



35 Sunset Blvd
Long Beach Township, NJ 08008
609-494-8801

Meeting Minutes of the HBHYC Board of Directors Jan. 20th, 2019

The meeting was opened at 10:01 by Jim Frank.

In attendance were Jay Keough and Kip Wasilewski. Present by telephone were Jay Kikkawa, Bill Crutchlow. Owners in attendance: Ed Meline (phone) and Bill and Joe Ann Guertler.

Marina Manager Report:

- Pool re-decking completed. Pool Cover reinstalled. Fencing reinstalled. Deck lights repaired.
- Serviced & Installed all ice eaters
- Water systems, pump outs winterized.
- Replaced Breaker switch panel for "J" & "K" docks (Stainless enclosure \$8900)
- Finger Pier resurface. A, B, C docks remaining.
- Power Pedestals "C" dock completed and water lines reinstalled. "I" dock started.
- Storm Drain north side replacement in progress.
- Lower clubhouse restrooms and common area painted.
- Started process for 2019 Sea Grant for Pump-Out system reimbursement.
- Slip sales / new owners: 12/2018 – D-01 Victor Vinegra

Treasurer and Finance committee:

2018 summary awaiting tax preparation.

- Trash billing appears sporadic. The Board will ask Mark to keep a log of trash pickups to help review costs.
- Transient rental income may be down—accurate numbers will not be available until after tax season.
- A workers comp. audit revealed the pool maintenance service TMC was not insured with "worker's Comp". Mark has found a new contractor for this service.
- All vendors must carry insurance including "Worker's Comp".
- Ed Meline continues to monitor investments and asked for direction on the amount of liquidity to maintain for capital projects. The Board agreed that even if bulkhead replacement is recommended during this year's assessment, actual costs would be more than 12 months out. Therefore, the Board recommended keeping at least half of our capital reserves in CDs (12 month or shorter). Board requested an update by email to them on the current distribution of capital savings (showing % CDs and % liquid savings).

Docks:

- A Project Plan (attached below) was reviewed.
- A low tide inspection of the bulkheads is planned to occur this spring.
- An engineering evaluation of the bulkheads is planned. Three firms will be interviewed by summer. The project will be presented at the annual August owners meeting.
- E dock repair/replacement will be incorporated in this project.

Personnel: Kip has reviewed the existing Employee Job Description manual and stated only minor changes were needed. Jim will get the manual in electronic format to allow the committee to make improvements via emails. The employment manual contains generally satisfactory job descriptions.

Social: A \$1000 budget was agreed on. This committee will be surveying the membership.

No Other Issues were raised.

No comments were made by owners.

The next meeting will be held on **Saturday, April 27, 2019 at 10:00 AM.**

The meeting adjourned at 11:03.

HBHYC Bulkhead Project

Activity	Jan 19	Feb 19	Mar 19	Apr 19	May 19	Jun 19	Jul 19	Aug 19	Sep 19	Oct 19	Nov 19	Dec 19	Jan 20	Feb 20
Assess current state of facility bulkheads														
Photographs of bulkhead locations at LT														
Evaluation by qualified expert, define scope and schedule														
Identify Qualified Contractors														
Develop overall Project Plan and general schedule														
Present Project Plan and Funding Plan to Owners for Approval														
Create Scope of Work and Request for Proposals														
Evaluate Contractors and select winning bid														
Create Purchase Order														
Removal of damaged components, installation of new components														
Restore related components, pool deck, walkways														
Review and Acceptance														