



High Bar Harbor Yacht Club  
Board Meeting Minutes  
Sunday, April 27, 2008

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

Employees: Mark Hazley – Present  
Stacy Bernstein – Present

**Planned Agenda:**

**I. Executive Session**

There was no Executive Session and the Open Meeting was called to order at 10:03 AM

**II. Review of Outstanding Action Items/ New Business**

**Update on Projects by Mark Hazley, Operations Manager**

- Security Cameras are installed. Eight (8) cameras are up and running.
- Two (2) additional cameras are needed to cover the north side dock entrance. MOTION was MADE, SECONDED and PASSED approving the additional cameras at estimated cost of \$2,145.
- Deck resurfacing continues on all access ramps and bridge. Replacement is ahead of schedule. Estimated cost on wood @ \$1,000.
- Two (2) power pedestal bases installed on E-dock
- Three (3) additional power pedestals need replacing on E-dock. Mark recommended completion due to condition of outer dock. Estimated cost @ \$2500 MOTION was MADE, SECONDED and PASSED by the Board to complete E-dock ahead of schedule.
- Four (4) power pedestals meters were repaired with counters. The new power pedestals or repaired pedestals have the meter counters on the outside of the Plexiglas.
- 75% of the parking lights replaced. Finish the North side and remove old parts.
- New water heater installed
- K-dock had three (3) additional pilings installed by TK Marine @ \$1600.00
- Giglio Awning installed the Awning to the clubhouse on 4/17/08.
- Dock repairs on various docks were bolts were replaced.
- Pool deck was power washed and bleached.
- Pool to be drained and painted, color a light blue color



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- Pool work to start on or about May 1<sup>st</sup>
- Water system and head pump-out is up and running
- Every dock is now isolated with its own shut-off valve (“W”)
- Water spigots being replaced as necessary
- Replaced all cigarette dispensers with new free-standing dispensers
- Mark recommended three (3) of the five (5) contractors who submitted building bids.
- Dockhands schedule to start Memorial Day Weekend (2 employees) and middle of June (1 employee)
- Advertised for Dockhands in local newspapers.

**Office Manager update by Stacy Bernstein**

- Slip I-02 (35 ft) sold in April 2008 for \$60,000
- Two (2) slips on F-dock are pending
- 12 slips available for rent
- 41 slips have been rented for the 2008 Summer season
- May 18<sup>th</sup> Boating Safety Course – have 10 members signed up for class

**Buildings and Ground update**

- Wish list input still needed
- Decking for pool area on the list
- Discussion for each committee to establish a 5-year plan with items listed at expenses over \$10,000.
- MOTION was MADE, SECONDED and PASSED for above.

**Dredging and Bulkhead Permit Update**

- The D&B committee has had several meetings and phone conversations with Taylor, Wiseman & Taylor a Lakewood, NJ Engineering Firm and Horn, Tyson and Yoder a surveying and engineering firm on Long Beach Island. TWT advised it can take up to 2-years to complete the permit process and start the dredging work due to the very restricted dredging season allowed in our area and lengthy permitting process.
- By opening up a dredging permit and or Waterfront Development Permit we would be required to allow public access to the water. This is an old law that is now being enforced.



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- Public Access – once we apply for a dredging or Waterfront Development Permit, we have to allow the public on our property 24/7. This includes but is not limited to public parking, use of bathrooms and the removal of private property signs.
- A recommendation was made for Mark Hazley and the D&B committee to stay in touch with the Marine Trades Association in regards to the mandatory public access to the waterfront lawsuit pending with the State of NJ. This affects all marinas and is currently in litigation.
- Bulkhead replacement around the marina does not require a Waterfront Development Permit, it is grandfathered in as long as we replace with like kind, and this does not include current materials used.
- Our wave attenuator is the original and is approximately 20-years old +/- and is in need of repair or replacement.
- Wave attenuator replacement costs could exceed \$300,000 although additional estimates would be required to see what the exact cost will be. We do have an estimate from TK Marine to construct a fixed bulkhead replacing the wave attenuator including removal and disposal. Their estimate is \$150,000. Mark Hazley will follow up with TK Marine to see how much they would charge to replace the wave attenuator with like kind.
- The D&B committee will look into getting a private engineer to determine what will suit the marinas needs best in regards to the wave attenuator. Would a fixed bulkhead offer more protection? Provided this is not cost prohibitive, we will move forward with the survey once we will find the proper engineer who specializes in this type of survey.
- In order to protect “K” dock and the boats on “K” dock the D&B committee is also looking into the possibility of installing a 55’ fixed bulkhead at the end of “K” dock to offer more protection. This would be part of the proposal from TWT and Horn, Tyson and Yoder if we decide to move forward with this addition.
- If it is determined that the current wave attenuator is best suited for our needs we will get 3 estimates for the replacement or repair of the wave attenuator. Due to the cost constraints of replacing the wave attenuator we may decide to repair vs. replace.
- Dredging is a major issue – The board decided we need to move forward with the dredging process ASAP.
- TWT will prepare the state and federal permit for dredging and potential wave attenuator replacement with a fixed bulkhead, including but not limited to mandatory soil samples. Permit application will be approximately \$40,000 – State of NJ permit is good for 5-years and NJ Army Corp of Engineer for 10-years which can be extended. We have not hired TWT as of yet but expect to shortly.



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- Horn, Tyson and Yoder submitted a proposal which included preparing a survey of the entire marina, taking depth soundings of the entire marina; prepare the drawings to accompany the dredging and possible wave attenuator replacement. The proposal was \$7100.
- Due to a possible 2 year period before any dredging can be started a decision was made to move forward with Horn, Tyson & Yoder to begin the survey and depth soundings process. A MOTION was MADE and PASSED in lieu of policy for three (3) bids.

#### **Social Committee**

- Boating Safety Class on 5/18/08 @ 9am
- Coast Guard Auxiliary will have Vessel Safety Inspections during the summer on scheduled dates. Owners may sign-up for inspections.
- Memorial Day Breakfast on Monday, May 26<sup>th</sup> from 9 am to 11 am. HBHYC staff to help/support
- Fishing Tournament in August

#### **Technology/Communications Committee**

- Wireless is running
- Repeater may not be working out on docks
- Do survey on how many people use wireless
- Website feedback – additional features like directions to HBHYC, Host Site, Maintenance on Website – allow for easier use
- Let Committee come back with recommendations for what to do going forward on all these issues.
- Add memory to Stacy's computer
- Recommend having both computers network, use the same programs and back-up at night.

### **III. New Business**

- Ed passed out a Draft of proposed Deed/By-Law changes to be issued for member review and potential additions. The draft was discussed in detail. The following process will be implemented:
  1. A letter will be issued shortly requesting Owners to submit proposed changes to either the Deed or By-Laws including the rationale for the respective proposals.



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2. A letter will be issued delineating the proposed changes and rationale for each.
  3. A ballot will be issued so Owners can vote via Proxy or at the Owner's Meeting planned for August on the respective changes.
- The Deed and By-Law changes which were PASSED last year have been filed with the county and will be posted on the website.
  - As requested during the last Board Meeting, Ed presented a proposal for a contingency plan regarding the level of monies in the Capital Fund. He felt that such a plan should be developed in detail at the time of need to reflect economic conditions at the time (e.g. interest rates). Future actions could consider a loan, special assessment, reduction in planned capital projects or other such actions. A special plan is required at the time of need to ensure that the Owners are well aware of possible actions that may have to be taken well in advance. A MOTION was MADE, SECONDED and PASSED to require the Board, at that time, to indicate specific actions that will be taken if the Capital Fund falls below \$200,000.
  - A discussion was held to address how to administratively handle the disbursement of funds received from Tenants to Owners who are in arrears on the payment of their accounts. It was pointed out that the Office currently credits Owner's Accounts for Transient Rental Income instead of issuing checks to the respective Owners.
  - Ed was requested to prepare a proposal for the handling of Seasonal Tenant's payments in the same regard. Currently the Leases require that the Tenant make out checks directly to the Owner for all but the initial 10% Management Fee. The revised process would result in the monies first being credited to offset any balances due and issue any overages to the Owners.
  - Two (2) Board seats will be open in August 2008. The following timing of events was developed:
    1. Candidates will submit resumes to Stacy in early July 2008.
    2. A "Meet the Candidates" Meeting is scheduled for August 2<sup>nd</sup>
    3. The Election is schedule for Saturday, August 16<sup>th</sup>.

**It was agreed to hold the next Open Board Meeting on Sunday, June 1<sup>st</sup> @ 10:00 A.M.**

A MOTION was MADE, SECONDED and PASSED to adjourn the Meeting at 2:05 pm.