



High Bar Harbor Yacht Club Board Meeting Minutes
Date Sunday 4-22-07

Attendees: Rich Ericsson
Jay Keough
Ed Meline
Mark Miller

Absent: Hugh Gray

The Meeting was called to Order at the Club-house at 9 AM

I. The following Agenda had been planned

9AM; Review of Outstanding Action Items Report

9:20: Committee Reports

Buildings and Grounds-Pending Project Plans
Docks and Bulkheads-status of docks/de-winterization
Finance-Committee members, billing, late fees
Communications-wireless system, bulletin boards
Social-committee members, events
Personnel-Job Descriptions/Manual/Dockhands Ad

10:00: Deed/By-Law Changes-discuss approach for overhang change and outside legal review for implementation.

10:30: Newly hired Operations Manager (Mark Hazley) Orientation

11:00: Pump-out Fees-discussion of tabled MOTION and vote

11:30: Rules and Regulations-discussion to identify potential changes

12:00: New Business

II. Because Brian Roddy had to leave ASAP, we had his review of current and planned major projects at the outset of the Meeting as follows:

A. North Walkway completed. Some additional finishing work still needed. South Walkway to be started next week and should take two (2) weeks to complete.



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B. Dock De-Winterization - Complete

C. Building – Siding and Windows – We now have five (5) estimates to do this work. Brian to update his bid analysis before making a final recommendation to the Board.

D. Low voltage lighting – Will be started once the walkways are complete

E. Pool – Luna bay has been contracted to find the leak. They will be back next week..

F. Parking lot lights – Brian received a quote for the replacement of both the poles and lighting in the parking lot. Additional research to be done.

G. North Bridge – Work is moving forward to affix the bridge via pilings. How to complete the infrastructure (electric primarily)still needs to be determined.

H. Brian will transition all remaining project work to Mark Hazley starting Monday

III. Finance Committee Report: Ed Meline

1. Ken Reuter has been added to the Committee
2. The second Quarterly billing has been sent out
3. Several Owners are indicating that they have not received invoices and there are some disputes on late fees.
4. Credits that were issued in 2005 and 2006 are still being investigated as are some condo fees that do not appear to have ever been billed
5. As of the 3rd quarter , the \$15 electric co-pay will be added to the Capital Condo fee, It was initially intended that this be a Capital Maintenance Fee. A letter explaining this will be sent out to all Owners.

IV. Communications Committee: Mark Miller

1. Needs to provide the specs for the equipment necessary to extend the range of the internet. MOTION MADE, SECONDED and PASSED unanimously to have the Committee establish a budget for this work.
2. Waterproof bulletin boards – Still need to find a vendor or build these items ourselves.



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V. Social Committee: Jay Keough

- 1, The following Committee Members have been appointed: Fran Dalton, Meg Cannon Keough and Dale Pilchman.
2. The Committee has recommended the purchase of a ping pong table to replace the old one that was destroyed and will report back to the Board on the cost and location to place the table.
3. Events – The Committee asked if they had a budget or if all events need to be funded by attendees. The decision was that they must be self-funded, but that the Committee should make recommendations for consideration.

VI. Personnel Committee: Ed Meline

1. Ad for dock hands has been posted and an Email to Owners has been sent.
2. Drafts of the Personnel Policy and Procedures Manual and Job descriptions are being reviewed and final Drafts will be forwarded to the Board soon.
3. Stacy has accepted the position of Office Manager for 30 hours per week, and, generally will work Monday through Friday from 9AM to 3PM.

VII. Deed and By-law changes:

A. Results need to be validated by a lawyer as discussed at the March Owners' meeting. Once validated the results will need to be filed with the county records.

B. MOTION was MADE, SECONDED and PASSED unanimously to use the firm we have on retainer to review the changes Rich will obtain a proposed budget and advise the Board accordingly. A process is required to determine what slips will be authorized for the overhang By-Law change recently passed.. Mark H. was requested to do some research to see if there any industry standards or policies for developing the guidelines for allowing the overhang.

VIII. Within two (2) weeks, both the B& G Committee and the D&B Committee will meet and propose a list of projects to be considered for addition to the Project List, in order that Mark H. can make his staffing recommendation based on the projected workload.



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- IX. A MOTION was MADE, SECONDED and PASSED unanimously to purchase a computer for Mark H.
- X. A MOTION was MADE, SECONDED and PASSED unanimously to charge \$5 for pump-outs to all Transients.
- XI. A MOTION was MADE and SECONDED to charge Owners and Tenants \$5 for a pump out. This MOTION was TABLED and, it was agreed that a survey will be sent out to the Owners for input.
- XII. The Board will review the Rules and Regulations and amend them as needed and use email to document the changes requested. Areas to be considered are policies with regard to houseboats, lifts, swimming pool, adult coverage for children, etc.
- XIII. Mark H. to look into providing signs and supplies in the bathroom in order that Owners can clean up as appropriate..

MOTION was MADE and SECONDED and PASSED unanimously to Adjourn the Meeting at 12:10PM.