



EAGLE BEND YACHT HARBOR
& BOAT SLIP OWNERS ASSOCIATION

EAGLE BEND YACHT HARBOR BOARD MEETING

Monday, November 8th, 2010 at 2:00 PM

JES Management Conference Room – 857 Grand Avenue

- I. **Call Meeting to Order and Establish a Quorum** – A quorum was established and the meeting was called to order at 2:08 PM. Board Members present in person were President, Bernie Slogotski, Vice-President, Bob Livesay, Secretary/Treasurer, Ken Taylor and Board Members, Bob Smith, Lane Ross and Tom Steffes. Board Member, Roy Hollandsworth was summoned for jury duty and unable to attend the meeting.
- II. **Review & Approve Agenda Items** – Bob Smith requested that all attachments relevant to the agenda items be included when the agenda is e-mailed out. There were no changes to the agenda.
- III. **Approve Minutes from August 2nd, 2010 Board Meeting** – The minutes were previously e-mailed out and approved by majority. Bob Smith had a clarification on the minutes under section II, item B. The other Board Members agreed that the minutes accurately reflect this discussion as written and to move forward. Upon motion and second the minutes were approved as written with 3 in favor and 1 opposed.
- IV. **Treasurer's Report** – Sharla Browning presented the Treasurer's Report. The Association's total current equity is \$471,825.35. That equity is broken down into the following fund balances: Operating Fund - \$4,413.47; Property Tax Fund - \$6,266.67; Capital Reserve Fund - \$95,042.46; Operating Fund Reserve - \$929.83; Building Equity - \$365,172.92. The current accounts receivable is \$5,711.64 consisting of 10 slips. The Board requested a title report for slip A33 in order to establish how to move forward with collection. Bob Smith requested clarification as to why the dock attendant salaries are over budget. Jessica explained that the dock attendants started work earlier this year in order to accomplish the off season tasks approved in 2009. Additional work hours were needed to accomplish an abundance of deferred maintenance items this budget year. Bob Smith commented that it is common practice to notify the Board of any budget line item variance in excess of \$1,000.00. Bernie suggested a mid-year review of projected expenses through the end of each budget year. Upon motion and second the Board unanimously agreed to perform a mid-year review of projected expenses.
- V. **Managers Report** – JES Management presented the Manager's Report.
 - a. **Maintenance Issues**
 - i. **Repairs to Dam Plates** – A diver performed an underwater inspection of the dam plates in September. Underwater photos were sent out showing that the metal strap, several chains and eyelets on the west side of the bottom plate are in need of repair. The lake water level should allow for the repairs to be completed in April 2011. Cole will obtain bids for the repairs.
 - ii. **Boat Launch Grating** – Additional plates and grating were added to the boat launch in the spring. In follow up the Board discussed extending the grating to cover the entire width of the additional plates. Currier's Welding submitted a proposal for approximately \$600.00 that they agreed to honor pending the price of steel this fall. The Board unanimously agreed to pursue the extension of the grating in the spring of 2011 for approximately \$600.00 via Currier's Welding.

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- iii. **Fuel System Monitoring** – Line tightness tests must be performed and recorded monthly in order to remain in compliance with the DEQ. This should take approximately one and a half hours per month.
- iv. **Repair of Front Gate** – The front vehicle entrance gate was repaired on November 16th, 2010. Cole will install a padlock on the gate for the offseason.
- b. **DEQ Violations & Corrective Action Plan Update** – The leak detection violation will be in full compliance in January 2011. Adequate corrosion protection must be installed on the metal piping by March 1st, 2013. The resolution of this violation will be added to the Board Meeting agenda in summer of 2011.
- c. **Fuel Tank Procedure** – The Board discussed the procedure for shutting down the fuel tanks in the off season. In the past the tanks were topped off at the end of the season to avoid floatation. The DEQ reviewed the water table information and assured that floatation would not be an issue if the tanks are not topped off. The Board also reviewed treatment of the fuel over the winter. City Service and Northwest Fuel Systems recommended treating the ethanol fuel and providing no treatment to the non-ethanol fuel. Upon motion and second the Board agreed to add treatment to both types of fuel and not top off the fuel tanks for this off season.

COMMITTEE REPORTS

- VI. **Maintenance Committee** – Bob Livesay & Lane Ross presented the Maintenance Committee Report.
 - a. **Review Maintenance Committee Report** – The Committee proposed a procedure describing a streamlined process to handle maintenance issues and requests in the future. The purpose of the procedure is to better facilitate minor and major maintenance needs throughout the Marina. Minor maintenance is defined as less than \$1,000.00 and major maintenance as more than \$1,000.00. The Treasurer will be copied on all expenses via e-mail. Upon motion and second the Board unanimously approved the procedure and empowered the Committee to act on behalf of the entire Board under the parameters listed below.
 - i. **Interaction for Minor Maintenance issues:**
 1. Staff will identify a minor maintenance issue and proceed to define the problem, analyze possible solutions, and offer their recommended fix.
 2. Staff will review this information within the Management Company for their concurrence.
 3. Staff will reduce their analysis to an email and then send to the Maintenance Committee.
 4. Staff will proceed as mutually agreed and then report back with the fix results.
 5. Staff will then follow through by including the pertinent information in the monthly management report which then goes online for all other Board members and Slip Owners to review.
 - ii. **Interaction for Major Maintenance Issues:**
 1. Staff will identify the major maintenance issue and proceed to define the problem, analyze possible solutions, and offer their recommended fix.
 2. Staff will review this information within the Management Company for their concurrence.

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3. Staff will reduce their analysis to an email and then send to the Maintenance Committee.
4. The Maintenance Committee will review with Staff and then collectively agree to escalate the information to the entire Board for discussion and resolution.

iii. Emergency Procedures – In case of any emergency, especially life threatening or property damage situations, it is understood that Staff is authorized to act using its best judgment to control the situation. If and as time permits, Staff should attempt to contact our leadership, in the best way it can, in the following order:

1. One or both Maintenance Committee members.
2. Other Management Company Staff.
3. Any other available Board Member(s) if none of the above are successfully contacted.

b. Dock Floats – A diver performed an underwater inspection of the dock floats in September. The diver took underwater photos and did not observe any visible evidence of cracking. Cole obtained the original plans for the docks and floats from Atlantic Mecko. According to the original plans, the current distance between the floats and the water level is equal to the original design. The Board agreed to consider this item a non-issue for the time being and to continue to monitor the situation. For future planning, Cole will find out from Atlantic Mecko what the recommended replacement time frame is for the floats.

c. Acceptable Modifications to Slips – The Committee is working to establish a standardized list of acceptable modifications and materials for future reference. There was not a list for review at this time. It was also stated that any modification must be approved by the Board.

VII. Clubhouse Rental Policy Committee – Bob Livesay presented a written proposed revised clubhouse rental policy, guidelines and contract. The Board reviewed the document and there was a lengthy discussion regarding the various views on the current and proposed clubhouse policy. It was resolved that this item would be tabled for further review at the next Board Meeting and in the interim each Board Member will individually review the document and provide feedback and suggestions on how to move forward.

VIII. Weed Abatement Committee – There was positive feedback regarding the work that was completed in 2010. The Board discussed how to establish a long term plan for weed abatement. There was a lengthy discussion reviewing several treatment options. Lane Ross and Tom Steffes are researching various grants that may be available to the Association. Bernie suggested that the Committee propose a plan for 2011 abatement for consideration at the next Board Meeting.

IX. Management Advisory Committee – The JES Management contract expires December 31st, 2010.

a. Discuss JES Management Contract – The Board discussed the JES Management under executive session. As an outcome of the executive session held after the meeting, Bernie Slogotski reported that the Board approved the renewal of the JES Management contract for a one year term ending Dec 31, 2011 at a rate of \$1,910.00 per month. The Board requested that Schedule B of the contract be amended to include preparation of a mid-year review of projected expenses through the budget year.

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X. Budget Committee

a. Review Proposed 2011 Budget – The Board reviewed the first draft of the proposed 2011 budget. Ken commented that several deferred maintenance items were accomplished in 2010 that were onetime expenses. It was agreed that Ken Taylor would compile a summary of the proposed budget and e-mail it out to the Board for consideration. In the interim the Board will individually review the proposed budget and shall come to an approval by December 1st, 2010.

b. 2010 Maintenance Overview – The Board reviewed a summary of the maintenance items that were completed in 2010.

c. 2011 Proposed Off-Season Maintenance – The Board reviewed a summary of items needing addressed during the upcoming off season. Upon motion and second the Board unanimously approved \$10,000.00 gross payroll expenses not including materials to be allocated for off season work. The Board agreed that the off season work should not exceed 20 hours per week.

OLD BUSINESS

XI. Review Website Information Availability – The Board reviewed a comparison of the SenEarthCo website and the www.eaglebendyachtharbor.com website. The SenEarthCo website cannot be accessed by the public and contains more information. The www.eaglebendyachtharbor.com website is public but duplicates information that does not need to be available in both locations. The Board resolved for JES Management to compile a list of duplicate items that can be removed from the www.eaglebendyachtharbor.com website for review at the next Board Meeting.

NEW BUSINESS

XII. Review of Nomination/Election Process – Upon motion and second this item was tabled for the next Board Meeting.

XIII. Review of Voting Process – Upon motion and second this item was tabled for the next Board Meeting.

XIV. Set Next Board Meeting Date – The next Board Meeting shall be held Friday, February 25th at 2:00 PM. The place of the meeting shall be determined at a later date.

XV. Adjourn – There being no further business the meeting was adjourned at 5:40 PM.

Submitted by:

Accepted by:

Sharla Browning
Property Manager
JES Management

Ken Taylor
Secretary/Treasurer
Eagle Bend Yacht Harbor BSOA