



High Bar Harbor Yacht Club Meeting Minutes
Date Saturday 1/27/2007

Attendees: Rich Ericsson
Ed Meline
Mark Miller
Jay Keough
Hugh Gray – By Phone

The Meeting was called to order at the Club House at 9:10am

Planned Agenda:

9AM-start:

1. Adopt MOTION recently approved via Email to get 2 quotes for projects over \$2000 and 3 quotes if over \$5000
2. Treasurer's Report-discussion
3. Review/Update Outstanding Actions Report
4. Committee Reports/Update of Committee Members

10AM-Executive Session:

1. Discuss MOTION to ban.
2. 10:15-Personnel Committee joins the Board to discuss Staffing with Kathy Ahearn and possibly, Pat English present and Dave Hall on the phone.
3. 10:40AM-Brian joins the Board to address the personnel issues he had previously raised.

11AM-Open Session for Owners with Brian attending:

1. Discussion of the timing of major projects- siding, windows, doors, docks, bridge, etc.
2. Identify and discuss potential By-Law changes.
3. Discussion of Winter Owners' Meeting-set date/rough Agenda
4. Address MOTION to build Bulletin Boards on the South and North walkways.
5. Other new business, if time is available.



High Bar Harbor Yacht Club Meeting Minutes
Date Saturday 1/27/2007

1. First Order of business was discussion on the MOTION MADE via email – That any project work authorized by the Board, and estimated to be more than \$2000.00 would require the submission of at least 2 independent bids and any Project estimated to be more than \$5000.00 would require 3 independent bids.

This MOTION PASSED Unanimously

2. Next order of business was discussion and review of the Treasurer's initial Draft Report. A final Report will be prepared for inclusion in a mailing to Owners.

Additionally, it was decided that Hugh (Board President) would put together a first draft of the State of the Marina letter to accompany the Treasurer's report. The plan is for these documents to go to all the Owners prior to the Owners' meeting in March.

3. Next Order of business was a review of the Outstanding Actions report:
- a. Address the 2year terms of the 3 Trustee's whose term will expire in March, since new elections will not be held until August.** After review of the By-laws and discussion, it was decided that no action need to be taken and the current Trustees will remain in office until replaced or re- elected in August.
 - b. Contractor Bids for work on the Pool.** Currently Brian has a contractor lined up to repair the leak in the pool. Because of the current weather this work will not begin until March.
 - c. Audits as prescribed by the By-Laws.** Ed has a potential accountant and will be submitting a proposal for this work at the next Meeting.
 - d. Contact information update** – All Trustees have supplied their current contact information to Stacy.
 - e. Potential fee for pump outs** – This item was tabled and will be discussed at the next Board Meeting
 - f. Staff Hours. These have been posted for several months on the Office door.**
 - g. Startup of a Social Committee** – Jay is still working on this, and will have Stacy send out an email requesting volunteers



High Bar Harbor Yacht Club Meeting Minutes

Date Saturday 1/27/2007

h. Policy for employees working overtime – The Personnel Committee will include this in its Draft of a Personnel Policies and Procedures Manual.

i. Slips with bad electric meters – The Board deferred this until next Meeting

j. Update on Brian's hours – At the time of the Meeting Brian had not consumed his original 40 hours. The Board had approved to extend Brian for another 40 hours. Rich and Mark are to meet with Brian and direct his efforts going forward.

k. Office equipment – Ed was given permission by the Board to spend up to \$1000 on office equipment, as needed. He informed the Board that he is presently looking to purchase a new desk for the Office within the budget granted him

l. Electric Meters – Greg will be asked to read the meters for the second quarter billing.

m. Sprinklers – Currently the Club sprinkler system has been shut off for the winter to prevent freeze up. Concern about compliance with code and our insurance policy was brought up because of this action. Ed is to contact our insurance broker first and find out if we are in compliance.

n. Safety Deposit Key – Hugh to contact Stacy regarding his key

4. Next the Board heard from the Committees:

a. Buildings and Grounds – The first meeting with this Committee was scheduled for today 1/27/07.

b. Docks & Bulkheads– Jay reported that the Committee is up and running and is awaiting an analysis report from Technomarine.

c. Communications Committee – The Committee is concerned that it is not addressing it's true charter. Being assigned the task of recommending a Time Clock is more of a technology issue than a communications issue. While they have done some research on this item, it is the Committee's belief that the Personnel Committee might be better suited for this task. Ed felt that the Personnel Committee was not equipped technologically . He suggested that we poll the Owners



High Bar Harbor Yacht Club Meeting Minutes

Date Saturday 1/27/2007

for volunteers. Mark will pass on the analysis work they have done to date and discuss with the Board options for moving forward.

d. Personnel Committee – Onsite today to make their staffing model recommendation to the Board. Additionally, they have been asked to once more review the draft of the Personnel Policies and Procedures Manual for presentment to the Board

Executive Session

At 11:20am the Board opened the Meeting to Owners

1. First item discussed was a report from Brian on the Building: Brian explained to the Board that basically all the building windows and doors need to be replaced. Additionally, it has been determined that the Building needs to be resided. At present Brian has 3 quotes for this work and from vendors on the island and off. The prices range from \$249,000 to \$140,000. Brian indicated if we wanted this work done before the season starts, we must make a decision immediately. This is partly due to the lead time it will take to get the windows and doors delivered. Brian estimated that to be 4 to 6 weeks. The Board then asked Brian if he anticipated that by delaying until the fall would we cause any more substantial damage. Brian felt that delaying until the fall was a good idea so that we could pick the best vendor for the job and he did not feel the building would endure any more substantial damage. The Board then decided to wait until this fall to start the work but to have Brian get one more estimate from another mainland vendor. Additionally, the Board asked Brian to schedule the staff to do the trim work inside the building and to prepare the building and grounds for the season.



High Bar Harbor Yacht Club Meeting Minutes

Date Saturday 1/27/2007

Additionally, Brian will take this time to secure the necessary Permits we will need to do this work starting in the Fall.

2. Docks – Work continues on repairing the finger piers that were removed due to float damage. Additionally, the Docks and Bulkhead Committee requested and had been granted approval to hire Technomarine to inspect the dock systems and provide the HBHYC with an analysis of the docks and wave attenuator. That analysis has been completed and we are awaiting the report.

3. Parking Lot Lights – Brian had the electrical contractor we have been using take a look at one of the lights that had fallen to see if a modification could be made to the lights to make them more focused toward the ground. The electrical contractor did some simple research and believes that a retrofit can be done at a reasonable cost. Brian will work with the Building and Grounds Committee to see if this work can be preformed prior to the start of the season.

4. Next, the Board shared with the Owners present a list of potential By-Law changes:

I. Master Deed

A. Item 6. (c), Page 6- specifies that all votes must be weighted by slip size.

Change this requirement to eliminate the weighting of votes

B. Item 10h., Page 9-“no Unit may be leased or rented for a period of less than one (1) week or for transient purpose”

This should be eliminated, so that there are no time restrictions on leasing or renting.

C. Item (o), Page 11-.....Boats shall not be permitted to overhang....



High Bar Harbor Yacht Club Meeting Minutes
Date Saturday 1/27/2007

Change to allow for an overhang of up to 10% of the slip size

II. By-Laws

A. Item 2.1., Page 1-Associate Membership.....”shall be entitled to all the rights and privileges of membership.....”

Change Item 2.1 to “Tenants/Transients”

Tenants and Transients shall have the right to use the facilities of the Marina, including the use of the swimming pool and the clubhouse. Tenants and Transients must abide by all the applicable Rules and Regulations in effect at the time of occupancy. Tenants and Transients will not have any additional rights, including, but not limited, attending any Meetings of the Association’s Board of Trustees or Committees.

B. Item 2.5, Page 2-Proxies-.....and duly delivered to the Secretary of the Association or such other person as the President may designate, at least one (1) day prior to the commencement of the meeting at which the ballots are to be cast.”

Change this to enable the Proxy to be presented at the Meeting at which the ballots are to be cast.

C. Item 4.6., Page 6-Vacancies- this should be changed to require all vacancies to be filled by a vote of the Unit Owners and, in no circumstances, by the Board.

D. Item 6.3., Page 10-If any line item of expenditure not approved by a majority of the votes present at the Meeting, the budgeted amount of such expenditure for the first preceding year’s Budget, increased by the change in the consumer price index, shall be approved for the current year’s Budget



High Bar Harbor Yacht Club Meeting Minutes

Date Saturday 1/27/2007

This is incorrectly worded and should be changed to allow for the exclusion of a proposed budgeted item that fails to obtain a majority of the votes present at the Meeting.

E. Item 7.3, Page 13-“Removal of Officers.”-Upon an affirmative vote of a two-thirds (2/3) majority of the members of the Board of Trustee, any Officer may be removed,.....”

Change this to clarify that this does not mean that a Trustee can be removed from the Board by other than a majority vote of the Unit Owners.

F Item 7.4(a), Page 13-President has the power to appoint committees

Change to require a majority vote of the Trustees to appoint Committees and approve the Members of each committee.

G. Article 12, Page 16-Miscellaneous. Item 12.1-Association Membership List.

Add requirement for an Owner to provide a specific release of the Owner’s contact information prior to the release of said data to another Owner not on the Board.

H. Miscellaneous-delete all references to the Grantors/Developers

I. Add Term limits for Board of Trustee members. - No Trustee may occupy a Board seat for more than three consecutive terms. Upon reaching the end of a third consecutive term the Trustee would be ineligible to run for a fourth consecutive term for a period of two years. This ineligibility would also prevent a Trustee, who has served three consecutive terms, from being appointed to the Board through any referendum for a period of two years proceeding the Trustee’s third term.



High Bar Harbor Yacht Club Meeting Minutes

Date Saturday 1/27/2007

No decisions were made at this time, but the Board did hear feedback on these proposed changes. The Board will discuss these changes and publish to the owners a list of potential changes to be voted on at the March Owners' Meeting.

5. **The date for the next Owners' Meeting** was tentatively scheduled for March 24th at the Club House.

6. **The next Board Meeting** is scheduled for March 3rd at the Club House

A Board Teleconference Meeting will be held sometime in the next two weeks.

Because of the time and other meeting schedules, the Board Meeting was adjourned at 2:45pm.