

High Bar Harbor Yacht Club  
Board Meeting  
Sunday, April 5, 2009

Board Members: Matt Kulinski  
Frances Dalton  
Mark Finelli  
James Frank  
Phil Hiller

Employees: Mark Hazley  
Stacy Bernstein

Executive Session @ 9:30 am

**Review of Outstanding Action Items called to order @ 10:00 am**

5-year Capital Plan (Mark Finelli, Treasurer)

- Still waiting for year-end numbers from accounting firm
- 2008 surplus of \$43,000 to be moved to Capital
- Capital Reserve will not go below \$200,000
- Mark Finelli will update report for meeting in July and present at Owner's Meeting in August
- Looking into shut off valve for water supply to exterior bathrooms and second floor of the building for the off season. This will allow us to not heat these areas and save on utility bills.

*Please see the attached four (4) reports presented by Mark Finelli for your records.*

**Operations Update (Mark Hazley, Operations Manager)**

- Wireless System has been installed and completed.
  1. Signal is strong from the clubhouse out to E-dock. \$ 3,074.87
- Dock Resurfacing continues.
  1. I-dock approximately an additional 100'.
- Painted Kitchen
  1. Removed and installed new sink and faucet. \$100.00
  2. Refinish Clubhouse floor/stripped, sanded and refinished \$200.00
  3. Painted all table leg bases.
- Cleaned Furniture
  1. Steam cleaned with machine all clubhouse furniture \$100.00
- Storage Room Clubhouse
  1. Organized/painted/went through all old records in boxes \$50.00
- Sublet/Electric Repair to A-dock/B-dock
  1. B-dock completed/cables were underground
  2. A-dock work scheduled for 4/6/09. There is no junction box from building to A-dock. \$3,800.00
- Ice Eaters
  1. Removed all/cleaned/service and stored away
- Building Renovation
  1. Installed vinyl floor in old elevator shaft area - completed
  2. Clubhouse painted – completed
  3. Giglio Awning contacted 12/16/08 for re-installation of awning. Install to be done by 5/15/09.

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- Miscellaneous Items
  1. Purchased new recycle and trash cans for kitchen area and deck. \$300.00
  2. Install new filters for AC/Heat systems \$50.00
  3. Repaired floats on E-dock and K-dock
  4. Repaired small ramp at E-dock. (Estimate to replace \$1,925.00)
  5. Repaired D-dock finger pier storm damage from May 2008 storm.
  6. Cleaned growth/mussels from water lines and pump-out lines on A-dock and B-dock.
  7. North dock swim ladder removed, cleaned, painted with anti-foul paint.
  8. Pool deck spacing.
- Bathroom Mirrors (all lower bathrooms)
  1. Removed two (2) old shower curtains and rods and installed two (2) new shower door enclosures (inside bathrooms) \$200.00
  2. Replaced faucet assembly (inside bathrooms) \$100.00
  3. Removed and replaced one complete bathroom entrance door (inside bathroom)
- High Bar Harbor Signs
  1. Both entrance signs (North & South) have been removed, sanded, repainted and reinstalled. \$100.00
- Old Shrubs
  1. Removed over 40 old shrubs from North side as well as parking lot islands.
  2. Installed new stones \$700 includes dumpster
- Bicycle Racks
  1. Replaced old bike racks with new. \$1600.00 (two bike racks)
- Clubhouse Deck (lower)
  1. Power washed and stained
- Ice Machine
  1. Refurbished and returned
- Pilings Installed
  1. Two (2) resets (no charge)
  2. Four (4) HBHYC \$3,000
  3. Three (3) Owners
- Pool Filter
  1. Need work valve replaced
  2. New plumbing
- Total cost of projects from 1/1/09 to 3/31/09 @ \$10,450.00

**Office Manager Update (Stacy Bernstein)**

- To date we have approximately 30 Summer Season Rentals for 2009.
  1. Last summer we had 45 summer rentals
  2. Many tenants did not return this year due to economy or have not decided what their plans are for the summer.
  3. 15 boat slips are still available for rent.
- There are currently 19 boat slips available for sale
  1. No sales since July 2008
  2. Some owners have reduced their sale prices
- 2Q2009 Condo Fee invoices were mailed the last week of March with a due date of 5/1/09.

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- Late Fees will be processed the week of April 6<sup>th</sup>.
  1. As per Mark Finelli, Treasure, on day 31 process late fees on any past due invoices
  2. Currently no owners are more then two quarters behind.
- Sending a tenant to a collection agency for failure to submit payment. Have sent letters via regular mail and certified/return receipt with no response. Mark Hazley has contacted this tenant on a weekly basis with no payment.
- Cable Service for 2009 letters and forms will be sent out this week to owners/tenants
- Board decided to purchase a new computer for Stacy. The computer in use is 6-years old and very slow. Stacy has been doing daily scans on the computer and still has numerous viruses and pop-ups. Mark Miller volunteered to get information on a cost. The new computer will have a back-up system and be able to network to Mark's computer.

**Dredging and Bulkhead permit update (Matt Kulinski)**

- Taylor Wiseman and Taylor (TWT) have done a soil samples.
- Ocean County Land fill is currently reviewing the soil samples to see if they will accept the material.
- We should be able to apply for the dredging permit and breakwater permit by the end of April and if all goes as expected we will have a permit by mid August at the latest.

**Buildings and Grounds Update**

- No new business

**Social Committee**

- August 8<sup>th</sup> Charity Fluke Tournament
- Welcome Back Breakfast Memorial Day Weekend
  1. Specific date and time to be determined.

**Technology/Communication Committee**

- Bulletin Board on website is up and running
- To be used for quick info/tools (fishing/sailing/maintenance/repairs/weather)
- Owner's to log-on website to register
- Stacy will confirm registration
- Board Members to moderate the Bulletin Board

**New Business**

- The Board hired Christine Li, Condo Attorney to review our documents (By-Laws/Rules & Regulations/Amendments) as to the correct procedures, recommendation and guidelines for the HBHYC Board and members. In reviewing the documents, Christine Li made the following suggestions
  1. Amendments – the process in which we adopted by-law changes the past was not in accordance with NJ condo law and our current By-laws in the future we will make the appropriate changes.
  2. Recommendation is to leave By-laws already incorporated with the state records to be left as-is.
  3. Of the five (5) changes passes last August 2008,

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- Parking lot restrictions to be filed as a **Rule & Regulation of HBHYC**. Still to be filed with Ocean County Clerk. Should be filed on a yearly basis.
- Annual audits
  1. Audit rate @ \$15,000 seems high, gave recommendation of other account firms and rate @ \$2,000 to \$3,000.
  2. Keep audit in place – no change (we have never had an audit)
  3. Matt Kulinski will get further info from account and rates prior to filing this amendment.
- 2<sup>nd</sup> boat in slip – acceptable to go into By-Laws
- Open Meetings – already in NJ Condo Law and may not need to be in or should be utilizing NJ Condo Law. Board will attempt to maintain the intent of By-Law changes. Not to reduce transparency but change the language.

During this discussion Ed Meline and Mark Miller opposed the changes and expressed their concern about changing the wording of the By-Laws and the need for transparency. That the intent of what the owners of HBHYC want is not over-looked.

The process has been done incorrectly and the current board would like to correct and go forward. There is a loop-hole in the wording. Need to investigate further with the attorney if the wording is illegal or the process.

- Five (5)-year plan – covered by current laws.
- Our Condo attorney recommended that she adjusts the language with the 5 by-law changes that were passed in August 2008 so the language is in accordance with the NJ Condo Laws and our By Laws.
- Fran Dalton made a motion that the by-laws changes that we passed in August 2008 should be adjusted as per our attorney's recommendation before being filed. These changes will be reviewed by the Board with the owners at the next meeting before being filed.

MOTION was MADE, SECOND and PASSED (4 to 1).

- Minutes from past meeting to be approved by board going forward.

- Review Website Committees and delegate a chairman and co-chair for each committee.

Finance Committee

Mark Finelli

Chairman

Ed Meline

Co-chair

*Ed agreed to be a co-chair of the Finance Committee only if he was able to participate in a meaningful way and call Stacy to get reports to review from time to time.*

Jim Avery

Hugh Gray

Ken Reuter

Technology Committee

Mark Miller

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Dave Hall  
Communication Committee  
Alex Millerand  
Tryg Dahl  
Docks and Bulkhead Committee  
Matt Kulinski           Chairman  
Jim Frank               Co-chair  
Dave Hall  
Jay Keough  
Building and Grounds Committee  
Phil Hiller              Chairman  
Mark Miller             Co-chair  
Fran Dalton  
Social Committee  
Fran Dalton  
Kevin Mimm  
Personnel Committee  
Ed Meline               Chairman  
Dave Hall               Co-chair  
Pat English  
Mark Miller  
Kathy Ahern

Motion to adjourn @ 12:16pm

Next quarterly meeting is schedule for Sunday, July 12, 2009