

High Bar Harbor Yacht Club Condominium Association
Board Meeting Minutes
Sunday, October 6, 2013

Board Members

Dave Hall	Present
Alex Millerand	Present
Meaghan Cannon-Keough	Present
Bruce Shulan	Present
Tryg Dahl	via Tele-conference

Employees

Mark Hazley	Present
Stacy Bernstein	Present

Executive Session called to order at 10:00 a.m.

Board Meeting called to order at 10:35 a.m.

Marina Manager/Hurricane Sandy Updates (Mark Hazely)

- Pool Heater estimate at \$3375 with natural gas at \$6200. Propane cost approximately \$1,000.00 to heat. Would have plumber run the gas line to pool heater estimated at \$2800.00 Mark to get other plumbing estimates and cost to replace grid on heater before any decisions are finalized.
- Awning was removed and stored for the winter on 9/16/13
- Request from an owner who has his boat slip listed for sale suggested HBHYC advertise all boat slips for sale in a Boating magazines or local papers at no cost to the owners. Board said no due to expense.
- Electric repairs have been done in the north and south parking lots. Found electrical boxes that were exposed and under water. Alan's electric dug up and feed lines through PVC pipe eliminating junction boxes.
- E-dock has electrical repairs. The junction box main service line chafed through and is in need of replacement. Work in progress.
- 15 meters are getting checked or replaced.
- 4 power pedestals repaired. Replaced terminal blocks.
- Smoke test done on the odor from the pump-out/sewer lines. Repairs completed.
- Parking lot in need of recoating and cracks fixed. Estimated cost would be \$4500-5K to be done by HBHYC staff. Should take about 7-days and restripe the lines with fresh paint. Approximately \$32 per 5-gallons. Estimate from Top Coat Paving at \$11K for 2-days work. Should be done in the autumn of either 2013 or 2014. This is a non-budget item. A **MOTION** to recoat the parking lot with HBHYC staff was **MADE, SECONDED and PASSED** by the BOARD (5 to 0).
- Waste Management is going to take away the north side dumpster and recycling container for the winter and return in the spring. Pickup for the south side is on-call.

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- Mark requested that the electric connection boxes on the air condition units be removed and raised higher in the event of another Hurricane or flooding. Mark to get estimates to remove boxes.

Office Manager Review (Stacy Bernstein)

- 4Q2013 condo fee invoices were e-mailed on September 16th and due on November 1st
- Late fees YTD @ \$2,135.00
- Current AR @ \$3,522.17 (4-owners)
- 26 boat slips are active for sale
- Boat slip A-06 sold in September 2013 (Wolf to Hibbs)
- Boat slip J-19 is pending to close in October 8, 2013
- Capital Contribution YTD @ \$3,255.20 (8-sales)
- 58 boat slips rented via HBHYC for summer 2013 (2012 @ 66)
- 15-boat slips rented privately

Treasurer Report/Condo Fees (Dave Hall)

- Dave distributed HBHYC Treasure Brief as of 9/30/13
- Opened an account with GE Capital at 0.95% in September 2013
- Spoke to our CPA about reserve funds. We can have them for Operating and Capital with no limit but has to be allocated to a specific activity.
- Hurricane Sandy was a \$22K loss net after insurance payments
- 2012 taxes were mailed. Waiting for arrival and to be signed.
- Going forward ALL VENDORS need 1099 forms
- Mercadien suggested review of employee OT. Confirmed employees were paid properly.
- Dave Hall to draft a policy statement on reserve with projects and depreciation policy
- Account changes
 1. Simplify chart of accounts
 2. Accounting is set up by slips, would like to set-up by owner. Have to check with Mercadien
 3. Going to set-up electronic receipts and payments (ACH) There is no bank charge.
 4. No rate increase for condo fees at present.
 5. Budget for 2014 to have draft for December 15th meeting

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6. Suggestion to change the Capital Contribution at time of sale to equal one year of condo fees. Board Members said no because owner would say that would make selling their boat slips more difficult. Currently Capital Contribution is 1/6 of annual condo fees.

2014 Seasonal and Transient Rates

- Keep season rates and transient rates the same. Agreed owners rather have occupancy vs. price. A **MOTION** to keep rental and transient rates for 2014 season the same was **MADE, SECONDED** and **PASSED** by the BOARD (5 to 0)
- Electric fees to be increased for transient rentals.
 1. \$15.00 per 30-amp per plug
 2. \$30 per 50-amp per plug
- New PEAK season rates will apply for one month rentals in the months of June, July and August (or for 3 months from Memorial Day to Labor Day weekend). Take the summer season rate divided by 3 to set the monthly Peak season rate depending on lease term.
- Stacy requested that all payments be made to HBHYC instead of 10% to HBHYC and 90% to slip owner due to many tenants are not reading paperwork. Dave to call Mercadien to discuss and if owners would need 1099 forms.

Wireless Internet

- All okay with upgrades
- Thank you to Steve Dodds for his help
- Upload and download speeds per connection are now limited to provide balanced performance during peak use.

Acceptance of Minutes

- A **MOTION** was made to approve the June 6th Board Meeting Minutes and distribute to the owners was **MADE, SECONDED and PASSED** (Board 5 to 0)

New Business

- Next Board Meetings scheduled for Sunday, November 10th and Sunday, December 15th at 10:00 a.m.

Meeting Adjourned at 12:16 p.m.

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