

NEWPORT YACHT BASIN ASSOCIATION MEETING OF THE BOARD OF DIRECTORS 8/21/2007

In attendance were Board Members Kyle Anderson, Dave Pellegrini, Brian Macwhirter, Chuck Lyden, Maintenance Manager Tom Lisk and Bookkeeper Tracey Craig.

Kyle called the meeting to order and went over the agenda.

The minutes from the previous meeting were read and approved as written.

Next on the agenda was the Budget vs. Actual year to date. There was a thorough analysis of each account and the comparison to what had been spent fiscal year to date versus the budgeted amount. The Attorney and Accountant needed to be separated out with Attorney having a budget of \$2,500 and Accounting \$9,000.00. There may be some attorney's fees with any possible negotiation with Seattle Marine Management. Remove breakwater lease from budget. Water, sewer and garbage looked at, the order of an additional garbage pick-up for Seafair worked well. The guards ordered in addition worked great and feedback during that weekend indicated there were empty parking spaces – Kyle down Saturday & Sunday of Seafair weekend and said about 35% of the boats were out, and parking didn't seem to be a real issue. Back to the budget vs actual analysis, milfoil expenditure was complete, but the milfoil came back on G-dock – not sure why, but not worth it to come out again. Duckweed still thick but definitely down from last year. Next, pilings with a budget of \$24,000.00 would be starting in November 2007. The board would like Tom and Tracey to look at the overall costs of the phone – what do we need, how much were the routing charges, set-up an e-mail and put that on the phone message. Tom's Dental needed to be changed as well.

Next on the agenda was a bookkeeping update, in general the majority of the owners are paying their dues within a month of billing, there are less than 10 owners who have some outstanding issues or misplaced payments that Tracey was going to address in the next billing statements by 11/1/2007. The protocol that was discussed is to send out a statement after 1 month indicating no payment for that quarter's maintenance dues and then follow-up with a phone call.

Next was Tom Lisk the manager's update, he indicated that he still feels like he is floundering a bit, and wants to come up with a schedule for himself. Kyle suggested ½ hour on e-mail a day to budget, and Tom indicated it would be easy to prioritize projects, office time, etc. Dave indicated that he only heard one complaint and it was on July 4th concerning the garbage, the additional container that Tom ordered did not come in time. The Seafair guards clocked in 47 hours and the extra dumpster alleviated any concerns that happened over July 4th. It was also noted that Seattle Marine consolidated the boats over the holiday as well which helped considerably with parking.

No word on Seattle Marine's plans, it was noted that they seemed willing to cooperate and will be good owners. Tom discussed his plan for keys/passes with an after hours lock box that he can change the code rather than leave them in the dock box unlocked.

New Business – EMP Industries, John Nicks, regarding a proposed pump-out station at Newport Yacht Basin. According to information relayed to Tom, they will pay up to 75% of the cost if we do the work ourselves, they reimburse. Included is a 10 year maintenance contract with this government grant program. There is a shortage of pump-outs on Lake Washington, so they are encouraging private property groups. EMP helps with the permit process, and helps coordinate between all parties. There was a suggestion to have the pump-out at the end of C-dock, and coordination if a piling would need to be installed during November's scheduled piling project. Security could be a fence around it so someone couldn't climb up on the dock when pumping out. Approximately 800 hours of use before have to change hoses, belts, however the maintenance as noted above could be reimbursed up to 75%. The grant also gives up to \$2,000 toward engineering of the pump-out. There are no dnr issues with the pump-out being located at the end of C-dock, the main issue raised was maintenance. Overall it was decided that it was a good idea and there is a need, more discussion is needed and a possible presentation by John Nicks at the next board meeting was brought up. Is John Radovich paying maintenance dues on that small space at the end of C-dock where the proposed location of the pump-out would be? Tracey was going to look into for the next meeting. There is a current owner in the marina who is considering starting a pump-out service. John Nicks also sells organic boat soap which Tom thought would be a need for the marina.

Tom is starting the G-dock project soon, this will make the dock area cleaner and more spaces to rent out next summer.

There was no other new business.

The meeting was adjourned.