



High Bar Harbor Yacht Club  
Board Meeting Minutes  
Sunday, March 9, 2008

Trustees: Fran Dalton – Present  
Jim Frank – Present  
Phil Hiller – Present  
Matt Kulinski – Present  
Ed Meline – Present

Employees: Mark Hazley – Present  
Stacy Bernstein – Present

Executive Session  
Personnel Committee member Dave Hall - Present

**9:00 a.m. - Executive Session**

The Personnel Committee and the Board met to discuss the recommended changes to the Job Description for the Operations Manager, which added verbiage to include responsibilities for all projects. The change was approved by the Board.

**10:03 a.m. - Open Meeting**

**1. Update on Projects Report by Mark Hazley**

- Security System - Equipment has been ordered. Work to be completed by Total Security the week of March 10th.
- Parking Lot Lights – Poles have been ordered and materials have been received as of 3/6/08. Should be able to schedule installation within the next two (2) weeks by Steve’s Electric. Removal of dead and encroaching shrubs on the parking lot island approved.
- New Signage – Installed with the exception of one more private property sign.
- Safety Ladders – All have been replaced and installed. Added two (2) additional ladders on the North side and D-dock.
- Decks & Fence – in progress – power washing, sanded and stained. Mark suggested that we stain the upper deck to match the lower deck. Board approved.
- Ice Prevention – Ice eaters scheduled to be moved from water, cleaned and lubricated for storage the week of March 10th. Ice heaters were not plugged in at all during the winter.
- Kitchen – New floor installed. Walls painted.
- Elevator – Close off completed. Waiting for Long Beach Township to inspect.
- Modem & Router – Have been moved to the main office (Mark’s)
- Maintenance Room – Ceiling repaired with new sheet rock and painted.
- Stacy’s Office – Spackled all areas and painted.



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- Bathrooms – Painted walls, repaired or replaced blower fans and supplied new floor mats.
- Laundry room – Painted.
- Pool – Luna Bay Pools scheduled to come out March/April to fix the small leak, pressure test and drain pool. Pool will be painted.

2. **Outstanding Action Items Report**

- Emergency Procedure – Completed. Will be given to the Board for review.
- Dockhands - Mark has spoken with Paul, Riley, and TJ, who will all be returning this summer. Brian Harris might not be able to return. The dockhands will have a new schedule with a half hour of unpaid lunch and two (2) 15-minutes paid breaks.
- Horse-shoe Pit - on the schedule to be completed prior to summer
- Fish scale –we found the old scale located in one of the sheds under material/equipment. Will clean-up for use
- Water heater – Mark has received two (2) quotes and will get a third quote as per policy. Our current heater was installed in 1988 and life expectancy should end soon. The project will be completed prior to summer. Will research Insta-hot vs. new heater and compare the cost and life expectancy.
- Prompt Answerphone – The first month was free. Received an invoice in the amount of \$60.00. vs. the quoted rate of \$30/month. Mark questioned it and they said they would look into the matter. Mark to follow-up this week.
- Electric meters –all seem to be working. There were some meters that had to be rewired or new pedestals were installed. There are a few pedestals on E-dock that will be replaced due to poor condition.
- Insurance/Emergency Contact Forms – Stacy has received a good percentage of Emergency Contact forms and current insurance certificates. She will follow up to obtain these documents from each Owner.
- Publisher has been installed on Stacy's computer

3. **Review of Rules & Regulations**

- Reference # 1 – currently the Deed/By-Laws states that you are allowed only one craft moored in the slip. A proposed change of the verbiage to allow a raft and/or dingy in a slip without encroachment on another Owner's slip and boat will be made shortly as part of a number of proposed changes to the Deed/By-Laws for Owners' consideration.
- Reference # 2 - The Deed states that no fuel services are allowed to be offered at the Marina. It is not planned to offer a change to this.
- Reference # 17 – TV antennae. An Owner questioned the use of a satellite dish on his boat and/or dock box. The Board felt that it was not the intention of the Rules & Regulations to prohibit this. A satellite used must be secure, so it will not damage another boat/slip. Mark H. will look into what other marinas do regarding this matter and provide a recommendation to the Board.
- BBQ's on boats – This is not permitted due to potential danger to other boats. You must take your boat out of the marina or use the grills located on the lower deck or the kitchen in the clubhouse. A MOTION was



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MADE, SECONDED and PASSED to purchase two (2) portable grills at approximately \$100.00 each for use on the North and South sides of the Marina during the Season.

- Pump-Out Fees - An analysis will be done on the 336 pump-outs in 2007. Currently no fee is being charged and this will be re-visited

4. **Electric usage for transient rentals**

- A discussion was held as to whether or not the rate for transient electric usage should vary by the size of the boat. No decision was made. Currently, if a transient renter elects to use the electric, they pay \$5 per day, which is then credited to the Owner with the rental income. The Owner is charged for the electric usage as per the meter readings. Seasonal Tenants are billed directly for their electric usage.

5. **Capital 5-Year Plan**

- Information is still being collected from the B&G and D&B Committees prior to completing the 5-year Plan. Estimated time of completion – May 2008.

6. **Docks/Bulkheads**

- The dredging permit has expired in October 2006.
- The D & B committee has received our third proposal in regards to obtaining a dredging/bulkhead replacement/wave attenuator replacement permit. This was from Taylor, Wiseman & Taylor. The proposal was around \$30,000. The previous two (2) proposals from other companies ranged from \$20,000 to \$60,000.
- More details to follow at next meeting.

7. **Building/Grounds**

- Phil Hiller explained that we used the basic specs from Coleman Roach and Brian Roddy to create our own RFQ's to put out to bid. Should be completed and distributed to contractors this week.
- Mark Hazley has received three (3) estimates for a fiberglass deck on the second floor. We will compare them against what the contractors bid.
- A MOTION was MADE, SECONDED and PASSED to post the RFQ's on the website for Owners to review and provide feedback.
- We will not be a general contractor. The contractors giving quotes are Chris Kreybig, Joel Montgomery Jr. and A. Richard Aiken, who are all local, reputable and familiar with LBI and Long Beach Township Building codes. Our attorney states that none of the local contractors have any law suits against them. In addition, Coleman Roach recommended Atlantic Window & Door to be considered for the job.

8. **Social Committee**

- The club is looking into having another boating /safety course this summer.
- There is a Ladies Bluefish Tournament in Atlantic County this summer.



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9. **New Business**

- Treasurer's Report – a draft was distributed (since year end tax-related adjustments have not yet been completed) and key aspects of the P&L, Capital Budget and Investment Analysis were reviewed. A Treasurer's Report will be issued shortly to all Owners. Long Term Capital Expenditures in 2007 were \$88,000 and are projected at \$325,000 in 2008. A discussion was held as to what we would have as a contingency program if the Capital Fund gets too low. Ed Meline said that there are several alternatives and that the Finance Committee will develop a proposal for Board consideration
- Rentals – are down from same time last year, however, it is hoped an early Easter break and warm weather will result in improved inquiries
- Proposed By-Law and/or Deed changes will be sent to Owners for additional input prior to a Ballot being prepared for Owners to vote with the county.

A MOTION was MADE, SECONDED and PASSED to adjourn the Meeting at 12:25 pm.

Next Board meeting is scheduled for: Sunday, April 27th