of the dock system.*
3. *It was recommended by Brian & Greg that we contact Emerald Welding to assist with the repair of J & K docks. These docks were damaged again during the latest series of storm/high winds.*
4. *The bridge to E-Dock continues to be a problem. (Because of the low water and twisting of this section of floating dock, the bridge has become unstable) Brian is to work with the Marine Engineer to develop a more permanent solution to this problem.*
5. *Currently there are several boats outside I Dock that because of their size, position and prevailing winter winds are causing a great deal of stress on our already strained dock system. It was the recommendation of Brian, Greg and Dave to have these boats moved to other slips closer to the club house to relieve this excess strain. A letter is to be sent to each of the owners asking for their permission to move their boats.*

**At this time a MOTION was MADE** which grants Rich direct supervision of Brian and the ability to extend Brian for an additional 40hrs ,so that work may continue as quickly as possible. Brian's work will be evaluated by the Board as whole at the next Board Meeting before any additional extensions can be granted to his contract with the Marina.

**This MOTION PASSED unanimously**

**A MOTION was MADE to:** Allow Ed to spend up to \$1000.00 on replacing or purchasing necessary office equipment (i.e. File cabinets, New office Phone, Desks, Chairs, etc)

**This MOTION PASSED unanimously.**

The board then went into Executive Session for about one hour

**The final MOTION of the day was MADE:** To retain legal counsel to validate our ability to ban a tenant or a vendor from access to the club, and to have counsel evaluate the consequences, if any, of that action.

**This MOTION PASSED unanimously**

**The Meeting was adjourned at 1:40pm. The next in-person Meeting of the Board will be Jan 27<sup>th</sup> 2007 at 9AM at the club house.**