

**NEWPORT YACHT BASIN ASSOCIATION**  
**MEETING OF THE BOARD OF DIRECTORS**

**June 6, 2017**

Notification for this meeting was given during the April 18, 2017 meeting. Kyle sent out an agenda ahead of the meeting which is included with these minutes for reference:

**AGENDA**

**NYBA BOARD of DIRECTOR'S MEETING**

**Tuesday June 6, 2017 8:00 AM – 10:00 AM**

**at Kyle Anderson's house**

**3923 120<sup>th</sup> Ave SE Bellevue, 98006**

1. **Call to Order** – Kyle
  - **Introduction of guest:** Aliya Nylander
2. **Secretary Report-** Bill
3. **Treasurer Report** – Jeff
4. **Marina Report-** Tom
  - Moving parking spots away from fence along A-B, when?
  - inspection report/quote (\$1360) for Roof supports and above deck structural repairs. When do we expect this to be done?
  - Feedback from insurance broker Re: security guard premium discount?
  - Other items??
5. **Issues for Discussion**
  - Discussion of Stillwater proposal and meeting of April 25. talk about long term improvements per the estimate from Stillwater dated 2/22/2017.
  - Discuss Russ Keyes and slip A-90
  - Discussion of roll-up device on F-5. What is our policy on this sort of thing?
  - Discuss Radovich entry sign
  - Set date for next Board Meeting.

Discuss email blast: when? and what info to include

**Discussion:**

1. Kyle called the meeting to order @8:00 AM

Board Members present: Kyle Anderson, Jeff Hoyt, Terry Block and Bill Raleigh

Board Member absent: Steve Rieger

Marina Manager: Tom Lisk

Owners: Aliya and Neil Nylander

Aliya and Neil own C-35. They intend to rent the slip out. As they own other condominiums in the area, they said they are experience owners of condominiums and understand rentals. Aliya said she had some difficulties getting information and answers to her questions as she was closing on the purchase. She finally got in touch with Tracey and got most of her question answered. She said that she reviewed the Declarations, Bylaws, Rules and Regulations, and Reserve Study. She made a point that the Declarations and Bylaws do not list the address for the Association or any contact information. She was unable to review the insurance policies and wants to understand what her insurance requirements are. She asked that we make a few revisions to the Rules and Regulations adding what she thinks is missing in the other documents. Bill said that we spent a lot of time working with attorneys to develop all the Association's documents. All the information that a new Owner needs is available to review or ask questions about including the insurance policies. She reviewed the Reserve Study and said that we are required to update the study each year. Jeff said that we are not required to update the Reserve Study each year. This is a nonresidential condominium and the requirements are different than a residential condominium. We just performed an underwater inspection for the marina and are inspecting the roof structure. We need to assess these inspections and report to the Owners what projects will be needed in the coming years. We plan to revise the Reserve Study when we have more information concerning our needs.

2. Minutes from the April 18, 2017 Meeting were approved.
3. Treasurer Report:
  1. Jeff handed out the Reconciliation Reports which were approved and attached to these minutes.
  2. The Board discussed talking to other accounting firms and possibly doing a RFP for next year.
  3. Next year Jeff wants to budget and pay for all project work out of the Reserve Account.
4. Marina Manager Report:
  1. Tom moved the parking along the A-B fence to the east side and gained one parking spot.
  2. Stillwater did their preliminary inspection of the roof structure for F and G docks. They found several supports that they will sound before issuing their report.

3. Tom reported that he contacted the insurance broker and we may get a better insurance rating but probably no cost discounts for keeping the security company and guard. SBC has some security cameras. Tom does not recommend we add additional cameras.
4. Jeff said the insurance broker is looking into if we need to add additional coverage to the L& I insurance for working over water. Contractors have their own insurance. This coverage would be for Tom or other employed labor to work on the docks and over water.
5. Issues for discussion:
  1. The Board discussed the April 25 meeting with Bill Rissel, Stillwater. Bill Raleigh and others will meet with Stillwater again to discuss the plan for D and E docks piles and bulkheads.
  2. Kyle will send a letter to Russ Keyes from the Board to confirm that Russ Keyes relinquishes any claim on ownership for the space in the marina known as A-90 and that NYBA will manage that space as common area of the marina.
  3. Tom will find out what the permit application to install a boat lift for SBC is about.
  4. The roll-up devise that was installed on F-5 was discussed. Generally, the Board does not have a problem with this unless the owner of the adjacent slip that use the finger pier wants the crank to be relocated or removed. Owners need to ask the Board for approval before installing any structure onto the docks.
  5. No update on the entry signage proposed by Nick Radovich.
  6. The next Board Meeting was set for August 3, 2017 @ 8:00 AM at Kyle's house.

**Attachments:**

1. Approved Reconciliation Reports

**Action Items:**

1. Roof support inspect report from Stillwater.
2. Tom to report on whether we get any benefits from our insurance for keeping the security and guard.
3. Jeff will ask our insurance broker if we need to add insurance coverage for working over water for Tom and other employed labor.
4. Bill will set up a meeting with Stillwater to discuss D and E docks piles and bulkheads.
5. Kyle will send a letter to Russ Keyes from the Board to confirm that Russ Keyes relinquishes any claim on ownership for the space in the marina known as A-90 and that NYBA will manage that space as common area of the marina.
6. Tom will find out what the permit application to install a boat lift for SBC is about.

