

**NEWPORT YACHT BASIN ASSOCIATION**

**ANNUAL MEETING OF OWNERS**

**March 29, 2016**

Notification was given to Owners via email and US mail February 26, 2016. The agenda is included with these minutes for reference:

**NEWPORT YACHT BASIN ASSOCIATION  
2016 ANNUAL OWNER'S MEETING**

**Tuesday, March 29, 2016**

5:00 – 6:00 PM Sign in and Social Time

6:00 – 8:00 PM Meeting

**MEETING AGENDA**

- I. CALL TO ORDER AND INTRODUCTION  
State of NYBA Report
- II. PROOF OF NOTICE OF MEETING AND ESTABLISHMENT OF QUORUM
- III. APPROVAL OF PREVIOUS ANNUAL MEETING MINUTES
- IV. TREASURER'S REPORT  
Auditor Representative Report  
Budget Ratification  
Insurance Representative Report
- V. MARINA MANAGER REPORT
- VI. INTRODUCTION OF CANDIDATES FOR BOARD OF DIRECTORS
- VII. ELECTIONS OF DIRECTORS
- VIII. OLD BUSINESS  
Update for Seattle Boat Company Development Plan  
Water Traffic Plan Discussion
- IX. NEW BUSINESS  
Owner's Forum
- X. ADJOURNMENT

## Discussion:

1. Kyle Anderson called the Meeting to order @ 6:00 PM. Kyle welcomed everyone to the meeting and introduced invited guest.  
Board Members present: Kyle Anderson, Jeff Hoyt, Steve Rieger, Sid Rubin and Bill Raleigh  
Marina Manager: Tom List - absent  
Bookkeeper: Tracy Craig  
Invited Guest: Tom Sulewski and Andrea McGuire, Clark Nuber; Cindy Clark, McGriff, Seibels & Williams, Inc, formally Caledonian Insurance Group  
Kyle said that we will cover the state of marina report with the Marina Manager Report. Tom Lisk was not able to attend this meeting.
2. Tracy Craig reported that we have a quorum for the meeting with about 45% of the Ownership represented by proxy or present.
3. Bill Raleigh said that the minutes for last year's Meeting dated April 1, 2015 were sent out with the information package. Bill was asked to change the wording in paragraph 4,c; "The higher we go with coverage, the less the premiums will be." Bill will change the wording to say "Raising the coverage limits will reduce the ratio for premium cost to coverage limits." The minutes with above noted revision were approved by voice vote.
4. Treasurer Report:
  - 1) Andrea McGuire went over the draft Audit Report. This will be an unmodified report again this year. Cash flow increased with about \$86,000 surplus. This was primarily due to under spending on capitol projects. With the pending motion passing tonight, \$65,000 will be deferred into FYE 1/31/2017. Tom Sulewski said that the draft will be done this week after the vote on the pending motion. Copies will be available next week to be sent by email to Owners and a few copies will be available at the marina office.
  - 2) Tom Sulewski said that although the Reserve Study was not updated this year, The Board has been managing using the Reserve Study as a guide. Without differing the \$65,000 to this year, we would have had to pay additional taxes. In past years, we had loss carryovers to offset the surpluses. Tom said that this has been a process with step one to develop a Reserve Study and step two to begin to fund a reserve account. Our current reserve balance is about \$200,000 and the Reserve Study indicates we should have about \$2,000,000 to be fully funded. Going forward, we will have a separate bank account for the reserve fund. Jeff Hoyt said that we will add a note on each dues statement indicating the amount that is designated to fund the reserve account. A suggestion was made to form a committee separate from the Board to manage capital expenditures. The Board has been managing this but we will need to work on the strategy going forward.
  - 3) Cindy Clark said that we increased the liability coverage to \$5,000,000 with an additional \$2,000,000 in the umbrella coverage for a total of \$7,000,000. Cindy noted that the deductible for wind, hail or flood is 5% of the dock value for each dock. Cindy was asked if we get a premium break if we require everyone to install smart plugs. Cindy said that question was raised last year and there is not break given on this policy but individual boaters

can check with their own insurance brokers. A suggestion was raised to require all workers on the docks to wear PFD vest. SBC now requires their employees to wear vest when working on the docks or around water.

- 4) Jeff Hoyt presented the motion to defer the recognition for \$65,000 in revenue into FYE 1/31/2017. The motion passed.
  - 5) Jeff Hoyt presented the FYE 1/31/2017 budget. He noted that the dues increase is 3%. He said we plan to spend \$115,000 in capital project including repairs for the corner of F&G docks, paving improvements, piling replacement, C dock deck repair and gutter repair or replacements. By voice vote, the budget was ratified by the Owners.
5. Marina Manager Report:
- 1) Kyle Anderson said that the site is finally coming together. The parking south of B dock will be striped this Friday. We will have 46 parking spots. The construction fence will be removed and open circulation through the site. NYBA and SBC parking will be clearly marked per our agreement.
  - 2) We will have to overlay the corner parking area near the dumpsters and east of A dock. The contractor is proposing to cover the existing asphalt with a engineered fabric and add a 2 1/2" asphalt overlay.
  - 3) We are planning to repair the F&G dock corner by removing the concrete surface and adding a specialized concrete topping. When we looked at this area, we determined the floats were in good shape and we should be able to just repair the concrete surface.
  - 4) We looked at replacing the deteriorated areas of the uncovered portion C dock with fiberglass grates but determined we only need to replace boards that have deteriorated.
6. Bill Raleigh introduced candidates for Board positions, Bill Raleigh and Sid Rubin. Bill asked if there are any nominations from the floor. There were no additional nominations and Bill said the nominations were now closed. If anyone has not turned in their ballot, please turn them into Tracy. Karl Lang pointed out that at last year's Meeting, he made a recommendation that we begin to add a cut-off date for Owners to submit their names for the Board positions so that they can be added to the ballot. We need to be more proactive in getting Owners to step up to run for the Board. One suggestion was to add a form to be included with the dues statements that an Owner can fill out to submit his or her interest in running for a Board position. Kyle responded that we have been soliciting Owners to submit their names to be included on the ballots. We have been including request in our email blast and we have spoken to Owners about running. Terry Block ran last year and has been attending meetings to get acclimated to what the Board is doing.
7. Bill Raleigh said that election results will be sent out to Owners after the tabulations are done and approved by the Board.
8. Old Business:
- 1) Bill Raleigh gave an update for the Water Traffic Committee. Bill said that the Committee has been meeting for about two years and we now have an Agreement with the Water Traffic Mitigation Plan and related documents ready to be executed between Seattle Boat and NYBA. Sid Rubin thanked two members of the Committee that were present in the room,

Terry Block and Bob Quick. An Owner said that he has witnessed SBC boats going too fast and creating wakes. Bill said that we can now request video recordings from four camera locations and anyone that is in violation of the Rules and Regulations can be dealt with. Bill said that we will send out information to the Owners concerning the Water Traffic Mitigation Plan after we have the Agreement signed.

- 2) An Owner asked if we were still looking at adding a pump-out station at the marina. Kyle said that we are paying moorage for Terry and Sons to keep one of their boats at the marina. At this time, we are not considering adding a pump-out station. Terry does a great job and pump-outs are very easy to schedule. Terry sends you an email when it is complete.
- 3) An Owner asked if we were considering reinstalling the breakwater west of the marina. Kyle responded that the breakwater was removed after the permit cost kept rising. We do not have plans to put it back at this time.

9. New Business:

- 1) Sid Rubin reminded everyone that the Bellevue Sail & Power Squadron will be conducting free vessel safety checks at Newport Yacht Basin between 9:00 AM and 4:00 PM on April 23, 2016. The Coast Guard has reported that an average 1 out of 4 boats boarded are found to have a violation(s) and are then ordered to immediately return to their home port to fix the violation(s). Owners or renters can contact Sid at [sidrubin@hotmail.com](mailto:sidrubin@hotmail.com) to schedule their safety check.
- 2) Karl Lang submitted a White Paper "ON NEEDED CHANGES TO NYBA BOARD" and asked it to be included in the Annual Meeting documentation. This White Paper will be filed with these Meeting Minutes. Karl gave a presentation in support of his White Paper. The presentation went over his recollection of events concerning property ownership, litigation and agreements. In response to Karl's presentation, one Owner said that we need to move forward and stop looking back. It is not fair to criticize this Board for all that has happened. Another Owner pointed out we are not in litigation and that Karl was told by the Owners at one of the Annual Meeting to settle the litigation.

10. The Meeting was adjourned @ 7:40 PM